



THE LAKES COLLEGE COMMUNITY ASSOCIATION GUIDELINES FOR ALLOCATION OF FUNDING

SECTION 1. INTRODUCTION

General

One of the roles of The Lakes College Community Association (TLCCA) is to raise funds in order to provide additional resources for The Lakes College. The TLCCA undertakes a number of fundraising ventures to support this initiative.

In terms of funding allocation by the TLCCA, one of the key principals is to ensure that any expenditure supports the largest number of TLC students reasonably possible. Whilst this 'all of school' concept is highly desirable, it is also recognised that smaller groups and individuals may benefit from TLCCA Funding.

To meet these broad aims, this document is designed to provide the guidelines to be applied by the TLCCA when considering requests from the College Community for both project (Section 2) and individual/small group funding (Section 3). The College Community represents families of students at the school. Requests from TLC staff do not fall under these guidelines, as all requests from teaching and program staff should be directed through the channels established by the The Lakes College Executive.

TLCCA Constitution

Nothing in these guidelines overrides the conduct, aims and obligations of The Lakes College Community Association as detailed in the TLCCA constitution. The TLCCA Constitution is available on the College website.

Definitions

The following definitions are used in this document:

- 'Co-Curricular' A co-curricular activity is defined as a program or out-of-class activity, supervised and/or financed by the College or parents. Co-curricular activities are voluntary and are not part of the regular College curriculum.
- 'Curriculum' The curriculum is a compulsory set of learning goals articulated across year levels that outline the intended content and process goals at particular points in time throughout the P-12 College program. Curriculum may incorporate the planned interaction of students with instructional content, materials, resources, and processes for evaluating the attainment of educational objectives.
- 'Group' A Group is defined as three or more students.
- 'Project' A Project is a material resource or capability that is considered highly desirable for purchase/implementation by The Lakes College however funding is currently not available through other streams. Such Projects may be approved by the Principal for submission to the TLCCA for funding consideration.

‘Short term project’ A short term project is a project which can be immediately funded by the TLCCA from existing funds.

‘Long term project’ A long term project is a project that cannot be immediately funded by the TLCCA from existing funds and will therefore be funded progressively or at some time in the future. Funding of long term projects may occur over months or years.

Allocation of Funding

Groups. An amount of money will be identified at each AGM for allocation to groups. This amount is to be not more than 15% of the expected available TLCCA funds for that financial year. The TLCCA will allocate remaining funds to short and long term projects.

Projects. The TLCCA will allocate funds when and as required to meet the needs of short term and long term projects. This allocation may vary and will evolve over time as projects are proposed and timelines for funding established.

Note: With the exception of long term projects where funding is set aside for the future, any unused funds at the conclusion of the year will be rolled into general revenue for the following year.

The Treasurer will maintain sufficient cash flow at all times to support the planned activities of the TLCCA.

Results of Decisions

Decisions on project funding will be delivered to applicants by the TLCCA Secretary and become part of the minutes of the meeting that the decision was made. Minutes of each General Meeting of the TLCCA are available on the College website. The TLCCA will notify the finance team to support the facilitation of the purchases or financial transactions related to the successful application

Transparency in Decision Making

All committee members must declare any conflict of interest relating to an applicant or project. A sub-panel of impartial TLCCA members shall be formed to assess such applications.

SECTION 2. APPLICATIONS FOR PROJECT FUNDING

Requests for project funding will be assessed by the TLCCA as part of its normal business function and against the criteria detailed in these guidelines. The TLCCA will maintain a record of project funding requests and the success or otherwise of such requests.

Most project funding requests will be for one-off purchases. Whilst it is highly desirable that funding requests are for the benefit of the entire College population, it is recognised that in a diverse environment such as TLC, practical application of this principle is difficult. Projects must demonstrate clear, measurable benefits to a broad segment of the student population (e.g. full year-level or whole-school impact). Projects benefiting narrow interest groups or individuals must include a strategy for broader community impact or capacity-building.

From time to time, a project may be identified that requires funding to be combined over a number of years to achieve. For funding consideration, this type of project must meet the same guidelines as other projects, however, it should be expected that this could also impact on the TLCCA's ability to fund smaller projects concurrently.

The TLCCA in partnership with The Lakes College executive will provide information and/or facilitate sessions to offer assistance in preparing funding applications to ensure equitable access for all members of the school community.

