

Guidelines for FOF funding applications

Funds raised by FOF are to **enable the school to pay for events, activities or equipment outside the normal (core) school budget**. This is to ensure that the education of children does not become reliant on FOF funds, which cannot be guaranteed. FOF does not have sufficient income to fund large capital items for the school. These are funded from their own resources.

The FOF committee wants to ensure that funds are spent in an **effective way** that will **benefit and support the children** and we also try to ensure that funds are spread evenly across the years. We want the funding application process to be as simple as possible, and wish to make children, parents/carers and staff aware of the following guidelines in applying for FOF funding.

Guidance on completing the funding request form:

Name	Person making the application
What funds will be used for	Brief description of what the funds would be spent on and how the school/children will benefit
When funds are needed	Particularly if funding is required by a particular date
Costs	Include: <ul style="list-style-type: none">• Exact details of what the money will be used for (be specific and list purchases, rentals etc.)• any supporting documents e.g. quote from an entertainer• any ongoing costs, if applicable• amount requested from FOF (whole or part of the cost)• Source of other funding that will be used alongside the request from FOF

A copy of the funding request form is available to download on the FOF section of the school website and should be passed to FOF directly or via the front desk. Each application will be considered at the **next FOF meeting** and needs to be approved by both FOF and the school and then signed off by two FOF committee members before funds are confirmed. You will be notified using the application details you provide.

Additional Notes:

Typically, applications should benefit as many children as possible. However, where there is a need for a specific group of children, this will be considered.

FOF will keep a record of funds spent and will review their effectiveness over time to help make decisions about future funding applications. Each application will be considered on an individual basis, and successful applications should not be seen as setting a precedent.