

Parents and Friends Association

Travel Assistance/Grant Sponsorship - Application for Funding

Intent

The St Mary's catholic College Parents and Friends Association understand and support the College's commitment to holistic education. There is shared belief that education occurs beyond the classroom and that students benefit from opportunities that allow them to grow academically, socially, emotionally, spiritually and physically.

The Parents and Friends Travel Assistance/Grant Sponsorship aims to provide monetary assistance available to staff and students from St Mary's who are required to travel long distances to other locations to represent the College.

Discretionary one off Grants are available to staff and students from St Mary's for assistance with specialised equipment and learning material, visits by guest speakers, coaches or mentors to a particular group and for other opportunities deemed appropriate to the Parents and Friends committee.

Scope - All sponsorship

To be eligible for this Sponsorship, the following criteria must be met:

- The application has the approval of the Principal.
- The individual/team/group represents St Mary's Catholic College and is identified as such.
- Students benefiting from this assistance must be currently enrolled at St Mary's Catholic College for the calendar year.
- The Principal has a complete list of students and staff involved.
- The team/group has completed the Application for Funding request form, submitted it to the principal and has attended a P&F meeting to discuss the request.

Scope – Travel Assistance

- The individual/team/group is required to travel outside of the peninsular district which extends South to Cardwell, North to the islands in the Torres Strait and West to Croydon.

Travel Sponsorship Contribution's available on submission of application form detailed in table below:

Individual Representative within QLD	Up to \$250.00
Individual Representative outside QLD	Up to \$500.00
Team/Group Representative's within QLD	Up to \$2500.00
Team/Group Representative's outside QLD	Up to \$5000.00

Standard Contribution Table

Guidelines

All P&F funding application request forms (including requests for grants or additional funds) should be submitted to the Principal at least one week prior to the P&F meeting you will attend. P&F meetings are held on the third Tuesday of every month at 7pm. The Principal will advise you of any changes to this meeting schedule.

If you are requesting a Grant or additional funds, please attached your request in a letter/e-mail addressed to St Mary's Catholic College Parents and Friends Association.

Your letter should outline the following information:

- General details regarding your school trip (a summary from the application form would be appropriate).
- General details regarding your Grant requirement and how this money will be spent.
- Reasons for your request if additional funds are being sought
- A dollar amount – how much extra funding is your group requesting? Please note: this dollar value should be separate to the funds already offered by the P&F calculated from the Standard Contribution Table for Travel Assistance.
- Any hardship experienced by students in your group (financial or other).
- How any additional funds would be distributed throughout the group, and specifically for what the funds would be used.
- Unsuccessful applications can be resubmitted during the next financial year which corresponds to the academic school year.

Please note that additional funds are not guaranteed, and will be assessed on a case by case basis. The approval of additional monetary support is dependent on the funds available to the P&F at that point in time. All decisions made by the P&F Association regarding requests for additional funding are final.

A decision for or against additional funding can be made at a monthly meeting; however, for any requests to be approved, at least three Executive Members of the Association must be present at that meeting.

Attending P&F members to the General meeting will decide by consensus with a motion moved by a member and seconded by another member and noted in the minutes. Should an impasse occur, a vote of all members of the Association present will be taken and a majority decision applies.

Authorised by P&F President: _____

Adopted at P&F Meeting held on: _____

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Please note: Completion of this form is a request based on the standard contribution table.
Any requests for a Grant or additional funding must be submitted in writing to the College Principal with this form.

Applicant Details	
Team/Group/Individual Name	
Location of Trip	
Details of Grant	
Students attending	Total Number
Teachers attending	
Cost (per person)	

Cost Breakdown	
Travel	
Accommodation	
Activities (please list)	
Food	
Miscellaneous (details)	

Fundraising Details	
Fundraising to date?	
Funds raised	

Authorised by Principal: _____