



Mazenod College

Parents Association Grant Application Form

As a part of Our Collective Ambition we commit to five Strategic Priorities:

***Faith and Stewardship** - continuing the Mazenod story.*

***Excellence** - striving for personal best.*

***Passion and Courage** - leaving nothing undared.*

***Compassion and Charity** - serving those in need.*

***Community** - building strong connections.*

APPLICANT DETAILS:

Name: _____
Position: _____
Club/Association/
Area/Department _____
Email: _____
Telephone: _____

PROPOSAL FOR GRANT FUNDING:

A. GRANT AMOUNT – How much funding is requested?

Please include a firm cost estimate based on investigation and attach quote(s) and any other relevant information

B. GRANT PURPOSE – What is the purpose for this funding?

Please attach any other relevant information to support this application

C. APPLICATION OF FUNDING – When it is intended that this funding will be applied?

Please specify proposed timeframe for when the funding will be applied

D. DATE OF APPLICATION –

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FOR ADMINISTRATIVE USE BY MAZENOD COLLEGE/PARENTS ASSOCIATION:

E. DATE APPLICATION RECEIVED –

F. DATE APPLICATION APPROVED / NOT APPROVED

APPROVAL PROCESS AND REQUIREMENTS FOR GRANT APPLICATIONS:

1. The GRANT AMOUNT must include a firm cost estimate based on investigation. Any quote(s) and/or any other relevant information should be attached to this Parents Association Grant Application Form.
2. The GRANT PURPOSE should:
 - a. Meet one or more of the criteria below:
 - i. Assists, benefits student learning (eg. learning aids, environment project, equipment etc);
 - ii. Develops learning and /or recreational spaces (seating, shade etc);
 - iii. Develops the School Improvement Agenda (Please refer to the *School Improvement Plan, Aspire Strategic Plan or Vision for Learning* as guide documents); and/or
 - iv. Assists, benefits, enhances or develops the College Co-Curricular Program, including:
 - Faith & Mission Co-Curricular Activities;
 - Leadership Co-Curricular Activities;
 - Sports Co-Curricular Activities;
 - Arts Co-Curricular Activities; and/or
 - Academic Co-Curricular Activities.
 - b. Clearly summarise why the funds are required, how it is intended that these funds will be applied and who will benefit from the funding.
3. Any other relevant information in support of the request for funding should be attached to this Parents Association Grant Application Form.
4. This Parents Association Grant Application Form, together with supporting information, should be submitted **at least 5 business days** before the next Parents Association meeting for inclusion in the Parents Association Meeting Agenda by email to:

Lyn McDonald, PA to the Principal: mcdonald.lyn@mazenod.wa.edu.au

5. It is a requirement that each completed Parents Association Grant Application Form is approved by:
 - a. the Principal (in the case of applications received from Staff); or
 - b. the President, Vice President or Treasurer of the Parents Association (in the case of all other applications received),before being included in the Parents Association Meeting Agenda.

If any further information is required regarding the request for a grant, the Applicant listed in this Parents Association Grant Application Form will be contacted and asked to provide further information.

6. If the GRANT AMOUNT exceeds the **total amount of \$3,000.00**, then the Applicant (or another person representing the Applicant) must attend the Parents Association Meeting, either in person or remotely (via Zoom, Teams etc...), in order to respond to any questions in relation to the request for grant funding.
7. If the request for a grant is approved (or not approved), the Applicant will be notified by email.
8. It is a requirement that the funding for a grant that has been approved is spent **within 6 months of notification of approval**. If the grant funding is not spent within this time, the approval will be revoked and a replacement Parents Association Grant Application Form will need to be submitted.
9. The Applicant must notify the Parents Association to confirm that the funds have been applied. In addition, the Parents Association would also greatly appreciate any feedback (and/or photographs) demonstrating the application of funds.
10. Each application for grant funding will be considered by the Parents Association. Successful grant applications do not necessarily guarantee that further applications for grants for the same purpose will be approved in future.

Version 1
Reviewed as at: **9 November**