



Request for Funding from Middle Ridge State School Parents & Citizens Association

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| Item Required: | |
| Make/Model/Brief description: | |
| Recommended Supplier Name and Address | |
| Approximate Costs (Budget) | |
| Purchase Cost | |
| Funding Source for Purchase Cost. (e.g. P&C/School/Both) If co-funded, detail funding required from P&C and funding from other sources | |
| Can this be funded from other sources (e.g School budget, grant) If yes the state the reason other funding sources are not used? | |
| Annual running cost (Ongoing costs, repairs) | |
| Funding Source for Annual running Costs (Cannot be P&C) | |
| Quote(s) for item is attached Yes/No (Reason for not attaching e.g verbal, list details) NOTE!! Items over \$500 requires two written quotes from suppliers | |

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| Contact Person |
| Name |
| Contact Phone Number/Email |
| Submission Date |
| |
| Background Information |
| Who will use this item? |
| What benefit/s is there to students, include tangible benefits |
| Why is the item needed? (Issue being addressed, New requirement being filled) |
| Any Additional Information to support the funding of this item |

NOTE!!

All items are mandatory. Requests not fully completed will be rejected and require resubmission

A minimum of two written quotes is required for all items over \$500

A minimum of one verbal quote is required for all items under \$500

MRSS P&C Priority List Explanatory Notes

MRSS P&C Mission Statement

The mission of the Middle Ridge State School Parents & Citizens Association is to work with the school staff and Education Queensland to ensure that all current and future students to the school have the facilities and resources available that will provide the best possible learning environment. We aim to achieve this mission whilst maintaining a warm, friendly and safe community atmosphere at the school.

The Middle Ridge State School Parents & Citizens Association provides one off funding grants of up to \$2500 on submissions presented through it's "Priority List" program of funding. The actual amount of funds available for the total Priority list is at the discretion of the P&C and is determined by the P&C on an annual basis.

Why have a funding priority list

The P&C receives many requests for funding in a school year. The volume of requests usually exceed the ability of the P&C to fund in a given school year. The priority list is used to ensure that all funding requests are given equal opportunity and that the limited P&C funding available is utilised according to the wishes of the P&C. This list allows all P&C members to determine the priority of items to be funded by the P&C in the following school year.

Funding Request Process

1) Prepare Funding Request

The request must include a fully completed Request for Funding Form and any other supporting documentation. E.g. Quotes

2) Submit the Request

The request must be submitted at the School office prior to the submission closing date

3) Requests are Assessed

The requests are assessed by the P&C Priority List committee to ensure that they are eligible for funding by the P&C. Any rejected submissions returned to the requestor (with feedback) for re-submission within two weeks.

4) Review of Successful Requests by P&C Members prior to Voting

All successful submissions will then be available for review by current P&C members for a minimum of two weeks.

5) Vote on Priority of Requests

Once the review period is complete, all current P&C members will be eligible to vote on the order of the requests on the priority list. Members will have one week to submit their voting form.

6) Submission of final vote to P&C

The final order of the priority list based on the P&C member vote will be collated and presented at the P&C meeting for ratification.

7) Authorisation to Fund Request

The P&C will then authorise funding requests in the priority list order at each general meeting. Upon approval the requestor will have six months to expend the funds. The

ability to fund the requests will be dependent upon the funds the P&C has available at the time and will be voted on by the P&C at relevant general meeting.

8) Changes to a Request

Any changes to a request including price changes and time extensions must be communicated to the in writing P&C prior to the expenditure of funds or the expiration of the six month expenditure time limit.

The order that an item appears on the priority list or the inclusion/exclusion of an item can occur if

- Notification is made to the P&C members via the School newsletter two weeks prior to the P&C meeting that a motion is to be raised.
- The motion is raised at the following P&C meeting and a unanimous vote approves the motion.
- The original requestor will be contacted by the P&C executive prior to the meeting where the motion is to be raised. (This is to allow the requestor the opportunity to debate the motion)

Eligible Funding Requests

To be eligible for funding from the Middle Ridge State School P&C the request must

- Provide a clear benefit to the children of Middle Ridge School (Environment, Curriculum, Sporting, Health)
- Have no other possible funding source.
- Require no more than \$2500 to be funded by P&C. (Co-funding requests can be higher as long as the commitment by the P&C is not greater than \$2500)
- Comply with the Queensland Education Purchasing Policies and Procedures for Parents and Citizens' Associations

Ineligible Funding Requests

The Middle Ridge State School P&C will not provide funding for requests that:

- Are not in accordance with the spirit of the mission statement of the Middle Ridge State School Parents & Citizens Association.
- Fund the debts of an organisation.
- Incurs ongoing expenses to the P&C.
- Are labour related.
- Are in the view of the P&C, the responsibility of another funding source.
- Requires funding outside of the current P&C financial year. (e.g. \$5000 over two years)
- Do not provide a foreseeable tangible benefit to the children of Middle Ridge State School.
- Have already been submitted in the current P&C financial year. (one request per item)
- Does not comply with the Queensland Education Purchasing Policies and Procedures for Parents and Citizens' Associations

Submissions will be rejected if they

- Are submitted after the closing date of submissions.
- Are not fully completed. (including supporting documentation like quotes)
- Do not provide the required minimum number of quotes for works to be completed or equipment to be provided or provide a substantial reason as to why quotes cannot be provided.

Payment of Approved Submissions may be rejected if

- Proof of expenses are not produced (ie. Invoice)
- Actual expenses are more than 10% greater than the original submission and prior approval for a budget overrun has not been granted (This is to allow for a reasonable level of variation that may occur between quoting and actual purchase time)

General Information

Quotes

- As a minimum two written quotes are required for any funding over \$500
- As a minimum one verbal quote is required for any funding of \$500 or less
- In general the P&C will directly pay the invoice, where this is not possible a copy of the invoice must be supplied to the P&C prior to funds being transferred.

Queries

- Any queries can be directed to the P&C executive either through the school office or via the contact details listed on the school newsletter.



Request for Funding from Middle Ridge State School Parents & Citizens Association

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| Item Required: | |
| Make/Model/Brief description: | Portable Shade, Large |
| Recommended Supplier Name and Address | Shades R Us |
| Approximate Costs (Budget) | |
| Purchase Cost | \$1200 |
| Funding Source for Purchase Cost. (e.g. P&C/School/Both) If co-funded, detail funding required from P&C and funding from other sources | P and C |
| Can this be funded from other sources (e.g School budget, grant) If yes the state the reason other funding sources are not used? | Yes, Grant was sought but was not successful |
| Annual running cost (Ongoing costs, repairs) | Nil |
| Funding Source for Annual running Costs (Cannot be P&C) | Nil |
| Quote(s) for item is attached Yes/No (Reason for not attaching e.g verbal) NOTE!! Items over \$500 requires two quotes from suppliers | Yes |

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|---|--|
| Contact Person | |
| Name | Joe Bloggs |
| Position (e.g. Staff, P&C Member) | P&C Member |
| Contact Number | 12345678 |
| Submission Date | 1/9/06 |
| Background Information | |
| Who will use this item? | |
| What benefit/s is there to students, include tangible benefits | Provide shade for students during school activities like sports day and for taking to other locations for same use |
| Why is the item needed? (Issue being addressed, New requirement being filled) | Safety of students requires shade to be provided |
| Any Additional Information to support the funding of this item | This is a requirement by Education Queensland in duty of care |