

Friends of Frayne Grant Application Form



Who is making the Grant Application?

Name(s):

UFCC Campus:

Year Group:

Teachers in charge:

Email Address:

Phone:

How much are you requesting, and why?

Grant Amount: \$

Date when the funds will be spent:

Grant Purpose:

The date this proposal was endorsed by the College Principal?

Date:

Comment(s) from the Principal:

Why should the Friends of Frayne approve this Grant?

Grant Approval Process / Requirements:

1. All Grant requests require the completion of the Friends of Frayne (FoF) Grant Application form in full.
2. Each Grant Application should include details of two valid* quotes (where applicable). Where this is not applicable, a valid reason as to why should be provided e.g. Only 1 supplier can supply.
3. It is a College requirement that all Grant Applications are endorsed by the College Principal prior to being presented to the Friends of Frayne Council.
4. All Grant Applications are to be submitted via email to the FoF Secretary (Friendsoffrayne@ufcc.wa.edu.au) with the words "FoF Grant Application" in the subject line.
5. The FoF Secretary will then review the application for completeness, forward the application onto the FoF President for review and, if necessary, add to the next FoF meeting agenda.
6. In order for a Grant Application to be approved the Friends of Frayne Council may require it to be presented at a Friends of Frayne meeting by the Grant Applicant(s) (or someone on their behalf). The requirement to present at a meeting will be at the discretion of the Friends of Frayne Council. If a presentation of an application is required it will allow the FoF committee to seek further clarification, ask questions, and discuss the proposal with members.
7. Once the Grant Application has been approved by FoF it is the responsibility of the FoF President to advise the approval to the College Principal. If there are any issues at this point, this will be communicated back to the Grant Applicant.
8. It is a requirement that all Grants, once approved and where possible, are spent within 60 days of the approval date, unless otherwise specified in the application. If the funds are not spent within this time, the approval may be revoked, and a new submission required.
9. The Grant Applicant must email the FoF (via FoF Secretary) confirming that the purchase has been made. Please update FoF describing how the grant was utilised and provide photographs where possible, so we can share details on the wonderful efforts by all involved.

*Please ensure quotes and prices are valid for at least 90 days at the time of submitting the Grant Application, as Friends of Frayne approved grant amounts may not be reviewed due to an increase in supplier/service provider prices.

Friends of Frayne Grants

➤ **What is a Friends of Frayne Grant?**

Each year the Friends of Frayne is given a sum of money by way of parent contributions (Fundraising Levy) as part of their children's school fees.

These funds are used to help support our children at the College and it is expected that the funds allocated each year are spent in that year, so the students of the families that contributed, get the benefit of these funds. The Friends of Frayne works collaboratively with the College in determining how the funds are spent each year.

The Friends of Frayne Grant application can be for anything that helps support our children and the College across both the Balmoral and Duncan Campuses. It is designed to help meet those needs that are not funded by the College directly.

➤ **Who can apply?**

Applications are welcome from students from both campuses, College staff and approved College sub-committees.

➤ **How much can I ask for?**

The maximum grant application amount is \$2000. Exceptions to this amount can be considered in certain circumstances. As there are a limited amount of funds that can be spent each year, the Friends of Frayne will assess each application on a "first come first served" basis, along with the merits of each application.

➤ **How do I apply?**

Complete the Friends of Frayne Grant Application Form and forward the email to the FoF Secretary (Friendsoffrayne@ufcc.wa.edu.au) with the words "FoF Grant Application "in the Subject Line.

➤ **What is the process?**

Please refer to Page 2 of the Grant Application Form detailing the Grant Approval process / requirements. Queries should be directed to the FoF Secretary via email:

Friendsoffrayne@ufcc.wa.edu.au