

fGuidelines for Settle Primary School PTFA Funding Applications

Funds raised by Settle Primary School PTFA are to enable the school to buy facilities or equipment outside the normal school budget and thus advance the education of the pupils.

The PTFA 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 the children.

We want the funding application process to be as simple as possible and so have written the following guidelines for applying for funding:

Procedure

An email containing the following information should be sent to:

pta@settle-pri.n-yorks.sch.uk

1. **Name:** person making the application
2. **Description:** the equipment/ services funds will be spent on
3. **Costs:** quotes where appropriate
4. **Supplier:** name, email and/or web site
5. **Time constraints:** if funding is required for a particular time
6. **Reason for request:** why applying to PTA rather than normal school budget
7. **Main beneficiaries:** how will the equipment/ services be used and how will they benefit the children

Alternatively, a paper copy of the application form is available in the staffroom and this can be handed to a member of the PTFA, or to the school office.



Settle Primary School PTFA Funding Request Form

Settle Primary School PTFA 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, Settle Primary School PTFA supports events that promote a friendly and social atmosphere within and between all pupils, staff, parents, governors and the local community.

To request funds, please either hand this form to a member of the PTFA or into the school office or email the form to pta@settle-pri.n-yorks.sch.uk

Name:

Description:

Costs:

Supplier:

Time Constraints:

Reason for request:

Main beneficiaries: