



JUNCTION PARK

Parent's & Citizen's Association

REQUEST FOR FUNDS

All requests for funds must be distributed to P&C Executive and school principal at least 7 days prior to a P&C general meeting. If you are teacher your request must be presented by the principal. Please note that more involved requests may require further discussions before it is brought to the Junction Park P&C Association for approval.

1. **What is the proposed project?**
2. **Why is it important to Junction Park school?**
3. **How will it achieve the school's objectives?**

* Maximising Achievement in Literacy and numeracy * Developing a Thinking School with a Focus on Philosophy * Improving Teaching Quality Developing Workforce Capability * Growing our Outdoor Learning Improve our creative play, sporting and leisure activities

4. Does it align with the P&C's stated priorities for the year?

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

Breakdown of funds required

ITEM	AMOUNT	QUOTE attached
Equipment		
Supplies and materials		
Services		
Wages/income		
Other sources of funding contributed to project		
Total funds required for project completion		
Total funds requested from P&C	\$	

6. Does the proposal align with P&C Purchasing Policy?

7. When will the funds be expended?

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

9. Has the project/initiative received the support from the JPSS principal?

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

Motion:

P&C Secretary Use

Date Received: _____ Date Motion was Accepted: _____

Secretary's Signature: _____ Entered in P&C Register: Project No: _____