

Small Grants Program - Application Form

TO BE COMPLETED BY THE APPLICANT

Name of Applicant:

Are you SIHS Staff SIHS Student SIHS Parent/Carer

Please note: The applicant is the person deemed to be responsible to the P&C for the successful delivery and reporting of the project.

*STUDENT: Students must apply through a staff member – no direct applications from students.

*STAFF: Please indicate if the application is supported by your Head of Department and Principal.

*PARENT/CARER: Please indicate if the application is supported by a teacher, Principal or P&C member.

Applicants Phone/Mobile:

Applicants Email:

Date Application was submitted to P&C: XX/XX/20XX

Project Name:

Project Description: Please describe the project ie what is proposed

Objectives of the Funding: Please tick all that apply:

To promote excellence in academic achievements and citizenship	
To promote the welfare, enjoyment and recreation (eg music, sporting, dramatic opportunities) of students	
To enhance teaching and learning activities	
To enhance professional standards	
To promote innovative projects, services, materials or products	
To improve the school's facilities, grounds and surroundings	
Other (please provide comment)	

Project Details

Project Start Date	
Project End Date	

How will the project meet the objectives 'ticked' on page 1?	
Who and approximately how many people will benefit from this project?	
In addition to the applicant, who else will be involved in implementing and managing the project?	

Amount of funding requested from P&C	\$
Has the applicant received P&C funds in the past 2 years?	No / Yes (if Yes, please provide details include \$ amount, outcome)

Itemised Funding Requested

Item or Activity	Estimated Cost \$ (actual and in-kind)*
TOTAL	\$

** Please indicate if the item/activity is an actual cost (quotes will be needed) or an 'in-kind' cost. Please note 'in-kind' cost is calculated as \$15 per hour for student volunteers, \$30 per hour for parent volunteers and \$50 per hour for teacher volunteers.*

Notes on eligibility:

1. Applications to support student participation in competitions/events must be at a state, national or international level.
1. Due to the potential number of student applications that the P&C could receive per year, there is a 'cap' of \$500 per student.
2. Students can only apply for funding once.
3. Applications that benefit the majority of the school community will be supported above other applications.



Please submit your completed application to: grants@stivespandc.com and keep a copy.

Please submit your application at least three weeks before a P&C meeting (dates are noted on the school website). Your application will be reviewed by the P&C and the Principal and voted on.

Please provide all the information that has been requested. The application may be returned if there is insufficient information.

If you are successful, you will be asked for regular updates (photos, reports) so that the P&C can show how the money is being used. If you need to change or alter the original project objectives or activities you must write to the P&C with your request. If you are unable to spend all monies you must inform the P&C.

When your project has been completed (or all funds have been expended), you will be required to complete a short Final Report (the Final Report template will be provided to you).

Thank you for your submission to the P&C Small Grants Program. The P&C has limited funds however we endeavour to support many and varied projects across the school. We welcome all project applications.

If you need any clarification on how to complete this form please send your query to grants@stivespandc.com

Thank you.

FOR P&C OFFICE USE ONLY – GRANTS OFFICER TO COMPLETE BEFORE FORWARDING

Project Name (enter as description in Xero):

Date of meeting at which grant was approved:

Accounts Code: 458 – GRANTS TO THE SCHOOL

Grant Job Code (assigned by Grants Officer – year-# area):

Job Category: GRANTS

Grant Instalments (Grants officer to complete): PAYMENT #1: DATE:

PAYMENT #2: DATE:

PAYMENT #3: DATE:

Direct Deposit Details (student grants only):

Account Name

BSB Account #

Where payment is by instalments, please enter 'Payment 1 of #' in the first transaction description and then set up one Purchase Order for each subsequent instalment. Remember to enter 'Payment 2 of #' etc in the description of the subsequent PO's.