***NOTE: TO BE PRINTED ON SCHOOL LETTERHEAD***

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| Manager Project DeliveryVictorian School Building AuthorityDepartment of Education and Training33 St Andrews PlaceEast Melbourne 3002 |  |

Date

To Whom It May Concern

**School Name - School Funded Project**

**Project description**

**Approval to Proceed to Construction Tender**

The School Council of school name wishes to plan and implement a School Funded capital works project on our school site. We confirm that the school has sufficient locally raised funds available to cover the full costs of this project and will not be seeking any funds from Department of Education & Training.

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| --- | --- |
| Proposed project scope: | Construction of a new Performing Arts Centre |
| Forecast date for Construction Commencement:  | Mid November 2018 |
| Forecast date for Construction Completion:  | 28 February 2019 |
| Estimate project budget: | $1,200,000 (ex GST) |

The school would like to call construction tenders / obtain quotes from the following building contractors:

* Building Contractor Name 1
* Building Contractor Name 2
* Building Contractor Name 3

We are seeking the approval from the Victorian School Building Authority to Proceed To Construction Tender. We understand that we will also need to seek a separate approval from VSBA prior to entering into construction contracts with the successful builder.

Yours sincerely

**School Principal Name**

Principal

Attachment 1: Proposed Scope of Works / Drawings

Attachment 2: Independent Cost Estimate of proposed works