

Submit by the last Tuesday of the month during school term to office@wesspandc.org

Purpose

The West End State School Parents & Citizens Association (WESS P&C) provides funding to support the education and wellbeing of the children of our school, and promotes programs and projects to create a strong, vibrant, connected and inclusive school community. WESS P&C members, school leadership team members, staff and students seeking financial support from the P&C for a project, program or event for an initiative that has not already been include in the annual budget (i.e. approved by members at an AGM) must complete and submit this form. The purpose of the form is to the provide the information needed by P&C members to assess the benefits and vote on each proposal.

Proposals

The procedure for Project Funding Proposals to the WESS P&C is as follows:

1. You must submit this form by the required due date.
2. To be tabled and considered by members at a P&C General meeting, the completed **Project Proposal** form – along with three quotes if applicable – will be **submitted at least two weeks prior to the monthly P&C meeting, that is, by the last Tuesday of the month during school term.**
3. If approved by the Principal to be shared with P&C members, the Project Funding Proposal will be circulated to P&C members with the agenda for the monthly P&C meeting at which the proposal will be discussed and voted (currently held on the second Tuesday of each month of each school term, at 6:00pm in the N Block staff room).
4. Ideally, the person submitting the Project Funding Proposal should attend the monthly P&C meeting at which the proposal will be discussed and voted to answer questions from members prior to voting on the proposal.
5. The completed Project Proposal form must be addressed to “the President” via email to office@wesspandc.org.

Approvals

Project Approvals will be decided by P&C members at a P&C General monthly meeting.

- The Project Proposal applicant will be notified of members’ decision and, if approved, the amount of funding and/or level of assistance in writing via email.
- Assistance will be provided in consultation with the person who submits the Project Proposal.

PROJECT TITLE		Approved by WESS Principal for circulation to members?	Yes / No <ul style="list-style-type: none"> • If yes, please provide evidence of approval with this form • If no, the P&C Executive will seek the Principal’s approval on your behalf
SUBMITTED BY		PROJECT TYPE (Event, infrastructure, program, goods, service, or ‘other’)	
PROPOSER CONTACT DETAILS	Phone: Email:	TOTAL BUDGET	\$
		AMOUNT REQUESTED FROM P&C	\$
		ONGOING COSTS (maintenance, operating costs)	\$
DATE OF PROPOSAL		3 QUOTES ATTACHED WITH PROPOSAL and pricing summary (Yes/No)?	
PROJECTED START DATE		PROJECTED COMPLETION DATE	

Project Criteria

PROJECT OVERVIEW

SUMMARY – Please provide an explanation of the Project. History and why needed?

PROJECT OBJECTIVES AND OUTCOMES – List up to 3 objectives/outcomes for this Project

BENEFICIARIES – Explain the WESS students and/or community members this Project will support – How many? Which grades? How will they benefit?

MEASURES OF SUCCESS TO BE USED / REPORTED

FUNDING SOURCES / PARTNERS / SPONSORSHIP OPPORTUNITES

Have other contributing funding sources / project partners been considered or investigated?

PROJECT RISKS AND MITIGATION – What risks may impact the successful completion of this project, and how will you mitigate these? What is your succession plan for this project/program to ensure its successful continuation for many years to come?

PROJECT MANAGEMENT		
Who is responsible for managing this project/ program and ensuring successful delivery and for succession planning?		
List other stakeholders needed to ensure successful delivery, and their role/s		
PROJECT MILESTONE	DEADLINE	PERSON RESPONSIBLE

Guidelines

1. Funding requests are open to WESS P&C members, staff, school leadership team members, teachers and students.
2. Applications for funding can be made each month at the P&C General Meeting using this form.
3. To be considered at a P&C General Monthly meeting, applications must be made in writing via this form, addressed to the P&C Executive and emailed to office@wesspandc.org by the last Tuesday of the month during school terms.
4. The School Principal must endorse the Project Funding Proposal being forwarded to members prior to it being circulated.
5. When approved by the Principal for circulation, the completed Project Funding Request form will be sent to P&C members with the agenda for the P&C General Meeting at which the Project will be tabled, discussed and voted on by members.
6. If a funding request is more than \$3,000 the person proposing the expenditure, or a delegate/representative, should attend the P&C General meeting at which the proposal will be discussed and voted. This will enable members to ask questions and seek further information prior to voting on the proposal. Three quotes must be provided for any single item/s requested over \$2,000.
7. Should the P&C Executive team decide more information or wider consultation is needed before a proposal is tabled at a P&C meeting for discussion and vote, a P&C Executive team member or representative will contact the Project Proposer with this advice. The P&C Executive team may decide to postpone the tabling of a proposal to a later meeting should it be deemed more information is needed for members to make an informed decision.
8. If the Project Proposal is approved by members, any allocated funds must be used and applied solely for the purpose of the Proposed Project. All invoices must be submitted to the P&C via email – accounts@wesspandc.org - for payment by the P&C Finance Officer.
9. The Project should be completed within one year of being approved for funding by P&C members. If this is not possible discretion may be given but the Project Proposer must inform the P&C Executive committee of the reasons.
10. The P&C requests that P&C funding assistance or any P&C supported or endorsed activities be acknowledged by the Project Proposer/s in the school newsletter or other communication, including social media.
11. Upon the P&C's request, project proposers will be asked to supply to the P&C photos, quotes and materials which may be used to promote the Project to the wider school community.
12. The Funding Criteria and Guidelines may be amended at any time at the discretion of the WESS P&C Association as long as they remain within the guidelines of P&C Queensland.
13. Should P&C members vote against approving a Project Funding Proposal, a P&C Executive team member will provide members' feedback to the Project Proposer along with recommended modifications and/or follow up actions, and the Project Proposer may wish to resubmit their proposal at a later date.

