

Request for Funds from Overdale Parents Association

ITEM:	
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Purpose: <i>(please provide a brief paragraph outlining how the item(s) meet one or more of the PA funding criteria)</i>

Total cost*:		Amount requested from PA:	
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* Please attach quotes

Origin of request: <small>(Circle as appropriate)</small>	Staff member Class School Council Other	Head Teacher Approval: <small>(please add signature)</small>	
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Date:	
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For PA use

Request received on (date):	
Request discussed:	at PA meeting <input type="checkbox"/> Date: _____ by email <input type="checkbox"/> Date: _____
Outcome of vote:	approved <input type="checkbox"/> denied <input type="checkbox"/> <small>(Attach or link minutes/email summary for records)</small>
Amount to be given:	
Payment Made	Date: _____
Signed:	PA Chair: _____ Treasurer: _____
	Date: _____

Criteria for Assessing Funding Applications

1. The item(s) purchased will support an educational activity as part of the curriculum and will remain within the classroom or school grounds, to benefit all the pupils in a specific year group or the whole school.
2. Alternatively, the funds will be used to meet some of the costs associated with an educational visit.
3. Where possible is something that provides a legacy for future pupils to use
4. All bids have followed the school's due process to ensure the spend will provide good value for money. This includes appropriate exploration of alternative funds and authorisation process.

Funding Application Process

1. Funding application form to be completed by relevant member of staff and forwarded to the Head Teacher for approval.
2. Head to sign if approved.
3. Completed form to be forwarded to the Chair of the PA with quotes attached as necessary. If emailing please cc: the PA Treasurer.
4. Chair of the PA to circulate to all on the PA mailing list for their consideration and/or discuss at a meeting if one is due.
5. Chair of the PA to collate responses and advise the applicant of the decision.
6. For successful applications the PA Treasurer will liaise with the school to discuss and confirm the appropriate arrangements for payment.