



---

## REQUEST FORMS AND PROCEDURES FOR P&C FUNDING

### Purpose

---

This document is for teachers, staff, students and parents from John Purchase Public School (JPPS) who would like to request assistance, consultation and/or funding from the school's Parents and Citizens Association (P&C) for projects and events that will benefit the students of JPPS.

### Proposals

---

Assistance/Funding Proposals can be submitted to the JPPS P&C and the following procedure should be followed:

1. Proposals for assistance/funding may be made by teachers, staff, students and parents.
2. The Assistance/Funding Proposal should be completed and submitted at least 2 weeks prior to each P&C general meeting so that it can be reviewed ahead of the meeting.
3. Assistance/Funding Proposals should be addressed to the Vice President, Jas Henriquez, and submitted electronically to [jasdeep@jppspandc.org.au](mailto:jasdeep@jppspandc.org.au).

### Approvals

---

1. Assistance/Funding Approvals will be decided at the P&C Association meeting, as well as determining the amount requested or a percentage of the amount requested.
2. The applicant will be notified of the approval and the amount of funding and/or level of assistance in writing (email/letter).
3. Any funding amount will be provided no later than 2 weeks before the event, or by the dates required for deposits and/or preparation.



---

## John Purchase Public School P&C Association ASSISTANCE REQUEST FORM

This Assistance Request Form must be completed when requesting assistance and/or consultation from the JPPS P&C. Please attach any supporting documentation that will be helpful for the process.

### 1. What is the proposed project?

---

---

---

### 2. Why is it important to John Purchase Public School?

---

---

---

### 3. How does the project reflect the values of John Purchase Public School?

---

---

---

### 4. How does the project reflect the values of the P&C?

---

---

---

### 5. Breakdown of Funds Required

ITEM	AMOUNT	QUOTE ATTACHED
Equipment (processing and handling fee for samples)		
Supplies and materials		
Services (freight)		
Wages/Income		
Other sources of funding contributed to project		
<b>Total funds required for project completion</b>		
<b>Total funds requested from P&amp;C</b>		



---

**6. When will the funds be expended?**

---

---

---

**7. Has this request had any consultation with the principal and school administration?**

---

---

---

**8. Has the project/initiative received the support from the JPPS principal?**

---

---

---

**9. Who will undertake the work as project manager required to complete the submission and be the main contact for the P&C?**

---

---

---

**10. Does the project require continuous maintenance, assembly or post-project attention? If so, who will be responsible?**

---

---

---

**MOTION**

Accepted / Denied

**P&C COMMITTEE USE**

---

Date received: \_\_\_\_\_

Date motion was accepted: \_\_\_\_\_

Secretary's signature: \_\_\_\_\_

Vice President's signature: \_\_\_\_\_

Entered in P&C register: \_\_\_\_\_