266 Handford Road, Taigum Qld 4018

Taigum State School P & C Funding Request Form

Request forms and procedures

Purpose

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

Proposals

Assistance/Funding Proposals can be submitted to the TSS P & C and the following procedure

should be followed:

1. Proposals for assistance/funding may be made by teachers, staff, students and parents.

2. The Assistance/Funding Proposal should be filled out and submitted prior to the monthly P&C meeting (currently held on the first Monday of each month of every school term).

3. Assistance/Funding Proposals can be addressed to "the Secretary" and submitted electronically to   or by hard copy to the P&C mail box.

Approvals

Assistance/Funding Approvals will be decided at the P&C Association meeting as well as determining

the amount requested or a percentage of the amount requested.

1. The Request applicant will be notified of the approval and the amount of funding and/or level of assistance in writing (email/letter).

2. Any funding amount will be provided not later than 2 weeks before the event, or by the dates required for deposits and or preparation.

Taigum P & C ASSISTANCE REQUEST FORM

This Assistance Request Form must be completed when requesting assistance and/or consultation from TSS P & C. Please attach any supporting documentation that will be helpful for the process.

1. NAME

Name of Requirement/Project	Beneficiaries (one or more can be ticked)		
	Students	*Staff*	*Others -*

2. REQUEST DETAILS

Date of Request	Name of Requestor	Project Position

3. DETAILS

Project Category	Proposed Need	Reason
Volunteer		
Endorsement		
Query		
Suggestion		
Communication		
Other		

4. PRIORITY / OUTCOME

Priority	*Immediate*	*Essential*	*Urgent*	*High*	*Medium*	*Low*

5. INTENDED AND EXPECTED BENEFIT

6. SUPPORTING DOCUMENTATION

APPROVAL RESPONSE DETAILS				
(To be completed by P & C)				
Approved (Yes/No)	Decision date	Decision made by	Decision reason	Resulting Action

7. OUTCOME ADVICE DISTRIBUTION LIST

Name	Position/Department	Distribution method	Date distributed

Taigum State School P & C FUNDING REQUEST FORM

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

Date:
(submitting)   ..../........./.........

Project name: …………………………………………………………….…..

Department/s: ……………………………………………………………….

Name of applicant: ………………………………………………………….
(Title name surname)

Contact Details: ………………………………….   …………….@..........................
(phone and email)

Event Date/s: ..../.........../......... (day – month - year) (If applicable)

Project details: *
(eg quotes)

Cost/Benefit Analysis
Funding requested: $........................
(total amount requested)
Breakdown of detail of project costs *
.... $......................
.... $......................
.... $......................

Project outcomes: *   ………………………………………………………
(how does this event benefit
the students participating   ……………………………..………………………………………
and/or the school?)

Measures of Success to be Used/Reported:

Date/s funding required by: ..../.........../.........
(for deposit or purchases)

Funding sources/Partners: *
(have any other contributing funding source/project partners been investigated?)

Any Further Comments:

* attach more information if required

Thank you for your request. We are committed to ensuring that as many children as possible at TSS have the opportunity to excel. Please forward completed forms to the P&C for consideration via P & C mail box in the School office or by email to

TSS P & C RESPONSE FORM

FUNDING REQUEST RESPONSE DETAILS (To be completed by P & C)			
Approved (Yes/No)	**Decision date**	**Decision reason**	**Resulting Action**

Name	Position/Department	Distribution method	Date distributed