



# CONCORD HIGH SCHOOL P & C ASSOCIATION REQUEST FOR FUNDING POLICY AND PROCEDURE

---

## **Purpose**

This policy is for Concord High School staff, students, parents and carers from Concord High School (CHS) who would like to request funding for projects and events that will benefit the students of CHS.

## **Overview**

An important role of the Concord High School P&C is to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

Further to this, Concord High School P&C Association will consider requests for funding that have a demonstrable benefit for the students of Concord High School, including:

- Initiatives that improve the school's facilities and grounds
- Equipment and resources that will enhance teaching and learning activities
- Programs and services that promote the wellbeing and development of students

The P&C will consider the following factors in determining requests for funding:

1. Does the request fall within the role of the P&C?
2. How many students will benefit if this initiative is approved?
3. How will this initiative enhance or improve the school in any way?

## **Procedure**

- i) Annual application process

Each year during Term 1 the P&C will invite members of the school community to submit requests for funding using the attached template.

Requests will be assessed on the basis of the information submitted. The P&C may request further information or invite the applicant to address a P&C meeting.

The P&C President and the School Principal will conduct an initial assessment of the applications received before they are considered at the first meeting of the P&C in term 2.

ii) Ad-hoc applications for funds

Applications that emerge outside of the annual process can be submitted using the same form. These applications will similarly be considered by the P&C President and the Principal before being determined at a P&C meeting.

Please note that all requests must be signed by the Principal, Concord High School before they are forwarded to the P&C President.

In accordance with the P&C By-Laws (no. 15), notice must be given to the P&C membership for any motion to approve expenditure of \$10,000 or more.

Any funds provided by the P&C are to be used for the purposes outlined in the application. CHS must invoice the P&C for the approved amount and provide proof of payment.

The P&C executive will provide a report to the AGM each year on the funding provided during that year and the projects delivered.

