



## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

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

#### MEGA Round 2025 Application Form

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 used to consist of \$3,000 each, in 2025, we have one round with \$6,000 available. Teaching and non-teaching staff are 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 and ensure you have the means to pay the outstanding amount if your application is successful.

**Mega Round 2025** closing Term 2, Week 2, Friday 2 May – with successful applications determined at May GM on 19 May – acquittal due 19 November 2025. (*Please note that the P&C has been advised that the College requires all purchasing plans to be completed by Week 9 of Term 3.*)

#### How to Apply:

1. Complete the attached form. Include any quotes, photographs etc. and commitment to payment over \$800 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 [executive@capalabascpandc.com.au](mailto:executive@capalabascpandc.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 with an acquittal check-list. 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.

## Wish List Funding Mega Round 2025 Application Form

Date of request:	
Contact person:	
Contact phone (Senior or Junior Campus) & email:	
Brief description of the item to be purchased or activity to be undertaken:	
<p>Brief description of how this project will support the objectives of the P&amp;C:</p> <p>Promote the interests of the College to facilitate the development and further improvement of the College.</p>	
Proposed benefits to the students, staff and/or community:	
<p>Funding amount requested:</p> <p>(Non-GST amount + GST)</p>	
<p>Brief description of sustainability:</p> <p>Will more funds be required at a later date?</p>	
Summary of supporting financial documentation:	
If discussed with the College administration team, please write their name.	
Signature of person requesting funds:	___ / ___ / 2025 Date
Principal's signature:	___ / ___ / 2025 Date

By signing this document, you agree to the terms and conditions of P&C Wishlist funding listed on page 1 of this document. You commit to finalising all tasks required to complete the acquittal before 19 November 2025.