

## Protocol for Requesting PTFA Funding

- Authorisation must be given by the headteacher **BEFORE** a request for funding can be made.
- When making requests staff should be mindful that PTFA funds have been raised by families throughout the school and therefore should be spent fairly on projects that will benefit all children. There should be no bias towards any particular year group when allocating funds.
- Costs should be carefully researched before a request can be made to avoid the school having to make up a shortfall between predicted costs and actual costs.

Date:	Name of staff member requesting funding:
Project proposal:	
How will project address the school's curriculum drivers of: community; spiritual and moral; environment; and enterprise?	
What curriculum areas will this project support?	
How will the project benefit all children in the school?	
What other methods to fund this project have you tried?	
Costs (inc. VAT and delivery):	
Supplier details (must be reputable educational supplier, e.g. KCS):	
Approved by headteacher (signature):	
Approved by PTFA & authorisation received (please circle):	<b>YES</b> <b>NO</b>
Date:	
Signature of PTFA authorising officer:	
Amount of contribution authorised:	