Requesting Project Funding

Each request for project funding from the parent body must be made on the attached form and submitted to the TLCCA President for assessment against the criteria detailed in these guidelines. The TLCCA will not accept requests for funding the TLC staff as these are assessed by The Lakes College executive.

Upon receipt, the request will be tabled at the next available TLCCA General Meeting. More information may be requested in order to properly assess the request. If approved then funding will commence and be based on the agreed terms at the time of the decision.

All project applications must address environmental sustainability and outline how the initiative contributes to social inclusion across the school community or minimal environmental impact.

The TLCCA reserves the right to reject any proposal and to amend the guidelines of the assessment process at any time.

Application Forms Including Business Case

Each project funding request must be submitted to the TLCCA along with the relevant application form detailing the business case behind the proposed project. Applications for Project funding can be submitted at any time throughout the year. Following written application, a personal presentation of the request to the TLCCA at a General Meeting is actively encouraged to help explain the request and build the business case.

The '*Business Case for TLCCA Funding*' *Application Form*' is contained at Annex A in these guidelines.

Guidelines for Project Funding

Each project will be assessed individually against the guidelines set out below. It is not expected that every project will meet every guideline with most complying with each to a varying degree.

- **Fair.** Is the proposed project fair across the College community? The available funding allocated should be distributed on a fair basis to the benefit of all students over time.
- **Capital or Operational.** Is the project of a Capital or Operational nature? The TLCCA does not fund operational projects.
- **Approved by the College.** Does the project form part of the ongoing wish list of items from the College in accordance with their strategic goals?
- **Approved by the Parents.** Does the project meet the ongoing wishes and obligation that the TLCCA has to the parent community?
- **Return on Investment.** Each project should be assessed for Return on Investment to determine what benefit the project realizes per student for the investment required.
- **Meet the long term needs of the College according to the master plan.** Does the project align with the Master Plan of the College?
- **Promote College growth and sustainment of current enrolment.** The application will be assessed against its ability to promote the opportunity for students and enhance the College standing and ability to attract and retain students.

- **Maintenance and upkeep funded by the College operational budget.** Will the project's ongoing costs after completion be met by the College operational budget and has this been factored into the College budget on an ongoing basis. This will form part of the assessment under whole of life costs.
- **Benefit the most students.** It should be made clear how many and which students will benefit from the project. The greater the benefit then the greater chance of the funding being approved.
- **Is funding shared or solely the TLCCA responsibility?** It should be made clear in the business case if this is a part or wholly funded project including where any other funds are coming from and the certainty that those funds will be available.
- **Are grants available that may fund the project?** Any opportunity for grant funding should be investigated and form part of the business case for availability in part or in whole.
- **Is the project environmentally sustainable?** Does the proposed project meet the environmental guidelines of the College and is it sustainable in the long term.
- **Is the item College branded?** The project should have a substantial alignment with the College. For example, if for an individual then that activity should be part of the College curriculum or be taking place as part of the College values, mission and/or vision.

Note: Project Funding Applications must be presented to and approved by the Principal prior to submission to the TLCCA for consideration.

What Projects the TLCCA will not Fund

The TLCCA will not fund the following:

- **Operational Items.** Operational items are funded by the operational budget of the College.
- **Outstanding Debt.** The TLCCA will not fund any outstanding debt for a project already undertaken by the College or any other party.
- **Recurrent Expenses.** Recurrent expenses will not be funded by the TLCCA and should form part of the operational budget of the College.
- **Maintenance Items.** Maintenance expenses will not be funded by the TLCCA and should form part of the operational budget of the College.
- **Non-College related Items.** All projects must have a substantial relationship to the College values, mission and/or vision.
- **Items that may be covered by a Grant.** Projects that could be funded by an external grant should seek that grant first prior to application to the TLCCA for funds. If this option is exhausted or is deemed to be non-eligible then the TLCCA will assess the project accordingly.

SECTION 3. APPLICATIONS FOR GROUP FUNDING

Throughout the year funding requests may be made that are assessed as having benefit only to a small group of students (e.g. a sports team or musical ensemble). Requests for funding from groups may be made at any time and will be assessed under the following guidelines.

TLCCA funding amounts are set at each AGM for that financial year. Group funding will be made at the discretion of TLCCA so that funding is not exhausted, and to ensure fairness in extending support to the overarching school community. Groups may only apply for TLCCA funding once

per financial year for the same activity. When funding for that particular financial year is exhausted, no further funding of groups will be available.

