



Highdown School and Sixth Form Centre

PTA FUNDING REQUEST FORM

Highdown School PTA raises money to enable the school to organise and fund events, activities or equipment outside the normal school budget. This money helps to enrich school life for all students. To request funds please return this form to the PTA by emailing: highdown_pta@outlook.com

Date:

Name:

Department:

Contact email address:

Brief description of what funds will be used for:

(Please include: benefits to pupils, which year groups will benefit, the %age of students who will benefit, is this for a one-off event or ongoing use etc. Does this link to the school's strategic objectives – AIP?)

PTA USE ONLY

Date received:

Approved or declined:

Guidelines for PTA funding applications

Funds raised by the PTA are to **enable the school to pay for events, activities or equipment outside the normal (core) school budget.**

The PTA committee wants to ensure that funds are spent in an **effective way** that will **benefit and support the children**; and we also try to ensure that funds are spread evenly across the phases. We want the funding application process to be as simple as possible, and wish to make children, parents/carers and staff aware of the following guidelines to applying for PTA funding.

Guidance on completing the funding request form:

Name	Person making the application
What funds will be used for	Brief description of what the funds would be spent on and how the school/children will benefit
Date required for	Particularly if funding is required by a particular date
Costs	Include: any supporting documents e.g. quote from an entertainer any ongoing costs, if applicable amount requested from the PTA (whole or part of the cost)

A copy of the funding request form is available to download on the PTA section of the school website and should be passed to the PTA directly or via the school office. Each application will be considered at the **next PTA meeting** and needs to be approved by both the PTA and the school and then signed off by two PTA committee members before funds are confirmed.

Additional Notes:

PTA funds are intended for events, activities and equipment 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 will be made within in the school budget for such items 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.