

# Southwell School Association

## Grant Allocation Policy

### 1. BACKGROUND

The SSA is an incorporated association which was established to provide parents with an involvement in Southwell school life. The main objectives of the SSA are:

- *To promote good fellowship amongst parents, guardians, caregivers, teachers and friends of the school.*
- *To foster interest in and active support for the school.*
- *To support the school in its various activities.*
- *To provide a forum for lectures and discussions of general issues relevant to the welfare of the pupils of the school.*
- *To foster the understanding of and support the role of independent schools within New Zealand.*

As part of offering support to the school, fundraising activities are held from time to time and funds are donated to the school to support the purchasing of new equipment and other projects. This policy document explains the application process for projects to be considered by the SSA for support and provides criteria for the SSA to consider in choosing which activities to support.

It is intended that suggestions for projects worthy of SSA financial support come from the school community, in particular staff and parents.

### 2. POLICY OBJECTIVES

- 2.1 To outline a transparent, fair process for the school community to submit applications for grant funding.
- 2.2 To establish criteria for the SSA to consider when assessing grant applications.
- 2.3 To establish a process for the allocation of grant funds from the SSA to the school.
- 2.4 To outline a transparent and timely reporting mechanism to account for the funds donated to the school.

### 3. GRANT FUNDING PRINCIPLES

- 3.1 The funds raised by the SSA must be used for the benefit of the current students of Southwell School.
- 3.2 The projects supported by the SSA must align with the Strategic Plan for the school as determined by the Southwell School Trust Board.
- 3.3 The funds donated by the SSA must be used for the purposes agreed, and returned to the SSA if for any reason the projects do not go ahead within the agreed scope or timeframe.
- 3.4 Any unutilised funds must be returned to the SSA for allocation to future projects.
- 3.5 At an SSA meeting, the SSA will discuss, and then seek agreement by consensus, which grant applications to support. If consensus cannot be reached, a vote will be held.

### 4. PROJECT GUIDELINES

- 4.1 The project / grant funding application must show that:
  - a) the project has a significant benefit for the students of the school
  - b) the project is for an extraordinary item not included in the operating or capital expenditure budgets of the school
  - c) the project does not require any borrowing or commitment to ongoing expenditure that cannot be absorbed into the school's current operating budget
  - d) the project has the support of the Headmaster and is in alignment with the Strategic Plan for the school
  - e) the project has been well researched and, wherever possible, competing suppliers have been approached to provide competitive quotes.

**5. GRANT APPLICATIONS**

- 5.1 Applications for grants must be submitted on the Grant Application Form, to the SSA President by the end of Term 3 each year.
- 5.2 In Term 1 of each year the Committee will make a presentation to School staff advising them of the grant application process. A summary of the grant application process will be attached to the Grant Application Form.

**6. DECISION CRITERIA**

- 6.1 When considering which grant applications to support the SSA will take into account the following:
  - a) the prioritised list supplied by the Headmaster
  - b) the range of students who will benefit from the project with priority given to applications that are wide reaching in their impact
  - c) the spread across the school of projects in any one funding round with priority given to applications that ensure students at all levels of the school will benefit
  - d) the previous applications supported to ensure that there is broad coverage across a range of curriculum and specialist subject areas

**7. OWNERSHIP OF EQUIPMENT AND IMPLEMENTATION OF PROJECTS**

- 7.1 Once the grant applications have been approved, the SSA will formally donate any available funds to the school or embark upon a fundraising campaign.
- 7.2 The school will provide to the SSA a project timeline with key milestones identified.
- 7.3 Once funds have been donated the school will purchase the equipment and allocate any other resources required.
- 7.4 Ownership of all items remains with the school.
- 7.5 Implementation of the projects is the responsibility of the school.

**8. ACCOUNTING & REPORTING**

- 8.1 The school will regularly report on the achievement of project milestones and completion of projects.
- 8.2 The school will report on progress for each project at SSA meetings.
- 8.3 Funds donated will be 'tagged' to each project and all expenditure will be itemised.

**9. ACKNOWLEDGEMENT OF GRANT FUNDING**

- 9.1 The school will update the school website within one month of the purchase of equipment or the commencement of a project to acknowledge the contribution of the SSA.
- 9.2 Any expenditure over \$5000 for a single item will be acknowledged with a small plaque on the item stating the item was 'Kindly donated by the Southwell School Association 20xx'. This acknowledgement shall be paid for by funds from the SSA.

**10. APPLICATIONS OUTSIDE OF THE FUNDING PERIOD**

- 10.1 From time to time applications for funding projects may be considered outside of the annual grants cycle.
- 10.2 Grant Applications must be submitted on the Grant Application Form, and submitted to the SSA President.
- 10.3 Applications received at least 3 weeks prior to a scheduled SSA meeting will be considered at the next SSA meeting. Applications received less than 3 weeks prior to a scheduled SSA meeting will be held over until the next scheduled meeting to allow for checking, distribution and feedback on grant applications by the Committee and SSA, prior to being considered at an SSA meeting.

Version #	Last Review Date:	Next Review Date:
2	May 2017	May 2018