



BROWNS BAY SCHOOL

Friends Of The School

Parent / Teacher Association

FUNDING APPLICATIONS TERM 1 2018

FOTS invites applications for funding of small-scale school activities/projects.

Each year FOTS allocates a proportion of money from fundraising activities to support the school and its students in the following ways:

- **Education Support:** books, teacher-aide resources, curriculum resources
- **Sports:** team sponsorship, uniforms, kits and equipment, coaching/refereeing resources
- **Arts & Culture:** music, dance, drama support/equipment
- **Equipment:** any assets, systems or equipment that does not fit within aforementioned categories

Who can apply for funding?

Applications can be submitted by parents/caregivers, coaches and staff members within Browns Bay School.

Every application must be 'sponsored' by an appropriate member of BBS staff. This is to ensure there is a genuine need for the funds outside the school's budget and so the sponsor staff member is aware requirements are exceeding the budget.

How are applications made?

- Complete the attached one-page document as fully as possible – please include estimates with GST included and freight (if required).
- **IMPORTANT:** A relevant staff sponsor must support and approve your application with a signature – this is to ensure there is no existing funding sources already available for your project.
 - e.g. sports applications should be signed off Glenda Bradley.
- Submit in an envelope to FOTS in hard copy to the School Office by the deadline.
- Contact Jacky Carr or Jan O'Connor-Brown (FOTS) with any questions before your application is submitted.

What are the timings?

- Deadline for receipt of applications at the school office in an envelope marked "FOTS Discretionary Fund" is by **Fri, 16 Mar, 2017.**
- Successful applicants will be notified by **Fri, 23 Mar, 2018.**
- Allocated funding must be used by the end of **Term 2 2018.**



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DISCRETIONARY FUND APPLICATION FORM TERM 1 2018

Applications must be received in hard copy at the Browns Bay School Office, marked 'FOTS Discretionary Fund' by Fri, 16 Mar, 2017.

IMPORTANT: Please complete all sections thoroughly!

| | |
|--|--|
| Date: | |
| Applicant name: | |
| Ph. number: | |
| Email: | |
| Project or resource name: | |
| Category - please circle | <div style="display: flex; justify-content: space-around;"> Education support Arts & Culture </div> <div style="display: flex; justify-content: space-around;"> Equipment Sport </div> |
| <u>(\$)</u> What is the funding amount required <u>including GST & freight?</u> Provide estimated price range or quotes if available. | |

Details: Please outline why you need these funds, including these points (use extra paper if needed):

- What will the funds be used for?
- Who will the funds benefit and how many students?
- How often will the programme/equipment/resources be used and what's it's longevity?
- How does your application provide students, staff or community enrichment?
- How does your application provide educational, social or recreational value?
- Does your application promote health and wellbeing?

| | |
|---|-------------------|
| TO BE COMPLETED BY BBS STAFF MEMBER SPONSORING APPLICATION | |
| BBS STAFF MEMBER NAME: | SIGNATURE: |
| Is there a genuine need for this funding outside the school's budget? | |