

Dear Mr. Johnson and staff,

Following a discussion about the approval of the allocation of FoES funds, we have created a funds request form (attached to this letter) for you to complete with details of your request.

Once you have completed a request form, please submit it to the Treasurer of FoES who will bring it to the attention of the committee so that it can be discussed (and hopefully approved) at the next meeting. We would suggest/request that an electronic copy of the request form be made available on the FoES section of the school website for visibility, as well as for FoES' own use.

This system is to ensure that all requests are properly documented and approved by the committee at meetings, and to give you and FoES a simple framework for your requests ensuring the committee have the basic details to inform our decision and that all decisions are made at committee meetings by committee.

Please feel free to come and speak to the committee or the Treasurer if you have any questions or queries about this process.

Thank you for your continued support.

Amy J. Aggiss
Treasurer, Friends of Ettington School

FoES FUNDING REQUEST

Treasurer use only
Request No.
Received:
Approved:
Declined:
Cost:

The Friends of Ettington School raise money to enable the school to pay for events, facilities or equipment outside the normal school budget, and thus advance the personal, social and academic development of the pupils. Furthermore, FoES support events that promote a friendly and social atmosphere within and between all pupils, staff, parents, governors and the local community.

NAME:

DESCRIPTION:

BENEFIT TO CHILDREN:

DATE OF REQUEST:

DEADLINE (if applicable):

COSTS:

TOTAL:

FOR FOES USE ONLY:

APPROVED: __ / __ / __ **DECLINED:** __ / __ / __

CHAIR SIGNATURE: _____

TREASURER SIGNATURE: _____

HEADTEACHER SIGNATURE: _____

PAID: __ / __ / __

To request funds, please return this form (see guidance notes) to FoES.

Guidelines for FoES funding requests

Funds raised by FoES are to **enable the school to buy facilities or equipment outside the normal (core) school budget and thus advance the education of the pupils.**

The FoES 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 educating children.

We want the funding request process to be as simple as possible, and wish to make staff aware of the following guidelines to applying for FoES funding.

Procedure:

- Name: person making the application;
- Description: the equipment/services funds will be spent on; how will the school and/or the children benefit from the request? Include any time constraints: if funding is required by a particular date;
- Costs: Estimated Costs: include supporting documentation from 3rd parties where possible; Ongoing Costs: any annual fees.

The application form is available for download on the FoES section of the website and should be passed to FoES in hard copy.

Each application will be considered at the subsequent FoES meeting.

Additional Notes:

Typically, applications should benefit as many children as possible. However, where there is a need for a specific group of children, this will be considered.