



# Friends of Fountains Federation

Registered Charity No. 1061967

## Guidelines for Funding Application

Funds raised by Friends of Fountains Federation are to enable the school to buy equipment/services/facilities outside the normal (core) school budget and thus advance the education of the pupils.

Friends of Fountains 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 education the pupils.

We want the funding application process to be as simple as possible and wish to make staff aware of the following guidelines to applying for Friends of Fountains Federation funding.

Friends of Fountains Federation Committee request the person completing the Funding Application Form to attend the next meeting to present their funding application and clarify any further questions from the committee. Failure to attend the meeting may increase the application process time and may result a declined application.

### **Procedure:**

An email containing the following information should be sent to the Chairperson, Secretary and Treasure.

1. **Name** – person making the application
2. **Description** – the equipment/services/facilities funds will be spent on
3. **Costs** – quotes where appropriate, indication of consideration of alternatives
4. **Supplier** – name, contact information, website
5. **Time constraints** – if funding is required by a particular time
6. **Reason for request** – why applying to Friends of Fountains Federation rather than school budget
7. **Main beneficiaries** – how will the equipment/services be used and how will they benefit the pupils

Each application will be considered at the next Friends of Fountains Federation meeting, typically held the second Tuesday of every half term. A response will be sent to the originator and if approved, arrangements for funds to be released will be made.

**Additional Notes:**

- A. Friends of Fountains Federation funds are intended for equipment/services/facilities that cannot be funded through the normal school budget. This is to ensure that education of pupils does not become reliant on Friends of Fountains Federation, which cannot be guaranteed.
- B. In special circumstances, core items that would ordinarily be expected to be expected to be funded by the normal school budget could be approved by for Friends of Fountains Federation funding. However, assurance from the Senior Leadership Team must be acquired that provisions in the school budget for such items will be made in the future.
- C. Typically, applications should benefit as many children as possible. However, where there is a great need for a specific group of pupils this will be considered.
- D. When approving an application, the committee may have comments/queries. For example, how will the on-going cost, such as maintenance or annual licence that will be incurred following the initial purchase be met from within the school budget.
- E. Applications are welcome from any member of staff, but must be discussed with and approved with the department leads and Senior Leadership Team.
- F. Friends of Fountains Federation will keep a record of funds spent and will review their effectiveness over time to help make decisions about future funding applications.
- G. Each application will be considered on an individual basis and successful application should not be seen as setting a precedent.