Table 1: Group Funding Criteria	Yes	No	Notes
College Representation - Is the group representing The Lakes College exclusively (e.g. for state/national level activity)?			
Co-Funding Confirmed - Has the applicant secured co-funding from families, grants, or other sources?			
Demonstrated Need or Equity Consideration - Is there a case for financial or access equity (e.g. barriers to participation)?			
Community Impact - Will the group give back to the school community (e.g. share learning, mentor others, write a report)?			
Activity Not Embedded in Curriculum - Is the activity outside of the standard school curriculum (not part of camps, excursions, etc.)?			
Feasibility & Clarity - Is the request clear, realistic, and supported by relevant documentation (e.g. invitation, itinerary, costs)?			
Principal Approval Received - Has the Principal endorsed the application?			

The TLCCA may specify what the funds allocated to groups may be spent on.

Applications for Funding of Groups

Applications to the TLCCA for funding of Groups should normally be presented at a General Meeting. The application should take two forms:

- A written submission provided to the Secretary prior to the General Meeting, and
- A presentation made by the applicant/s at the General Meeting.

The application should provide the background to the application and address the eligibility criteria in table 1.

Where time constraints preclude a presentation at a General Meeting, the TLCCA Executive may assess an application with its decision tabled at the next General Meeting.

Group activities not funded

The TLCCA will not fund:

- Groups participating in activities involving ‘all-of-school’ or ‘all-of year-level’ and which are embedded into the curriculum (e.g. College camps).
- Participation in co-curricular tours and events that are entirely voluntary and forecast well in advance (e.g. Tours to Beijing and Taiwan).
- Equipment ordinarily required for a co-curricular activity that, at the commencement of that activity, individuals would ordinarily be expected to provide (e.g. Uniforms). Consideration may however be given to funding specialist or ‘one-off’ items required for representational activities.
- Participation in representational activities below ‘State’ level (or equivalent).

Note: Group Funding Applications must be presented to and approved by the Principal prior to submission to the TLCCA for consideration.

SECTION 4. GUIDELINES REVIEW

Regular review of guidelines

These guidelines shall be reviewed and updated every three years by the TLCCA Executive in consultation with the Principal and school community representatives.



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THE LAKES COLLEGE COMMUNITY ASSOCIATION FUNDING APPLICATION

This application form is for the College community (families and carers) to request funding for a project or to support a group within the TLC community.

Overview

The TLCCA exists to fulfill two functions:

- (i) to raise funds to provide the College with facilities and equipment not available through other sources and
- (ii) (ii) to foster social interaction with the parent body and greater College community.

As the custodians of funds donated to the TLCCA, the management of those funds is taken very seriously as is the decision regarding what to fund.

In order to make informed decisions about the value and return on investment of any particular project, we ask that as much information be provided as possible to give the committee and the parent body a clear understanding of the value to the college of each individual project large or small. Your answers will assist us in assessing your proposal and its merit given our budgetary constraints.

When completing this document please keep all answers clear and to the point and include any attachments you deem necessary to provide us with an understanding of your project and the request.

Please complete this document in conjunction with the document "Guidelines for Allocation of Funding" available from TLCCAsecretary@thelakes.qld.edu.au

This document will provide a clear understanding of how the funding request will be assessed. Failure to address the guidelines will have an impact on the assessment and time taken for possible approval.

Any funding request over \$500.00 should be personally presented at a General Meeting of the TLCCA with an expectation that any questions will be answered at that time.

About you

Name _____

Class/group _____

Preferred contact:

Phone _____ Email _____

About the request

Please be detailed in your explanation, and if costs are not known then please be as accurate as possible in your description of what goods and service you require in order for us to seek quotes if necessary.

What does the request support?

- A particular year level, or across all year levels?
- A particular subject or curriculum?

Detailed explanation of the request:

Are there any ongoing support requirements?

Cost (please attach quotes if appropriate):

Detailed costs, including labour, materials and due date for payment.

Perceived benefits:

The benefits could be a facility used by the students, or a saving in time or increased student contact, improving a process or anything else that is of benefit to the College and/or those that interact with the College. Please define the group/s and how they would benefit from project funding.

Benefit to students: _____

Benefit to staff: _____

Benefit to the college: _____

Principal's Approval

The project application has been presented to, and has the approval of the Principal.

Principal's signature: _____ Date: _____

Please email the completed document to both the TLCCA President and Secretary at TLCCAPresident@thelakes.qld.edu.au and TLCCASecretary@thelakes.qld.edu.au.