



BROWNS BAY SCHOOL
Friends Of The School
Parent / Teacher Association

DISCRETIONARY FUND APPLICATIONS TERM 3 2018

FOTS invites applications for funding of small-scale school activities/projects.

Each year FOTS allocates a proportion of money from fundraising activities to support the school and its students in the following ways:

- **Education Support:** books, teacher-aide resources, curriculum resources
- **Sports:** team sponsorship, uniforms, kits and equipment, coaching/refereeing resources
- **Arts & Culture:** music, dance, drama support/equipment
- **Equipment:** any assets, systems, or equipment that does not fit within aforementioned categories

Who can apply for funding?

Applications can be submitted by parents/caregivers, coaches, and staff members within Browns Bay School.

Every application must be 'sponsored' by an appropriate member of BBS staff. This is to ensure there is a genuine need for the funds outside the school's budget and so the sponsor staff member is aware requirements are exceeding the budget.

How are applications made?

- Complete the attached one-page document as fully as possible – please include estimates including GST and freight.
- **IMPORTANT:** A relevant staff sponsor must support and approve your application with a signature – this is to ensure there is no existing funding sources already available for your project.
 - e.g. sports applications should be signed off by Glenda Bradley.
- Submit a hard copy in an envelope marked "FOTS Discretionary Fund" to the school office by the deadline.
- Contact Jacky Carr or the FOTS Discretionary Fund Sub-Committee (fots@my.brownsbay.school.nz) with any questions before your application is submitted.

What are the timings?

- Deadline for receipt of applications at the school office is by 3pm on Friday, 7 September 2018.
- Successful applicants will be notified by Friday, 21 September 2018.
- Allocated funding must be used by the end of Term 4 2018.



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DISCRETIONARY FUND APPLICATION FORM TERM 3 2018

Applications must be received in hard copy at the school office by 3pm on Friday, 7 September 2018.
IMPORTANT: Please complete all sections thoroughly!

Date:			
Applicant name:			
Phone number:			
Email:			
Project or resource name:			
Category - please circle	Education Support Arts and Culture	Sports Equipment	

(\$) Funding amount required *including GST & freight*:

Estimated price range needed or provide quotes if available.

Please outline why you need these funds, including the following points (use extra paper if needed):

- What will the funds be used for?
- Who will the funds benefit and how many students?
- How often the programme/equipment/resources will be used and what the longevity of it will be?
- How does your application provide students, staff, or community enrichment?
- How does your application provide educational, social, or recreational value?
- Does your application promote health and wellbeing?

TO BE COMPLETED BY BBS STAFF MEMBER SPONSORING APPLICATION

BBS STAFF MEMBER NAME:

SIGNATURE:

Is there a genuine need for this funding outside the school's budget?

