**APPENDICES**

**Appendix 2 Template Letter(s):** Permission to make changes to site and building(s)

A. *Template letter requesting approval from the trustees/patrons to proceed with* ***application for funding for building project***

Anywhere Community School Co. Anywhere

Dear TRUSTEES/PATRONS,

The Board of Management wish to make an application to the Department of Education & Skills for funding for additional accommodation/building project (Describe).

The Board requests your approval to proceed with this application and confirms that there is no financial exposure to the trustees/patrons. The Board welcomes your support for this development at the school.

Yours sincerely,

Secretary/Chairperson, Board of Management

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