Canberra Girls Grammar School Parents & Friends Association

Fund Allocation Principles

1. Purpose of this document: To outline the principles and process for the distribution of funds raised by the Canberra Girls Grammar School Parents and Friends Association (P&F) to the School.

2. Background: The object of the P&F is to create and support opportunities for the involvement of parents and friends of the school in building the Canberra Girls Grammar School Community, in cooperation with the Canberra Girls Grammar School board, staff and students of the school. This is done in a way that is consistent with the broad teaching and learning objectives of the School. Further to this the P&F can decide to allocate funds to the School community for projects and activities that it deems to be supplementary and of significant benefit to the community.

PART 1: PRINCIPLES FOR THE ALLOCATION OF FUNDS

The allocation of P&F funds through the process outlined in Part 2 shall be governed by the following principles.

1.1: Demonstrable Benefit Funds will be allocated to projects, activities or resources (items) which the P&F consider will provide a demonstrable benefit to the School. P&F funded projects must provide a significant benefit to the School community and/or meet a need that is not being addressed.

1.2: Consistency with School Plan Funds will be allocated to items which the P&F determine are consistent with the School’s strategic, development and/or annual business plan(s). P&F funded items should align with the goals and directions outlined in the Schools’ key planning document(s).

1.3: Additionality Funds will be allocated to items which are considered supplementary to core school activities. P&F funded items should add to School resources – the P&F should not provide replacement funding that is properly allocated from the School budget.

1.4: Planning Funds will be allocated to items where the applicant can show there is a plan for implementation/use. P&F funded projects must show at the application stage that the item(s) has been appropriately costed, and that implementation, installation and/or use of the items has been considered.

Items funded by the P&F should be acknowledged as being funded by the P&F through appropriate “badging” of the item, for example by a form of plaque or signage that identifies the items as having been funded by the P&F.

PART 2: PROCESS FOR THE ALLOCATION OF FUNDS

The process for the allocation of funds by the P&F to the School community is as follows:
2.1 Administration and decision making

a) Final decisions on items funded by the P&F will be made by P&F members at the P&F’s Annual General Meeting by resolution at the meeting.

b) Applications for the allocation of funds will be assessed by the P&F Finance Sub-Committee (FSC) against the Principles in Part 1 above. The FSC will make recommendations to the P&F Committee on items to be funded. The P&F Committee will in turn make recommendations regarding items to the P&F membership at the P&F’s Annual General Meeting.

c) Applications will be requested from eligible applicants and assessed by the FSC time during terms 3 and 4 of the academic year to allow for appropriate consultation with the School regarding its budgeted expenditure for the forthcoming year.

2.2 Applications for funding

The FSC will request applications from ‘eligible applicants’ (refer 2.3 below). The FSC will provide applicants with an application form which will outline the issues the application must address, including, but not limited to:

a) how the item satisfies the Principles in Part 1 above; and

b) that the item is supported by the School executive and/or the relevant faculty/business unit of the School.

2.3 Eligible applicants

The following persons are eligible to submit an application for funding:

a) A member of staff of the School; or

b) A member of the P&F (ie any parent/guardian of an enrolled student). Other persons (eg students of the school) may approach an eligible applicant with suggestions of projects for P&F funding.

2.4 Assessment

The FSC will conduct an assessment of applications as follows:

a) The FSC will assess applications against the Principles outlined in Part 1 above.

b) The FSC can seek further information from an applicant regarding an application.

c) The FSC can consult with School management regarding an application.

d) A member of the FSC who has a conflict of interest (whether real or perceived) in relation to an application must declare that conflict to the FSC before any assessment/discussion of that application, and must excuse himself/herself from a vote by the FSC on the application.

e) The FSC will have regard to the amount of funds available for projects as advised by the P&F Treasurer, with a view to committing all of those available funds.

f) The FSC can recommend items other than those for which applications have been received, providing they meet the Principles in Part 1.

2.5 Communication

The P&F Committee will ensure the following communications regarding the funding process:
a) A request for applications, including information on the Principles at Part 1 above, will be widely communicated to the School community.

b) Decisions of the P&F on which items have received funding will be communicated to the following:
   
   i. To the applicant;
   ii. To the Principal and Business Manager of the School; and
   iii. To the School community.

c) The communication in ii) above will outline the following:
   
   i. The items to be funded and what the P&F expects the outcome of the project/activities will be
   ii. Why the item has been funded
   iii. The dollar amount provided by the P&F, and
   iv. Any conditions attached to the funding.

(Reviewed 2015)