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# WSS P&C Association

## Funding Criteria and Guidelines

The Wooloowin State School (WSS) P&C provides funding to support the health and wellbeing, safety, sport, education, environment or other beneficial initiatives for WSS students. These Criteria and Guidelines should be read prior to making a request for funding from the committee.

### Guidelines

- 1) Funding requests are open to WSS, all sub-committees of the P&C as well as social/educational clubs of WSS.
- 2) Applications for funding can be made each month at the P&C General Meeting.
- 3) Applications must be made in writing, addressed to the P&C President and lodged at the P&C General Meeting.
- 4) Funding requests will be voted on at the P&C General Meeting after a submission has been made.
- 5) The funding must be used and applied solely for the purpose of the proposal.
- 6) The applicant must in normal circumstance use the full funding amount within one year of receipt of the funding. If that is not possible discretion may be given but the recipient must inform the committee of the reasons.
- 7) The P&C requests that funding assistance to the proposal or project be acknowledged by the recipient in school newsletter or other communication.
- 8) Upon the P&C's request, funding recipients will be asked if possible to supply to the P&C photos, quotes and materials which may be used to promote the project to the wider school community.
- 9) The *Funding Criteria and Guidelines* may be amended at any time at the discretion of the WSS P&C Association as long as they remain within the guidelines of P and C Queensland.

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Criteria

- 1) The group applying for funding must demonstrate how their proposal will:
  - Assist educational outcomes and learning experiences
  - Encourage students to express ideas, creativity and innovation
- 2) The application is to provide the following information:
  - A description of the project or proposal that benefits the school and/or the students
  - Funding requests from \$0 - \$5,000: A minimum of one quote by phone, in-store, catalogue or online
  - Funding requests between \$5,001 - \$20,000: A minimum of two written quotes
  - Funding requests between \$20,001 - \$100,000: A minimum of three written quotes
  - Funding requests of \$100,000+: A minimum of five written quotes
  - Detail the benefits to the school community.

**Note: A one page proposal is sufficient, plus quotes if required.**