



# PTA Funding Request



The Chesterton Community College PTA raises money to enable the school to pay for events, facilities or equipment outside the normal school budget, and thus advance the education of the students. Furthermore, the PTA supports events that promote a friendly and social atmosphere between all students, staff, parents, governors and the local community.

To request funds, please return the completed form (see instructions overleaf) to the Headteacher.

**Name & Department:**

**Description:** (of equipment/services funds will be spent on)

**Costs:** (please attach a detailed budget and quotes where appropriate)  
**Supplier:** (name, email, web)  
**Time constraints:** (when are funds needed?)

**Main beneficiaries:** (how will the equipment/services be used and how will the students benefit?)

**Report back:** (how will you report back on the use of the equipment/services, e.g., photos, video, blog?)

\_\_\_\_\_ To be filled in by the Headteacher \_\_\_\_\_

Could be funded by?

Faculty

School

PTA

\_\_\_\_\_ To be filled in by the PTA \_\_\_\_\_  
Request Approved / Declined    Date    Reason if Declined

# Guidelines for PTA funding requests

Funds raised by the PTA are to **enable the school to buy facilities or equipment outside the normal (core) school budget and thus advance the education of the students.**

The PTA committee wants to ensure that funds are spent in an **effective way** that will **benefit and support the students** as well as staff in their role of developing and educating the students.

We want the funding application process to be as **simple as possible**, and wish to make staff aware of the following guidelines to applying for PTA funding:

## Procedure:

- A paper copy or an email containing the completed form should be sent to the Headteacher:
  1. **Name & Department:** person making the application and their department;
  2. **Description:** the equipment/services funds will be spent on;
  3. **Costs:** quotes where appropriate, indication of consideration of alternatives;
  4. **Supplier:** name, email and/or web site;
  5. **Time constraints:** if funding is required by a particular time;
  6. **Main beneficiaries:** how will the equipment/services be used and how will they benefit the students;
  7. **Report back:** how will feedback be reported back to the PTA and the school on how the funds were spent and how they benefited the students (e.g., photos, publishable report, blog, video).
- The Headteacher will decide if the request could be funded through the Faculty, School or PTA budget. If appropriate, the request will be passed to the PTA for funding consideration.
- The request will then be considered at **the next PTA meeting**. If approved, arrangements for funds to be released will be made.

## Additional Notes:

- A. PTA funds are intended for equipment/services that **cannot be funded through the normal school budget**. This is to ensure that the education of the students does not become reliant on PTA funds, which cannot be guaranteed.
- B. 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 Senior Leadership Team must be acquired that provisions in the school budget for such items will be made in the future.
- C. Typically, applications should benefit as **many students as possible**. However, where there is a great need for a specific group of students, this will be considered.
- D. **The applicant is requested to present the Request for Funding at the PTA meeting.** The PTA may have comments/queries. For example, how will the **on-going costs** (such as maintenance or annual licence) that will be incurred following the initial purchase be met from within the school budget.
- E. Applications are welcome from **any member of staff**, but must be discussed with and approved by the **Head of Faculty** or **Head of House**.
- F. The PTA will keep a record of funds spent and will **review their effectiveness over time** to help make decisions about future funding applications.
- G. Each application will be considered on an **individual basis**, and successful applications should not be seen as setting a precedent.