

Request for funding from the PTA



PARENT TEACHERS ASSOCIATION

Name: _____

Staff / Student / Parent *(Please indicate)*

Class: _____ *(If Student)*

Phone number: _____

Email: _____

- What would you like PTA funding for?
(Please describe in as much detail as possible – use an additional sheet if required)

- Which students will benefit from this funding and how will they benefit?
(Please estimate numbers and state if Foundation/Primary/Secondary, then give details of the benefit)

- How much funding is required?
(Please give as much detail as possible, including costs of any equipment, installation costs or on-going costs e.g. maintenance and servicing. Please attach any quotes)

- When will the funding be required?
(Please give date – your request must be submitted at least one month before the funding is required)

The PTA Committee will review all requests for funding and may seek a vote at a PTA Forum meeting. Due to other funding commitments there may be a priority list, however we will keep you informed of the status of your request and notify you of the final decision as soon as possible.

Your signature : _____

Date : _____

PTA use only: REF number

Outcome:

Date: