



Dear teachers and parents,

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

As a committee we have discussed the fairest way of allocating these funds. The result of our discussions is the creation 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 PTA and, as a committee we will discuss and decide upon which requests we can honor 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 PTA 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 to the committee or me if you have any questions or queries about this process.

Thank you all again for your continued support.

Beccy Blackwood
Chair

PTA FUNDING REQUEST

Treasurer use only
Request No.
Received:
Approved:
Cost:

Neville's Cross PTA raises money to enable the school to pay for events, facilities or equipment outside the normal school budget, and thus advance the education of the pupils. Furthermore, the PTA supports events that promote a friendly and social atmosphere within and between all pupils, staff, parents, governors and the local community.

To request funds please return this form (see guidance notes) to the PTA.

NAME:

DESCRIPTION:

COSTS:

Total:

PTA COMMITTEE USE ONLY

DECISION:

Approved

Declined

Further information needed

MEETING DATE:

Guidelines for PTA funding applications

Funds raised by the PTA 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 PTA 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 PTA funding.

Procedure:

- Name: person making the application;
- Description: the equipment/services funds will be spent on; how will the school and/or the children benefit from the request?
- Costs:
 - Estimated Costs: include supporting documentation from 3rd parties, this is preferred.
 - Ongoing Costs: if applicable include any annual fees.
 - Amount Requested from PTA: the whole amount or part of the amount.
 - Time Constraints: if funding is required by a particular date;

A paper copy of the application form is available for download on the PTA section of the website and should be passed to the PTA.

Each application will be considered at the **next PTA meeting.**

Additional Notes:

PTA 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 PTA 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 PTA 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.

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

The PTA 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.