



Dear parents and teachers,

The allocation of money raised by our PA is a subject that is always up for discussion.

As a committee we have discussed the fairest way of allocating these funds. This is by way of a funds request form (attached to this letter) for you to complete with details of your request. We have tried to keep the form as simple as possible.

Once you have completed a request form, submit it to the head-teacher for sign off, this will then be forwarded to the PA and, as a committee we will discuss and decide upon which requests we can approve bearing in mind the amount of money being requested and the number of requests we have received. An electronic copy of the request form will be available on the PA section of the school website for you to download and complete as well.

This system aims to provide everybody with a fair chance to access our funds and ensure that we do not simply operate under a first-come-first-served basis.

Please feel free to come and speak/email the committee if you have any questions or queries about this process.

Thank you all again for your continued support.

St Marys Parents Association



Guidelines for PA funding applications

Funds raised by the PA are to enable the school to buy facilities or equipment outside the normal (core) school budget and thus advance the education of the pupils.

The PA committee wants to ensure that funds are spent in an effective way that will benefit and support the children as well as staff in their role of developing and educating children.

We want the funding application process to be as simple as possible and wish to make staff and parents aware of the following guidelines to applying for PA funding.

Procedure:

Name: person making the application.

Description: the equipment/services funds will be spent on.

Benefit: how will the school and/or the children benefit from the request?

Consultation: any details of consultation with children/staff regarding bid.

Justification: justification for using PA funds and not school budget.

Estimated Costs: include supporting documentation from 3rd parties, this is preferred.

Ongoing Costs: the PA does not accept any requests for ongoing or subscription costs. If you have a need for ongoing costs this should be outlined in a separate bid which will be for discussion

Amount Requested from PA: the whole amount or part of the amount.

Time Constraints: if funding is required by a particular date.

A copy of the application form is available for download on the PA section of the website and should be passed firstly to the headteacher for sign off, which will then be forwarded to PA via email (pa.stmaryslpool@gmail.com) once completed.

Each application will be considered at the next PTA meeting.

Additional Notes:

PA funds are intended for the equipment/services that cannot be funded through the normal school budget. This is to ensure that the education of children does not become reliant on PA funds, which cannot be guaranteed.

In special circumstances, core items that would ordinarily be expected to be funded by the normal school budget could be approved for PA funding. However, assurance from the head teacher must be acquired that provisions in the school budget for such items will be made in the future. Funding for major projects should follow the same process as general bids.

Typically, applications should benefit as many children as possible. However, where there is a need for a specific group of children, this will also be considered.

St Mary's College



Parents' Association

The PA will keep a record of funds spent and will review their effectiveness over time to help make decisions about future funding applications. Each application will be considered on an individual basis, and successful applications should not be seen as setting a precedent.

Any major fundraising project should be accompanied by a bid request, fundraising plan, and research, this will then be debated at a committee meeting using the normal bid process and sent out to all parents to ensure full consultation has been completed. Full funds must be available in the bank account to withdraw for the suggested project.

Funds that are not used by the end of the academic year, will be released back to the PA and you will be required to reapply.

Any funds approved must include reference or credit to the PA.



St. Mary's College - PA Funds Request Form

Name:		Date of request:	
Description of requirement: (what is the money required for? New project, replacement etc..)			
Benefits: (how will the school and/or children benefit from the request?)			
Consultation with Children: (have any children been consulted about the project? What was their feedback?)			
Justification: (justification of using PA and not school funds)			
Agreed by the Principal			
Costs: (for larger projects please include details of all quotes received) Please attach a copy of the quote(s)			
Full Cost:		Ongoing costs: (any support/maintenance costs?)	

Other Information



PA USE ONLY

Decision:	Approved <input type="checkbox"/>	Declined <input type="checkbox"/>	Deferred <input type="checkbox"/>
Meeting Date:			Number of committee present:
Chair Signature:			
Treasurer Signature:			
Copies sent to SMC accounts dept	<input type="checkbox"/>		
The person requesting funds	<input type="checkbox"/>		
Cheque no.	Invoice received	Date paid to SMC	