

Ministry of Education

**School Business and Support  
Branch**

Financial Policy and Business Division  
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Ministère de l'Éducation

**Direction du soutien aux activités  
scolaires**

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**2015: SB16**

**MEMORANDUM TO:** Directors of Education  
Senior Business Officials

**FROM:** Cheri Hayward  
Director  
School Business and Support Branch

**DATE:** **June 12, 2015**

**SUBJECT:** **Application Forms for Shared Services Feasibility  
Studies and Project Implementation Funding**

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As announced in SB13, \$750,000 in seed funding from the COSBO E&E funding allocation will be provided to support feasibility studies and/or to establish local and regional shared service initiatives to deliver select operational services. Examples may include, but are not limited to, work order systems; custodial and school maintenance services; capital planning; energy management; payroll; server hosting; procurement; travel and expense management; and recruitment.

Please find attached application guidelines and submission forms for the Shared Services Feasibility Studies and Shared Services Project Implementation. Completed applications should be sent to by email to [cheri.hayward@ontario.ca](mailto:cheri.hayward@ontario.ca) and Dean Currie, COSBO E&E Committee Co-ordinator at [dean@cmac-group.com](mailto:dean@cmac-group.com). Applications are due on September 30, 2015. Successful applicants will be notified in October 2015.

The COSBO E&E Advisory Committee will review and evaluate project applications. This one-time seed funding will support projects beginning in the 2015-16 school year and is capped at:

- 50% of the cost of a feasibility study up to a maximum of \$25,000 per study;
- Up to a maximum of \$100,000 per initiative for implementation of a shared service initiative but not to exceed 50% of total project costs.

I look forward to working with you on this important initiative. If you have any questions, please contact me at 416-327-7503 or [cheri.hayward@ontario.ca](mailto:cheri.hayward@ontario.ca).

*Original signed by:*

Cheri Hayward  
Director  
School Business and Support Branch

cc: Dean Currie, COSBO E&E Committee Co-ordinator