

FUND REQUEST FORM



The Friends of St Peter's Junior School Ruddington (FOS) charity 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 FOS supports events that promote a friendly and social atmosphere within and between all pupils, staff, parents, governors and the local community.

FOS funds are intended for 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 FOS funds, which cannot be guaranteed.

Criteria for Fund Requests:

- Requests that could be covered by other budgets will only be granted in exceptional circumstances.
- Requests should not be retrospective, and a minimum of one clear month should be allowed for processing.
- Equipment requests should be supported by three quotes and/or reasoning behind choice.
- Requests for consumables will only be considered up to £3 per child.
- Requests that benefit the children over an extended period of time will be viewed more favourably.
- School trips will not be subsidised.
- Funding requests for visitors, e.g. authors, artists etc will be considered.
- Each application will be considered on an individual basis, and successful applications should not be seen as setting a precedent.
- Requests must be approved and signed by the Head Teacher.
- Requests will go to the FOS committee, where a joint decision will be reached and communicated with the staff member involved.

To request funds, please ensure you meet the criteria above, complete the form and email to: fos.stpeters@gmail.com Your request will then be reviewed at the next meeting.

Name:		Date of request:	
Description of requirement: <i>(What is the money required for? E.g. new project, replacement etc...)</i>			
Does the request satisfy all of the criteria above? Yes / No *			
Benefits: <i>(How will the school and/or children benefit from the request? Include opinion of children, if possible)</i>			
How many children will benefit? ☐ 1-30 ☐ 30-100 ☐ 100-200 ☐ whole school			

Justification: <i>(justification for using FOS and not school funds)</i>		Time Scale: <i>(is the funding required by a certain date)</i>	
		What is the latest date this request can be approved?	
Can this request be covered by another budget? <i>(school / enterprise / mad about / jp foundation)</i> / No *		Yes	If there are not enough funds presently can it be rolled over to next meeting? Yes / No *

Costs:	
Full cost: <i>(please specify whether VAT is included or not)</i>	• Equipment requests should be supported by three quotes and/or reasoning behind choice • Requests for consumables will only be considered up to £3 per child

Other information: (any other information to support your request?)	
Head Teacher Approval:	
Signature	Date

FOS COMMITTEE USE ONLY

Criteria:	How many children will benefit? ☐ 1-30 ☐ 30-100 ☐ 100-200 ☐ whole school			
	How long will this benefit last? ☐ one off ☐ more than 1 use ☐ will last a few years			
	Equipment requests - three quotes and/or reasoning behind choice? ☐			
	Requests for consumables - less than £3 per child? ☐			
Decision:	Approved ☐	Declined ☐	Reason:	
	Amount <i>(if part funded detail % amount)</i>		£	
Meeting Date:			Number of committee present:	
Chair or Vice Chair:	Signature		Date	
Trustee:	Signature		Date	