**Intended Purpose**

This form should be completed for all Doubleview Primary School formal funding requests, community or parent initiated projects, new P&C events to be considered as part of the annual budgeting process undertaken each year in term 4 by the Doubleview Primary School P&C Association.

This form should also be completed for DVPS formal school funding requests, community or parent led projects, or non pre-approved fundraising events in current year where P&C funds are required.

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| 1. **PROJECT OVERVIEW**
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| **1.1** | **Funding Request, Project or Event name** |  |
| **1.2** | **Brief description of the school funding / project / event.** *Please describe in 1-2 sentences what it is and high level benefits.* |   |
| **1.3** | **What the timing of when the school funds are needed, project would like to commence or proposed event date?** *Please list the school term and year and or a specific date.* |  |
| **1.4** | **Name and contact details of the person requesting P&C funds for the school, new project, or new event.** *You must be a Doubleview community member, school parent/guardian or carer; or the Principal (on behalf of the school). For a proposed future event where you know who would be on the event committee please list their names and emails.* |  |

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| 1. **FUNDING REQUEST (all amounts should include GST)**
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| **2.1** | **What amount needs to be funded by the P&C in this current school year?** *Please provide the total number only.* | $ |
| **2.2** | **What amount needs to be funded by the P&C in the next School year?** *Please provide the total number only.**This is the amount that will be allocated in the P&C budget if the school funding request / project / event is approved.* | $ |
| **2.3** | **Is there ongoing funding required in future years?** *Please answer Yes or No and then provide details of what ongoing funding is needed. If ongoing funding is not available, is the project viable in one year alone?* | $ |
| **2.4** | **P&C fundraising revenue (For events only)** *If the request relates to a proposed future event that raise funds for the P&C please describe all expected fundraising revenue* | $ |
| **2.5** | **Breakdown of costs.** *Please itemise all costs being requested to be funded by the P&C and any calculations used to derive the total amount (i.e the unit cost \* # of students)* |
| **Cost Description** | **Calculation (if applicable)** | **Amount** |
| Cost A |  | $ |
| Cost B |  | $ |
| Cost C |  | $ |
| Cost D |  | $ |
| Cost E |  | $ |
| Cost F |  | $ |
| Cost G |  | $ |
| Cost ‘X’ |  | $ |
| Total |  | $ |
| **2.6** | **Assumptions***. Please document all cost assumptions you have made. If you have actual quotes please provide them along with this request form in one email.* |  |
| **2.7** | **Is other non-monetary P&C support required*?*** *For example, ongoing management, working bees, school access outside school hours or during school holidays, plan a fundraising event to help raise the funds for this project etc.* |   |

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| 1. **PROJECT BENEFITS**
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| **3.1** | **How does the funding / proposed project / proposed event meet the needs of the school, and align with the school plan?** *The school plan is available on the DoE website here: .* [*https://www.det.wa.edu.au/schoolsonline/school\_planning.do?schoolID=5150&pageID=AD25*](https://www.det.wa.edu.au/schoolsonline/school_planning.do?schoolID=5150&pageID=AD25) |   |
| **3.2** | How does the funding / proposed project / proposed event meet and align with the P&C Mission, Values and Guiding Principles? *Please be very specific which ones your request aligns to.* *You can find our mission, values, and guiding principles on the P&C website here:* <https://doubleviewprimarypnc.weebly.com/> |  |
| **3.3** | **Are there other project benefits not included above?** |  |

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| 1. **PRIORITY**
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| **4.1** | **Is the school funding / project / event time critical?** *Would the school miss out on a significant opportunity if this project is not funded immediately? Does the project need to be done now? Has event planning already started?* |  |
| **4.2** | **Alternative options** *Are there other ways to fund this School request / project / event – eg. Department of Education, use a future approved P&C fundraising event to raise the funds, grants, free work from parents?* |  |
| **4.3** | **Opportunity Cost** *If this request/ project / future event proceeds, are there any other existing programs or opportunities that may be adversely impacted?* |  |

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| 1. **EXTERNAL APPROVALS**
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| **5.1** | **Does this funding school request / project / event require school approval?** *If unsure the P&C Executive can advise on this after consultation with the principal.*  |  |
| **5.2** | **Does this school funding request / project / event require Department of Education approval?** *If unsure the P&C Executive can advise on this after consultation with the principal.*  |  |
| **5.3** | **Is this initiative likely to require approval from any other body?** *For example, neighbours, council, other stakeholders, etc.* |  |

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| 1. **CONFLICT OF INTEREST**
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| **6.1** | **Do any of the people proposing this project need to declare a conflict of interest?** |  |
| **6.2** | **Are there any other potential conflicts of interest?** *For example staff, external parties, members of the wider P&C.* |  |

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| 1. **OTHER INFORMATION**

*Please feel free to add or attach any additional information that supports this submission.* |
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