**Prince William School - Parents and Friends Association**

**(Registered Charity No. 279773)**

**Prince William School PFA Funding Requests**

Dear Teachers,

As a committee we have discussed the fairest way of allocating funds raised by the PFA.

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 as to not add any unnecessary administration or eat in to your valuable time.

Once you have completed a request form, please have your request pre-approved by your Head of Department or Head Teacher, then submit it to the PFA committee via our dedicated funding requests email: [pwspfafunding@aol.com](mailto:pwspfafunding@aol.com) As a committee we will discuss your request for funding at our next meeting and decide upon which requests we can honour bearing in mind the amount of money being requested and the number of requests we have received. We will let you know via email the outcome of your request.

An electronic copy of the request form will shortly be available on the PFA 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 me or the committee if you have any questions or queries about this process.

**Jennifer Kirkley**

Co-Chair

**PFA Funds Request Form – Prince William School**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date of request:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of requirement:** (What is the money required for? New project, replacement, trip etc.) | | | |
|  | | | |
| **Benefits:** (How will the school and/or pupils benefit from the request? How many pupils will benefit? Please state year groups.) | | | |
|  | | | |
| **Consultation with Pupils:** (Have any pupils been consulted about the project? What was their feedback?) | | | |
|  | | | |
| **Justification:** (Justification of using PFA and not school funds) | | | |
|  | | | |
| **Funds already raised:** (Details of other fundraising and funds received) | | | |
| **Costs:** (For larger projects please include details of all quotes received) | | | |
| **Full cost:** |  | **Ongoing costs:** (Any support/maintenance costs?) |  |

|  |
| --- |
| **Other information:** (Any other information to support your request?) |
|  |

**HEAD TEACHER / SLT LINE MANAGER PRE-APPROVAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Head Teacher /**  **SLT Line Manager**  **pre-approval:** | Approved |  | **Reason:** |  | **Name:** |
| Declined |  | **Signature:** |

**PTFA COMMITTEE USE ONLY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Decision:** | Approved | |  | **Reason:** |  | |
| Declined | |  |
| **Meeting Date:** | |  | | | **Number of committee present:** |  | |
| **Chair Signature:** | |  | | | | | |
| **Treasurer Signature:** | |  | | | | | |