



## Guidelines for Friends of Holmewood Funding Applications

### Background

75% of the profit raised by Friends of Holmewood is available to help purchase items or fund activities for the school. The remaining 25% is allocated to our appointed charity. This document outlines the process Friends of Holmewood have put in place and we would suggest that you refer to this aid prior to submitting an application.

### Objective

To allocate Friends of Holmewood funds in a way that is open, fair and flexible and in line with the Committee's Constitution.

The Friends of Holmewood Constitution states one of the aims and objectives of the Committee is:

*To raise money to promote and provide amenities for the School and for such other purposes of an educational or charitable nature as the Committee of the Society shall from time to time determine.*

To this end, the Friends of Holmewood will:

- Provide and assist in the provision of facilities or education that **cannot be funded through the normal school budget.**
- Raise funds (for specific targets) to enhance the school life of the pupils attending the school educationally, personally and socially.

### Criteria

1. The item being funded should not ordinarily come out of school/departmental budgets. If the item would normally be funded by the school but there are insufficient funds at a given time, Friends of Holmewood may still consider the application although an explanation would need to be provided as to why funds are unavailable on this occasion.
2. The item should support and enrich the children's education in the broadest sense (both curricular subjects and extra-curricular activities).
3. The item should add value over and above the norm and align with the school's values, goals and objectives.
4. Funds should be targeted to as wide a group of pupils as possible or to a very specific group of children who would benefit in a particularly significant way.

Consideration will also be given as to whether the department has received significant funding from Friends of Holmewood in the past. (But please note, past allocations will not exclude any future allocations.)

If funding requests do not meet these criteria, it does not mean they will automatically be turned down. The criteria are there to help guide teachers when they are completing the application form and may provide a starting point for the Committee when prioritising requests if funds are limited.

## Guidelines on amount requested

The Committee is happy to routinely receive requests for amounts from £50 up to £3,000. Any amounts greater than £3,000 ought to be discussed with both Scott Carnochan and the Chair of Friends of Holmewood in advance of an application being submitted.

## The process

- The funding process will be managed by a Friends of Holmewood Sub Committee, comprising of the Chair and two other Committee Members.
- Applications are welcomed from any member of staff, but **must be discussed with and approved by the department head. Mr Carnochan also needs to review applications** prior to the funding request being submitted to Friends of Holmewood. Following confirmation that there is no school budget available to provide the items, Mr Carnochan will email the request to Friends of Holmewood ([friends@holmewoodhouse.co.uk](mailto:friends@holmewoodhouse.co.uk)).
- Funding suggestions are welcomed from the parent and student body. Such proposals should be shared with Mr Carnochan who will allocate a member of staff to complete the funding request form and champion the application if appropriate.
- All requests will be considered by the committee in the Spring Term. However, applications may be submitted all year round. If truly urgent, Friends of Holmewood will review the application outside of the normal application process. If not deemed truly urgent, forms will be filed for normal consideration.
- Soft copies of the application form are available from Reception.
- Teachers may request help from Friends of Holmewood if they would like support or advice completing the funding request form. An email should be sent to the Chair who will forward it to a member of the Funding Sub Committee ([friends@holmewoodhouse.co.uk](mailto:friends@holmewoodhouse.co.uk)).
- The Friends of Holmewood Funding Sub Committee will review all the applications. They may come back to the teacher making the request if clarification is required. All appropriate requests will then be shared at a Committee Meeting and a vote taken. The decision-making will be based on a majority vote by the committee, having considered the above criteria. Committee members may vote in absentia provided the vote is received prior to the special committee meeting.
- Notification of the decision will be communicated to the applicant by the Treasurer or by a member of the Funding Sub Committee.
- Friends of Holmewood will keep a record of funds spent and will review their effectiveness over time to help make decisions about future funding applications. Successful applications will be requested to complete a feedback form six months after the item has been purchased.
- Each application will be considered on an individual basis, and successful applications should not be seen as setting a precedent.