



**ST. BRIGID'S COLLEGE**  
**PARENT FORUM**

**Grant Application Form**

**Who is making the Grant Application ...**

Name:

Email Address:

Phone:

**How much do you want and why ...**

Grant Amount:

Grant Purpose:

**Why should the Parent Forum Approve this Grant ...**



## ST. BRIGID'S COLLEGE PARENT FORUM

### **Grant Approval Process / Requirements:**

1. All Grant Requests are required to complete the SBC PF Grant Application form in full.
2. Each Grant Application should include 2 Quotes ( where this is not possible, a valid reason why must be supplied eg. Only 1 Supplier can Supply ).
3. All Grant Applications are to be submitted to the Parent Forum via email to the PF Secretary ( [PF.Secretary@stbrigids.wa.edu.au](mailto:PF.Secretary@stbrigids.wa.edu.au) ) with the words " SBC PF Grant Application " in the Subject Line.
4. As It is a College Requirement that all Grant Applications are approved by a Member of the College Senior Leadership Team before being presented at a PF Meeting for Approval, the PF Secretary will then forward the application onto the PF Vice President. It is the responsibility of the PF Vice President to present this to the appropriate member of the College SLT and obtain approval. If there are any issues, this will be communicated back to the Grant Applicant.
5. In order for a Grant Application to be approved, it must be presented at a Parent Forum Meeting by the Grant Applicant ( or someone on their behalf ). No Grants will be approved if they are not presented at a PF Meeting. This is to allow the PF to ask questions at the meeting.
6. It is a requirement that all Grants that have been approved are spent within 60 days of the approval. If the funds are not spent within this time, the Approval will be revoked and a new submission will need to be made.
7. The Grant Applicant must send an email back to the PF ( via PF Secretary ) confirming that the purchase has been made. It would also be appreciated if the email could advise how the purchase has been received / used etc. Some photos of the same would also be very valuable. The aim behind this is to share the great work being done by all.