

Bungendore High School P&C Association

Funding Request



Purpose - This policy is for teachers, staff, students and parents from Bungendore High School (BHS) who would like to request assistance, consultation and/or funding for projects and events that will benefit the students of BHS.

Proposals - Assistance/Funding Proposals can be submitted to the BHS P&C via the following procedure:

1. Proposals for assistance/funding may be made by teachers, staff, students and parents.
2. All funding requests are to be submitted using the BHS P&C Funding Request Form.
3. Any supporting documentation should be attached to the request.
4. Completed Application Forms need to be emailed to the P&C Secretary at least one week prior to a scheduled P&C Meeting to allow for their inclusion in the minutes.

Consideration - All BHS P&C Funding Requests included in P&C Meeting minutes will be considered and resolved at that meeting. Funding proposers should be prepared to present their proposal at the next general meeting when it is considered by the P&C. Urgent, unforeseen funding application requests, may be considered out of session, in exceptional circumstances. Funding will be assessed and allocated with the following guiding principles:

1. Funding will be provided to enhance the education experience for the students of BHS.
2. Funding will be provided for the following categories:
 - a. Student Support for school representation at educational, sporting and/or cultural events.
 - b. Facility Enhancement within the school which provides a direct benefit to students.
 - c. Provide access to programmes that have educational, cultural, wellbeing or sporting benefits for students.
 - d. Education Materials for students are generally the responsibility of the school. Requests will be considered in limited circumstances and only if funding is available.
3. Funding will be provided from available funds in the P&C bank account. Where insufficient funds are available, no allocation can be granted. However, if a funding request strongly satisfies these principles, the P&C may resolve to commence fundraising activities to generate sufficient funds to support the project. Full approval to support the project will be confirmed when the P&C has raised sufficient funds.

Decision notification - Once a decision has been made applicants will be notified of the result of their application.

Approved applications - Applicants are to be notified in writing of the success of their application within 7 days of the approval decision. Funding is to be provided to BHS only and presented to the Principal within 7 days of the approval being given.

Denied applications - Reasons for the denial must be supplied to the applicant within 7 days of the decision being made. This includes applications where the P&C require further information,

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providing the applicant sufficient time to address the P&C concerns and resubmit before for the next P&C Meeting.

Record keeping - All applications received within the above timeframes will be registered and included on the appropriate P&C Meeting Agenda and Minutes. Once a decision has been resolved, the Secretary and Treasurer are to ensure the appropriate responses are fulfilled and recorded on the application form under 'P&C Use Only'. These applications are to be filed and kept by the P&C Executive. Any member of the P&C can request to review past applications, however the applications for a reporting year will be included in the annual audit, after which they will be archived with that year's records for the prescribed period. Members may resolve to continue to support or extend a prior year's funding proposal if a new funding request is submitted.

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This Funding Request Form must be completed in order to gain approval for a funding request from the BHS P&C. Please attach any supporting documentation that will be helpful for the approval process.

Event / Project Name:	
Date of Application:	

Name of Department:	
Contact Person:	
Position:	
Email address:	

Funding Category:	Student Support		Access to Programs	
	Facilities enhancement		Educational Material	

Event / Project Description: <i>Provide a short title and summary of the event/project</i>
Event / Project Benefits: <i>Who will benefit from the project? What benefits will there be? How long will the benefits last for? Will the school need to supply ongoing funding (e.g. maintenance, replacements, staff support)? Who will it benefit? (BHS, students, community)</i>
Support needed: <i>Please detail what support you need from the P&C – funding, time, volunteers etc.</i>
<i>Attach additional information to the request if desired</i>

Total cost of Event / Project:	\$	Amount being requested:	\$
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P & C Use Only

P&C Funding Request reference No:	
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Date Received:		Date Reviewed:	
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Application Outcome:			
Approved in full	\$_____	Approved partial	\$_____
Denied outright - details		Denied further information required - details	

For school donations			
Date of principal approval for donation (after P&C approval, before payment)		Request invoice from admin team	
		School invoice number:	
Payment details			
EFT Ref No:		EFT Amount:	
Applicant Notified date:		EFT date:	