

TREASURER USE ONLY
Request no:
Date Received:
Approved:
Cost:

FOSS FUNDING REQUEST

Friends of Saltergate Schools aim to raise money for Saltergate Schools to pay for events, facilities or equipment outside the normal school budget, and thus advance and/or enhance the education and/or experiences of the pupils.

Furthermore, FOSS supports events that promote a friendly and social atmosphere within and between all pupils, staff, parents, governors and the local community.

To request funds please return this form (see guidance notes) to FOSS.

NAME:

DESCRIPTION:

COSTS:
TOTAL:

FOSS USE ONLY: APPROVED/DECLINED DATE:	FURTHER INFO NEEDED
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Guidelines for FOSS funding applications

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

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

We want the funding application process to be as simple as possible and wish to make staff and parents/carers aware of the following guidelines for applying for FOSS funding.

Procedure:

- Name: person making the application;
- Description: the equipment/services funds will be spent on; how will the school and/or the children benefit from the request?
- Costs:
 - Estimated Costs: include supporting documentation from 3rd parties, this is preferred.
 - Ongoing Costs: if applicable include any annual fees.
 - Amount Requested from PTA: the whole amount or part of the amount.
 - Time Constraints: if funding is required by a particular date;

A paper copy of the application form is available for download on the FOSS section of the website and should be passed to the committee either by email, handing to a member of the committee or leaving at the school office.

Each application will be considered at the next committee meeting.

Additional Notes:

FOSS funds are intended for the equipment/services that cannot be funded through the normal school budget. This is to ensure that the education of children does not become reliant on FOSS funds, which cannot be guaranteed.

In special circumstances, core items that would ordinarily be expected to be funded by the normal school budget could be approved for FOSS funding. However, this must not be seen as setting a precedent.

Typically, applications should benefit as many children as possible. However, where there is a need for a specific group of children, this will be considered.

FOSS will keep a record of funds spent and will review their effectiveness over time to help make decisions about future funding applications. Each application will be considered on an individual basis, and successful applications should not be seen as setting a precedent