Funding Request for Approval / Future Project or Event Proposal Form

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.

1. PROJECT OVERVIEW		
1.1	**Funding Request, Project or Event name**	Community Noticeboard
1.2	**Brief description of the school funding / project / event.** *Please describe in 1-2 sentences what it is and high level benefits.*	A community Noticeboard would be an effective form of communication between the P&C, School, Pupils and Parents.
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.*	As soon as possible
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.*	Silvia Collasius-Basson

2. FUNDING REQUEST (all amounts should include GST)		
2.1	**What amount needs to be funded by the P&C in this current school year?** *Please provide the total number only.*	$ School will be providing the quote.
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*	$0

	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?*	$0
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*	$N/A
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	TBA	$
Cost B	TBA	$
Cost C	TBA	$
Cost D	TBA	$
Cost E	TBA	$
Cost F	TBA	$
Cost G	TBA	$
Cost 'X'	TBA	$
Total	TBA	$

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.*	None
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.*	No

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	3. PROJECT BENEFITS	
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*	Strategic Area 4 Strong Community Partnerships We will foster and develop positive involvement, connections and collaboration with our school community.
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/	• ***Community***: Fostering an environment where our students, parents and teachers feel strongly connected to Doubleview community, developing positive social networks and making learning a positive experience in our children's lives.
3.3	**Are there other project benefits not included above?**	Clear path of communication

	4. PRIORITY	
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?*	No
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?*	School will need to put up the board
4.3	**Opportunity Cost** *If this request/ project / future event proceeds, are there any other existing programs or opportunities that may be adversely impacted?*	No

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5. EXTERNAL APPROVALS		
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.*	Yes
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.*	no
5.3	**Is this initiative likely to require approval from any other body?** *For example, neighbours, council, other stakeholders, etc.*	no

6. CONFLICT OF INTEREST		
6.1	**Do any of the people proposing this project need to declare a conflict of interest?**	no
6.2	**Are there any other potential conflicts of interest?** *For example staff, external parties, members of the wider P&C.*	no

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