

PROJECT FUNDING PROPOSAL



Submit by the first Tuesday of the month to yerongasspandc@gmail.com

Purpose

The Yeronga State School Parents & Citizens Association (YSS P&C) provides funding to support the education and wellbeing of the children of our school, and promotes programs to create a strong, vibrant, connected and inclusive school community. YSS P&C members, subcommittees, school leadership team members, teachers and students seeking financial support from the P&C for a project, program or event must complete and submit this form. The purpose of the form is to provide the information needed by P&C members to assess the benefits and vote on each proposal.

Proposals

The procedure for Project Funding Proposals to the YSS P&C is as follows:

1. P&C members, subcommittees, school leadership team members, teachers and students wishing to request P&C financial support must use this form.
2. To be tabled and considered by members at a P&C General meeting, the completed **Project Funding Proposal** form – along with quotes if applicable – will be **submitted at least two weeks prior to the monthly P&C meeting, that is, by the first Tuesday of the month during school term.**
3. If approved by the Principal to be shared with P&C members, the Project Funding Proposal will be circulated to P&C members with the agenda for the monthly P&C meeting at which the proposal will be discussed and voted (currently held on the third Tuesday of each month of each school term, at 7:00pm in the school library).
4. Ideally, the person submitting the Project Funding Proposal should attend the monthly P&C meeting at which the proposal will be discussed and voted to answer questions from members prior to voting on the proposal.
5. The completed Project Funding Proposal form must be addressed to “the President” via email to yerongasspandc@gmail.com.

Approvals

Project Funding Approvals will be decided by P&C members at a P&C General monthly meeting.

- The Project Funding Proposal applicant will be notified of members’ decision and, if approved, the amount of funding and/or level of assistance in writing via email.
- Funding will be provided in consultation with the person who submits the Project Funding Proposal.

PROJECT TITLE		Approved by YSS Principal for circulation to members?	Yes / No <ul style="list-style-type: none">• If yes, please provide evidence of approval, eg email, with this form• If no, the P&C President/s will seek the Principal’s approval on your behalf
SUBMITTED BY		PROJECT TYPE (Event, infrastructure, goods, service, or ‘other’)	
PROPOSER CONTACT DETAILS	Phone: Email:	TOTAL BUDGET	\$
		AMOUNT REQUESTED FROM P&C	\$
DATE OF PROPOSAL		QUOTES ATTACHED WITH PROPOSAL (Yes/No)?	
PROJECTED START DATE		PROJECTED COMPLETION DATE	

Funding Criteria

PROJECT OVERVIEW

SUMMARY – Please provide an explanation of the Project

PROJECT OBJECTIVES AND OUTCOMES – List up to 3 objectives/outcomes for this Project

BENEFICIARIES – Explain the YSS students and/or community members this Project will support – How many? Which grades? How will they benefit?

MEASURES OF SUCCESS TO BE USED/REPORTED

FUNDING SOURCES/PARTNERS

Have any other contributing funding source/project partners been considered or investigated?

PROJECT RISKS AND MITIGATION – What risks may impact the successful completion of this project, and how will you mitigate these?

PROJECT MANAGEMENT		
Who is responsible for managing this project and ensuring successful delivery?		
List other stakeholders needed to ensure successful delivery, and their role/s		
PROJECT MILESTONE	DEADLINE	PERSON RESPONSIBLE

Guidelines

1. Funding requests are open to YSS P&C members, subcommittees, school leadership team members, teachers and students.
2. Applications for funding can be made each month at the P&C General Meeting using this form.
3. To be considered at a P&C General Monthly meeting, applications must be made in writing via this form, addressed to the P&C President and emailed to yerongasspandc@gmail.com by the first Tuesday of the month during school terms.
4. The school Principal must endorse the Project Funding Proposal being forwarded to members prior to it being circulated.
5. When approved by the Principal for circulation, the completed Project Funding Request form will be sent to P&C members with the agenda for the P&C General Meeting at which the Project will be tabled, discussed and voted on by members.
6. If the funding request is more than \$2,500 the person proposing the expenditure, or a delegate/representative, should attend the P&C General meeting at which the proposal will be discussed and voted. This will enable members to ask questions and seek further information prior to voting on the proposal.
7. Should the P&C Executive team decide more information or wider consultation is needed before a proposal is tabled at a P&C meeting for discussion and vote, a P&C Executive team member or representative will contact the Project Proposer with this advice. The P&C Executive team may decide to postpone the tabling of a proposal to a later meeting should it be deemed more information is needed for members to make an informed decision.
8. If the Project Funding Proposal is approved by members, the allocated funds must be used and applied solely for the purpose of the Proposed Project. All invoices must be submitted to the P&C via email - yerongasspandc@gmail.com - for payment by the P&C Finance Officer.
9. The Project should be completed within one year of being approved for funding by P&C members. If this is not possible discretion may be given but the Project Proposer must inform the P&C Executive committee of the reasons.
10. The P&C requests that P&C funding assistance be acknowledged by the Project Proposer/s in the school newsletter or other communication.
11. Upon the P&C's request, project proposers will be asked to supply to the P&C photos, quotes and materials which may be used to promote the Project to the wider school community.
12. The Funding Criteria and Guidelines may be amended at any time at the discretion of the YSS P&C Association as long as they remain within the guidelines of P&C's Queensland.
13. Should P&C members vote against approving a Project Funding Proposal, a P&C Executive team member will provide members' feedback to the Project Proposer along with recommended modifications and/or follow up actions, and the Project Proposer may wish to resubmit their proposal at a later date.