

WDSG School Association Financial Distribution/Spending Policy

Purpose

To distribute agreed funds collected by the School Association by way of money generated through fundraising endeavors. It is intended that the Association will make funds available to Waikato Diocesan School for Girls individuals, teams and groups involved in sporting, cultural, service or academic activities. The funds generated through annual family donations will remain funding the teacher *wish list* and such funds will be exempt from this policy.

The amount is discretionary and dependent on;

1. Set criteria
2. The approval of the Association Committee
3. The availability of funds

Objectives

- To ensure the monies spent through fundraising endeavors are in accordance with the objectives set out in the Waikato Diocesan School Association Constitution.
- To ensure in any one financial year there is maximum sustainable spending through funds being spent rather than being hoarded

Criteria for Grants

1. Individuals representing Waikato Diocesan School for Girls, or participating in a regional or New Zealand Representative Team or group are eligible for up to 50% of total cost of travel, gear, accommodation and/or costs for the designated activity, up to a maximum of \$350
2. Teams and Groups:
 - a. Comprising of 9 or fewer students are eligible for up to 50% for the total cost of travel, gear, accommodation and/or costs for the designated activity, up to a maximum of \$1,000
 - b. Comprising of 10 to 29 students are eligible for up to 50% for the total cost of travel, gear, accommodation and/or costs for the designated activity, up to maximum of \$2,000
 - c. Comprising of 30 or more students are eligible for up to 50% for the total cost of travel, gear, accommodation and/or costs for the designated activity, up to maximum of \$3,000
3. Before undertaking the activity, the individual, team or group must apply to the Association by completing the Application for Funding form along with supporting documentation including:
 - A budget

- Plan for funding the balance of costs
 - 2 quotes
 - Object of activity or tour itinerary
- Application for funding by an individual, team or group can only be made once every calendar year.
- In the event payment is being made to directly to school, payment will be made exclusive of GST
- There will be two funding rounds in any one financial year. First round closing the last day of Term 1 and second round closing the last day of Term 3 in any one calendar year.
- Grants will not be given in retrospect
- Sporting codes are encouraged to apply for funding to attend their relevant “National Tournament”. Where more than one “team” is entered to participate in a National Tournament eg: Maadi Cup, only one application will be considered for all participating students
- Sporting codes or Cultural Groups may decide to apply for funding to attend an event which more than one team or group participates in eg: music festival or Netball Tournament. These individual teams or groups cannot re-apply for a second grant during the same calendar year
- Each application for funding must be signed by the Head of Department/Staffing Manager and/or Director of associated code before being presented to the Association
- Applications should be presented to the School Association Secretary before the closure date of each funding round
- The Association Funding Sub Committee will review the applications and ensure criteria have been followed. They will make a recommendation to the Association
- In the event that the activity the individual, team or group has received funding for is not undertaken, the funds granted must be returned to the Association
- Recipients shall report back to the Association post the event for which funds are granted
- *Hardship – on occasions, financial hardship may prevent the applicant from taking their opportunity. In such cases, the Association may waiver the criteria as set out above however in the first instance will refer such applications to the Principal At the School Association Meeting*

- The funding sub committee will present a summary of the grant applications received and their recommendation for each application • Questions seeking explanation or clarification will be invited from the floor
- The meeting will be asked to indicate whether they agree with the sub committee's recommendation for each application
- Decisions will be made by way of a majority vote

After the School Association Meeting

- The Association Treasurer will contact the applicant and advise the outcome of their application
- Funds will be transferred to either the individuals supplied bank account or to Waikato Diocesan School for Girls where it will be distributed to the relevant group or team

Annually

- At the first meeting of each calendar year, the Treasurer will provide the Association with the amount of funds generated from the previous financial year that is available for distribution
- A running total of grant distributions will be made available at every Association meeting for comparison with income generated through fundraising endeavors

URGENT APPLICATIONS RECEIVED BETWEEN FUNDING ROUNDS In cases deemed by the Funding Sub-Committee to be exceptional, applications received between funding rounds may be considered. The following process will be followed in these cases;

- The grant will need to be signed off by the HOD/Staffing Manager and/or Director of the particular activity and forwarded to the Association Secretary
- The Secretary will distribute the application to the Funding Sub Committee for consideration
- If the Sub-committee agrees the application meets the criteria and there are sufficient funds to award the grant, a recommendation will be circulated to the School Association committee
- Providing a majority of the committee are in favor, the funds will be Granted

**an example of situations that may meet this criterion include but are not limited to:*

Individuals/teams/groups participating in activities at short notice Ill health or unforeseen personal circumstance prevented the application to be made prior to any one funding round

Waikato Diocesan School for Girls

APPLICATION FOR FUNDING

Important points regarding applications:

1. Quotes should accompany requests for funding where appropriate 2. Use the School's Commercial Manager to ensure "best price" is guaranteed 3. Application for funds must be made prior to funding round closure **and** prior to the event taking place. ***Retrospective grants will not be considered by WDSG School Association***
4. Please address your application to: WDSG School Association *
Supplementary pages may be required for the purpose of this application

Name of Applicant	
Name, email and phone number of individual who can be contacted regarding this application	
What is the purpose of the funding requested? Please provide a description of the activity	
Total Cost needed for the activity. A description of each cost item with evidence of cost attached	
How many students will benefit from this grant?	
Date funding is required	
Electronic banking details/deposit slip	

for payment	
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Signature of Applicant:

Signature HOD/Staffing Manager/Director: