**Allocation of Chagford C of E Primary School Parents, Teachers and Friends Association Funds**

Dear Parents/Carers and Staff

Chagford C of E Primary School Parents, Teachers and Friends Association raises money to enable our school to pay for events, activities or equipment outside the normal school budget. We aim to use this money to enrich school life for all our children. We are proud of the money we have raised to date and what it has been used for. We want to ensure that PTFA funds are allocated in the fairest way and that the process is as simple as possible. To this end we have created a Funding Request Form. This form can be obtained via:

* a PTFA Committee member;
* the school office;
* the school website; and
* on the Supporters of Chagford School and Chagford Primary School Facebook pages.

If you have an idea for an event, activity or equipment which could be paid for by PTFA funds to benefit the children of the school, then the process is as follows:

• Complete a Funding Request Form (following the guidance notes below) and seek approval from the Head of School or Executive Head.

• Submit it to the PTFA (either directly to a committee member by email or in person, or via the school office)

• Every Friday, the PTFA will consider the request and respond to you.

Please do speak to a member of the PTFA if you have any questions about the allocation of PTFA funds

Thank you again for your continued support.

Chagford Primary School PTFA Registered Charity: 1107183

**Guidelines for PTFA funding requests**

The PTFA 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 request process to be as simple as possible, and wish to make children, parents/carers and staff aware of the following guidelines when applying for PTFA funding.

**Guidance on completing the funding request form**

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| *Requested By* | Person making the request and who they are (teacher/parent etc). |
| *Date* | The date of the request. |
| *What are the funds to be used for?* | Please complete the columns by providing a description of the item(s), number required, source of the item (including website link, where appropriate), individual cost and any other relevant details explaining why the item is needed and how it will benefit the children / school. Please also include any supporting documents (eg quotes from different suppliers – note that if significant sums are requested, three quotes will be required for comparison purposes). |
| *Total amount requested* | The total cost requested from the PTFA (NB, if the cost is being shared with (for example) a business, this figure must be the amount requested from the PTFA only. |
| *To whom should the funds be paid?* | At the moment, the PTFA can only release funds by cheque. Therefore, it is anticipated that, once approved, an individual may purchase an item online and pay for it themselves. They should then request that the funds be made payable to them (the individual), on provision of a receipt confirming the purchase. |
| *First approval* | Tara Penny or Liz Underwood should confirm the school’s need and that the request to the PTFA is appropriate. |
| *First and Second Approval from the PTFA* | Two members of the PTFA Committee must consider and either approve or decline the request. |
| *If declined* | If declined, a clear explanation will be provided. |

The Funding Request form is available from a PTFA Committee member, the school office, the school’s website page and on the Supporters of Chagford School and Chagford Primary School Facebook pages. Forms can be passed directly to a PTFA Committee member or via the school office in an envelope addressed to the PTFA Committee or submitted electronically to [chagfordschoolptfa@gmail.com](mailto:chagfordschoolptfa@gmail.com) .

Each request will be discussed by the PTFA Committee every Friday and must be approved by the Head of School or Executive Head, and two PTFA Committee members before funds will be released. If a funding request is declined, you will receive a reply with an explanation.

**Additional Notes**

Funds raised by the PTFA are intended to pay for events, activities and equipment that cannot be funded through the normal (core) school budget. This is to ensure that the education of children does not become reliant on PTFA funds, which cannot be guaranteed. In special circumstances, core items that would ordinarily be expected to be funded by the normal school budget could be approved for PTFA funding, and in such circumstances, a full and clear explanation must be provided.

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

The PTFA 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.