



Friends of Slimbridge School Funding Request Policy

Introduction

This policy outlines the procedure for requesting and allocating funds from Friends of Slimbridge School (FOSS) to support school projects, activities, and needs that enhance the educational environment and opportunities for the children of Slimbridge School.

Funding Request Procedure

1. Initiation of Request: The Head Teacher/teaching staff can initiate funding requests by completing FOSS Funding Request Form. The proposal should include the purpose of the request, the total amount requested, and a detailed breakdown of how the funds will be used.

2. Thresholds for Approval:

- Requests under £100 can be fast-tracked for approval by at least two trustees of FOSS, provided they are documented and reported to the committee at the next meeting or via email or FOSS WhatsApp within a reasonable period.

- Requests exceeding £100 require formal approval by the whole FOSS committee during a scheduled meeting. Such requests should be submitted at least 2 days prior to the meeting to be included in the agenda for discussion and voting.

3. Use of Funds: Funds must be allocated to projects that directly benefit the children and the school environment. Examples include educational materials, school trips, playground equipment, and improvement projects.

4. Recipients of funds are obligated to submit a comprehensive report detailing the utilisation of the funds. This report must include all relevant receipts and documentation to ensure transparency and accountability. It is required that any funds not used for the specified purpose be returned to FOSS via bank transfer unless an alternative arrangement is explicitly approved by at least two trustees. Such approval must be documented in writing. Recipients must submit their reports within 30 days following the completion of the funded activity or project. In cases where unused funds are sought to be retained for future use, a formal request must be submitted to the trustees for consideration, detailing the reasons for the retention and the proposed future use of the funds. Approval of such

requests is at the discretion of the trustees and will be communicated in writing to the recipient.

5. Timeline for Use of Funds: All funds granted must be spent within one school term from the date of approval, unless otherwise specified. Projects requiring longer timelines must submit a request for extension, outlining the reasons for and the new proposed timeline.

Conclusion

This policy aims to streamline the process for funding requests, ensuring that FOSS resources are used effectively to support enriching educational experiences for the children of Slimbridge School.

Reviewed By (Trustee name):	Lydia Telka
Next Review Date:	September 2024