



Fundraising expenditure - Proposal submission form

This form is used to submit ideas to the Manifold Heights Primary School (MHPS) Council for the allocation of money raised through fundraising by the school community. For assistance completing this form, please contact the Business Manager at manifold.heights.ps@education.vic.gov.au.

Prior to submitting your proposal, please read the MHPS Council Support for Projects, and Allocation of Fundraising Monies Policy available at <http://www.manifold.vic.edu.au/about-us/our-school-council/>. Following submission, your proposal will be assessed by the Finance sub-committee and tabled at the next School Council meeting. You may be contacted by the Business Manager with any queries relating to your proposal.

Submitter details

Your name					
Please tick:	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Friend of Mano	<input type="checkbox"/> Other
Contact details	Phone: _____		Email: _____		
Is this request urgent?	Y <input type="checkbox"/>	N <input type="checkbox"/>	If yes, please provide details.		

Proposal

Idea name	<i>[Enter a short title accurately describing your idea]</i>
Idea description	<i>[Provide a detailed description of the idea you are proposing for funding] Note: If you require more space, please attach your description to this form (e.g. photos, plans, brochures)</i>
Benefits summary	<i>[Provide an outline of the benefits you expect would be generated from the realisation of this proposal (e.g. academic, community, wellbeing)]</i> ▪ ▪ ▪ ▪
Cost estimate	<i>[What is the expected cost estimate for this proposal? Quotes are requested where feasible. Please include any supporting materials with your submission.]</i>

Attachments

I have attached supporting documents with this proposal YES NO

Summary of attachments:
