



CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

Wishlist Funding

WISH LIST FUNDING (formerly known as *Discretionary Funding*)

Round 1 2023 Application Form – **EXTENDED to 8 June 2023**

The Capalaba State College P&C Association has funding available for initiatives that promote the interests of the school or provide benefit to students at the school. Teachers and non-teaching staff are welcome to apply for discretionary funding.

Rounds consist of \$3000 each, with teaching and non-teaching staff able to apply for one-off funding of up to \$800 for their project or resource. If your project / resource is above \$800 you are encouraged to still apply as your application may be eligible for partial funding. In this instance, please provide quotes for the entirety of your project / resource cost.

There are two rounds per calendar year:

Round 1 2023 closing Tuesday 2 May – *extended to 8 June 2023* with successful applications determined at Monday 19 June GM – acquittal due by 8 December 2023; and

Round 2 2023 closing Monday 7 August with successful applications determined at Monday 21 August GM – acquittal due 21 February 2024.

How to Apply:

1. Complete the attached form. Include any quotes, photographs etc. as required. Incomplete applications will be ineligible for funding.
2. Discuss and have your application co-signed by the College Principal.
3. **Scan and email your final applications (signed with attachments) by the closing date** to secretary@capalabascpanc.com.au
4. You will be notified upon receipt of your application to the P&C.

Purchasing Policy Documentation:

Provision of Quoting documentation should be consistent with the Department of Education's minimum quoting requirements and sourcing requirements <https://ppr.qed.qld.gov.au/pp/purchasing-and-procurement-procedure>

Value of Purchase: \$0-\$5,000 (ex GST)

Obtain at least 1 verbal/internet/catalogue quote. Where a decision is made to obtain more than 1 quote, document offers received and the reasons for selecting a particular quote.

Value of Purchase: \$5,001 - \$20,000 (ex GST)

Obtain at least 2 written quotes from suppliers.

Document offers received and the reason for selecting a particular quote. 2 supplier quote evaluators required.

Requirements of successful applicants:

- Once approval for funding has been granted, we will send a confirmation email. The school is then required to purchase the goods. Once we have receipts and photos of the purchases, which satisfactorily meets our acquittal requirements, we are then able to reimburse the school for the Non-GST inclusive amount.
- Acknowledge the funding source on any digital, printed or promotional material relating to the initiative, including websites. Provide related video and/or photographs to the P&C. You must confirm you have obtained consent from people in the video or photograph to share the material; and
- Complete a final report including a financial acquittal within 6 months from the date of the funding approval. Applicants who fail to meet this requirement will have their funding withdrawn.

Capalaba State College P&C Association 2023 Request for Wishlist Funding form R1

Date of request:		
Contact person:		
Contact phone (Senior or Junious Campus) & email:		
Brief description of the item to be purchased or activity to be undertaken:		
Brief description of how this project will support the objectives of the P&C: Promote the interests of the College to facilitate the development and further improvement of the College.		P&C Evaluation
Proposed benefits to the students, staff and/or community:		
Funding amount requested: (Non-GST amount + GST)		
Brief description of sustainability: Will more funds be required at a later date?		
Summary of supporting financial documentation:		
If discussed with the College administration team, please write their name.		
Signature of person requesting funds:	____ / ____ / 2023 Date	
Principal's signature:	____ / ____ / 2023 Date	