

## P&C STRATEGIC FUND APPLICATION FORM

### CONTACT FOR APPLICATION

**NAME:**

**TELEPHONE:**

**EMAIL:**

### PROJECT DETAILS

**PROJECT TITLE:**

**PROJECT START DATE:**

**PROJECT END DATE:**

**AMOUNT REQUESTED:**

**TOTAL PROJECT COST:**

**BRIEF PROJECT DESCRIPTION. A short summary of your project (100 words)**

**WHAT SUPPORT EXISTS FOR YOUR PROJECT? How have you consulted in the development of this project? Which student/staff/parent groups have been involved in the planning of this project? Explain outcome of your discussion with the Principal, their feedback and how that's been incorporated; or reasons for pursuing this project if not endorsed by Principal (200 words)**

## DETAILED PROJECT DESCRIPTION

**WHY DOES THIS PROJECT NEED TO BE DONE?** First outline the relevant context or background, then describe the specific problem, issue or need you want to address. Next, describe the range of ideas you considered for solving it, and finally, explain why you chose this particular solution. Attach evidence that supports your claims. (200 words)

**WHAT WILL YOU DO?** The solution proposed; list the specific activities that will take place ie the outputs (200 words)

**WHO WILL BENEFIT? Name the specific groups in the school community that will participate in and/or benefit from this project; include number of students/staff/parents (100 words)**

**WHAT ARE THE EXPECTED OUTCOMES? What do you want to achieve with the project in the short and long term? Outcomes are the impacts on beneficiaries, or the effects on participants from their involvement in the project. (150 words)**

**HOW WILL YOU KNOW IF THESE OUTCOMES HAVE BEEN ACHIEVED? Describe the measures of success for the project. At project's end you will use these to report on what changed, how much that changed, and when. (150 words)**

#### **PROJECT BUDGET**

On the next page, please outline your project budget including details of other funding that has been confirmed and applied for. The budget must balance (total income = total expenditure).

**INCOME :** Other funding sources may include fees, sponsorship, a grant, the School annual budget etc. if you already have some confirmed funding list name of funders and confirmed amount, including your cash contribution. If you have applied for other funding but do not know the outcome, please list the name of the organisations applied to and amount. In-kind contributions : please include an estimated value for non-cash contributions such as services, equipment, time and materials

**EXPENDITURE :** Provide a breakdown of individual line items such as drawings or consents, salaries, equipment, travel/transport, administration etc. If quotes have been sought please attach.

**ARE THERE ONGOING COSTS FOR THIS PROJECT? If so, how will these costs be funded? Maintenance, annual running costs, software licensing etc will not be funded by the P&C.**

**PROJECT BUDGET**

<b>INCOME</b>	<b>\$</b>
<b>Amount requested in this application</b>	
<b><u>Other funding sources</u></b>	
<b>Confirmed Funding</b>	
<b>Unconfirmed Funding</b>	
<b>In-kind contributions</b>	
<b>TOTAL INCOME</b>	
<b>EXPENDITURE</b>	<b>\$</b>
<b>In-kind contributions (items as above, just list full value here)</b>	
<b>TOTAL EXPENDITURE</b>	

**HOW DOES THIS PROJECT SUPPORT THE SCHOOL'S AND P&C'S STRATEGIC PLANS? Show how this project aligns with the current four year OSS Strategic Plan and the P&C's Strategic Plan. (150 words)**

**IF SUCCESSFUL HOW READY ARE YOU TO PROCEED? Briefly describe key resources already committed to the project (project leader, skilled team members, equipment, facilities etc) and your next steps. (100 words)**