



# PTA Funding Request



The Milton Road Primary School PTA raises money to enable the school to pay for events, facilities or equipment outside the normal school budget, and thus advance the education of the pupils. Furthermore, the PTA supports events that promote a friendly and social atmosphere within and between all pupils, staff, parents, governors and the local community.

To request funds, please return this form (see instructions on next page) to the PTA box or by email to [PTA@miltonroad.cambs.sch.uk](mailto:PTA@miltonroad.cambs.sch.uk).

**Name:**

**Description:**

(of equipment/services funds will be spent on)

**Costs:**

(please attach a detailed budget and quotes where appropriate)

**Supplier:**

(name, email, web)

**Time constraints:**

(when are funds needed?)

**Reason for request:**

(why PTA and not regular school budget?)

**Main beneficiaries:**

(how will the equipment/services be used and how will the children benefit?)

Request Approved / Declined      Date      To be filled in by the PTA      Reason if Declined



# Guidelines for PTA funding applications



Funds raised by the PTA are to **enable the school to buy facilities or equipment outside the normal (core) school budget and thus advance the education of the pupils.**

The PTA committee wants to ensure that funds are spent in an **effective way** that will **benefit and support the children** as well as staff in their role of developing and educating the children.

We want the funding application process to be as **simple as possible**, and wish to make staff aware of the following guidelines to applying for PTA funding:

## Procedure:

- An email containing the following information should be sent to [pta@miltonroad.cambs.sch.uk](mailto:pta@miltonroad.cambs.sch.uk):
  1. **Name:** person making the application (usually a key stage or subject leader);
  2. **Description:** the equipment/services funds will be spent on;
  3. **Costs:** quotes where appropriate, indication of consideration of alternatives;
  4. **Supplier:** name, email and/or web site;
  5. **Time constraints:** if funding is required by a particular time;
  6. **Reason for request:** why applying to PTA rather than school normal budget;
  7. **Main beneficiaries:** how will the equipment/services be used and how will they benefit the children.
- Alternatively, a paper copy of the application form is available for download on the PTA section of the website and should be posted to the PTA.
- Each application will be considered at **the next PTA meeting** (typically held every ½ term). A response will be sent to the originator, and if approved, arrangements for funds to be released will be made.

## Additional Notes:

- A. PTA funds are intended for equipment/services that **cannot be funded through the normal school budget**. This is to ensure that the education of children does not become reliant on PTA funds, which cannot be guaranteed.
- B. In special circumstances, core items that would ordinarily be expected to be funded by the normal school budget could be approved for PTA funding. However, assurance from the Senior Leadership Team must be acquired that provisions in the school budget for such items will be made in the future.
- C. Typically, applications should benefit as **many children as possible**. However, where there is a great need for a specific group of children, this will be considered.
- D. When approving an application, the PTA may have comments/queries. For example, how will the **on-going costs** (such as maintenance or annual licence) that will be incurred following the initial purchase be met from within the school budget.
- E. Applications are welcome from **any member of staff**, but must be discussed with and approved by the key stage or subject leaders.
- F. The PTA will keep a record of funds spent and will **review their effectiveness over time** to help make decisions about future funding applications.
- G. Each application will be considered on an **individual basis**, and successful applications should not be seen as setting a precedent.