



Armidale Secondary College P&C Association

FUNDING REQUEST

Purpose:

This request form is for teachers, staff, students, and parents at Armidale Secondary College (ASC) who seek funding for projects and events that will benefit the students of ASC. The aim is to foster an enriching educational environment by supporting initiatives that enhance learning, recreation, and the overall school community.

Proposals:

Funding requests can be submitted to the ASC P&C Association through the following procedure:

1. **Eligibility:** Proposals for assistance or funding may be made by teachers, staff, students, and parents affiliated with ASC.
 2. **Application Form:** All funding requests must be submitted using the ASC P&C Funding Request Form, ensuring that all relevant sections are completed.
 3. **Supporting Documentation:** Any supporting documents, such as project plans or cost estimates, should be attached to the request to provide clarity and context.
 4. **Submission Deadline:** Completed application forms must be emailed to the P&C Secretary at least one week before a scheduled P&C Meeting to ensure their inclusion in the agenda and meeting minutes.
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Consideration:

Funding requests included in the P&C Meeting agenda will be reviewed and resolved during the meeting. Applicants should be prepared to present their proposal and discuss it at the meeting where it is being considered. In exceptional circumstances, urgent funding requests may be considered outside of regular meetings. Applicants are encouraged to submit requests in a timely manner for due consideration to take place. Funding amounts are at the discretion of the P&C Committee with a maximum of \$250 for individual applicants.

Funding will be assessed and allocated based on the following guiding principles:

1. **Enhancement of Education:** Funding will be provided to support initiatives that enhance the educational experience for ASC students and concomitant benefits to the wider school community.
2. **Categories of Funding:**
 - **Student Support:** Funding for school representation at educational, sporting, or cultural events.
 - **Facility Enhancement:** Improvements within the school that provide direct benefits to students.
 - **Access to Programs:** Programs offering educational, cultural, wellbeing, or sporting benefits to students.
 - **Educational Materials:** While educational materials are generally the school's responsibility, requests may be considered in specific cases where they significantly enhance student learning and where funds are available.
3. **Funding Availability:**
 - Funding will be provided from available funds in the P&C bank account. If insufficient funds are available, allocations cannot be granted immediately. However, if a funding request strongly aligns with the principles outlined, the P&C may initiate fundraising efforts to support the project. Full approval will be confirmed once sufficient funds have been raised.
 - For individual applicants, direct financial support should be restricted to half of the actual expense supported by receipts to a maximum of \$250 per individual. Applicants are encouraged to demonstrate other fundraising sources sought and monies raised.

Decision Notification:

Applicants will be notified of the outcome of their funding request as soon as a decision has been made.



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- **Approved Applications:** Successful applicants will be notified in writing within 30 days of the approval decision. Funds will be provided to ASC and presented to the Principal within 30 days of approval.
 - **Denied Applications:** Applicants will be informed of the reasons for denial within seven days of the decision. If further information is required, applicants will have the opportunity to address these concerns and resubmit their application for consideration at the next P&C Meeting.
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Record Keeping:

All applications received within the specified timeframes will be registered and included in the P&C Meeting Agenda and Minutes. Once a decision is made, the Secretary and Treasurer will ensure appropriate responses are documented on the application form under the "P&C Use Only" section. These records are to be filed and maintained by the P&C Executive.

- **Review and Support:** P&C members may request to review past applications. Additionally, members may decide to support or extend a previous year's funding proposal if a new funding request is submitted.
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Funding Request Form:

To gain approval for a funding request from the ASC P&C, the Funding Request Form below must be completed. Please attach any supporting documentation that may aid in the approval process.



FUNDING REQUEST FORM

To apply for funding from the ASC P&C, this Funding Request Form must be completed. Please include any supporting documentation that may assist in 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>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)</i>			
Event/Project Benefit Breakdown: <i>Proportionally, who will benefit from the application? (Eg Individual Applicant 40%; ASC Students and Community 40%; Wider Community 20%)</i>			
Individual Applicant	ASC Students and Community	Wider Community	
%	%	%	
Support needed: <i>Please detail what support you need from the P&C – funding, time, volunteers etc.</i>			
Total cost of Event/Project:	\$	Amount being requested (subject to available funds):	\$



Armidale Secondary College P&C Association

P & C Use Only

P&C Funding Request Reference No.
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Date Received:		Date Reviewed:	
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Application Outcome:			
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Approved in full	\$_____	Approved partial	\$_____
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Denied outright - details	Denied further information required - details
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For school donations			
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Date of principal approval for donation (after P&C approval, before payment)		Request invoice from admin team School invoice number:	
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Payment details			
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EFT Ref No:		EFT Amount:	
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Applicant Notified date:		EFT date:	
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