

# ANNUAL FUNDING APPLICATION FRAMEWORK

## RUSSELL LEA PUBLIC SCHOOL P&C ASSOCIATION 2023

### BACKGROUND AND PURPOSE

The Objects of the Russell Lea Public School Parents and Citizens Association (RLPSPC) as outlined in its Constitution are to:

1. Promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
2. Assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

The purpose of this grant framework is to:

1. Give guidance on the granting of RLPSPC funds to the diverse student, teacher and parent interests so as to equitably promote the objectives listed above; and
2. Provide a process for the proposing and approval of grants for funding.

### GUIDING PRINCIPLES

- a) RLPSPC funding targets projects and purposes that will enrich or make more effective the educational experience and enjoyment of Russell Lea Public School students.
- b) In granting funds for a project or purpose, the RLPSPC will attempt to achieve balance grants across the objectives and areas in the framework although a major grant project may require the balancing to be done across multiple years.
- c) The RLPSPC will consider both short and long term needs and cover a diversity of interests.
- d) The RLPSPC encourages user-pays funding for school related experiences that benefits, or is only available to, a small subset of the student community but where such funding requirements are especially high, may consider subsidising the activities. This excludes the Year 6 Funding policy.
- e) As the funding approval process is up to a vote of financial members of RLPSPC and not the school, careful consideration should be given to the targeted funding outcomes and how they may impact the school's ability to deliver critical learning objectives to the students.
- f) For major projects, a significant consideration is that the project benefits the whole of the school.

## GRANT CATEGORIES

Grants fall into the following categories:

Category	Examples (not exhaustive)
Learning resources	Core curriculum equipment and learning resources
Technology resources	IT devices
	Learning apps
Student Welfare	Subsidies / Fee waivers
	Principal's discretionary fund for students and families in need
School enhancements	Building enhancements and capital projects, eg. hall sound system
	Grounds enhancements - eg. paving, seating, oval marking etc
Visual/performing arts (Art, Drama, Music, Dance)	Equipment to support visual/performing arts
	Experiences to support visual/performing arts
Sports	Sports equipment
	PSSA
Staff support	Staff wellbeing costs
General/Other	Other in accordance with the guiding principles

## DETERMINATION OF ANNUAL FUNDING BUDGET

- To facilitate planned and orderly grant expenditure, prior to or at the December RLPSPC meeting, the Executive will agree a target total grant spend for the following year based on an assessment of the current and forecast finances of the RLPSPC.
- As a guiding principle, the closing cash position at the end of November will be used as a starting point (given all fundraising activities for the year are usually complete at that stage) and adjusted for:
  - Current committed spending not yet settled
  - Any monies held on behalf of year 6 fundraising
  - Working capital buffer for School uniform purchasing
  - General cash buffer to protect against unforeseen future events where fundraising activities might be impacted for future years

## GRANT APPLICATION PROCESS

- Earlier in the funding year, the President will call for grant proposals from the school community to be voted on at the March general meeting each year. As a guide, 70% of the target total grant spend will be assigned to "planned" projects and 30% will be available for other requests that emerge throughout the year.
  - A grant application can be prepared by any student, teacher, parent, citizen or the Principal.
  - To facilitate the cooperation of parents, citizens, teachers and school administration, all grant applications should follow the RLPSPC grant funding template
  - All grant applications that emerge through the year should be forwarded to both the Principal and the President of the RLPSPC at least a week prior to each P&C meeting.
  - The President of the RLPSPC and the Principal shall meet at least quarterly to consider proposals before they are put forward at a meeting for a vote to ensure both group's are satisfied the funding request is aligned to school and RLPSPC objectives.
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- Grants in excess of \$500 need majority approval at a monthly meeting of the RLPSPC