



PTFA

Parents Teachers
& Friends Association

Dear teachers and parents,

The allocation of money raised by our PTFA is a subject that is always up for debate.

As a committee we want to be open and transparent when allocating these funds. 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.

Once you have completed a request form, submit it to the PTFA and, as a committee we will discuss and decide upon which requests we can honor bearing in mind the amount of money being requested and the number of requests we have received. We aim to fund facilities or equipment that will benefit as many children as possible. An electronic copy of the request form will be available on Classlist for you to download and complete as well.

Please feel free to come and speak to the committee or me if you have any questions or queries about this process.

Thank you all again for your continued support.

Anne Wray
Chair
SS Peter and Paul PTFA

PTFA FUNDING REQUEST



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The SS Peter and Paul PTFA 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 pupils. Furthermore, the PTFA supports events that promote a friendly and social atmosphere within and between all pupils, staff, parents, governors and the local community.

REQUEST MADE BY:

DATE:

ITEM DESCRIPTION:

BENEFITS TO PUPILS:

COSTS:

Total:

Amount requested from PTFA:

Time Constraints:

PTFA COMMITTEE USE ONLY

HEADTEACHER APPROVAL:

DATE:

DECISION:

Approved

Declined

Further information needed

MEETING DATE:

NUMBER OF COMMITTEE PRESENT:

CHAIR SIGNATURE:

TREASURER or SECRETARY SIGNATURE:

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



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Guidelines for PTFA funding applications

Funds raised by the PTFA 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 PTFA committee wants to ensure that funds are spent in an **effective way** that will **benefit and support the children** as well as the 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 aware of the following guidelines when applying for PTFA 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. (More than one quote may be required depending on the equipment/services requested. The PTFA and the school has a right to get alternative quotes if they wish.)
 - Ongoing Costs: if applicable include any annual fees.
 - Amount Requested from PTFA: 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 Classlist and should be passed to the PTFA.

Each application will be considered at the **next PTFA committee meeting and then discussed with the Headteacher for final approval.**

Additional Notes:

PTFA 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 PTFA funds, which cannot be guaranteed.

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.

The PTFA 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.