

Friends of Highworth

Funding Request Form

Please fill out this form (see guidance notes) to request funds, then return it to the PTA Committee.

Treasurers use only

Request Number:

Received:

Estimated Cost:

Meeting Date:

Decision:

Actual Cost:

Date Paid:

Name:	Role:	Contact:
What the funds would be used for:		
Costs involved (please list the cost of individual items):		
Date when funds are required and any more information:		
Is there any other funding source available?		

Is it covered wholly or partly by a grant, the school budget, Kent County Council, Ashford Borough Council or other sources?
Is there any recurring cost involved?
Total amount requested from the Friends excluding VAT:
I understand that the final approval of this funding request rests with the Committee whose charge it is to see that all funds are within charitable purposes of the Association and that I will be notified of the Committee's decision after the date of its next Committee meeting.
Date:
Signature:

(COMMITTEE ONLY)

Decision	Comment/ Next steps
Approved	
Declined	

<p>Meeting Date:</p> <p>The number of Committee Members Present:</p> <p>Committee Member Name:</p> <p>Signature:</p> <p>Chair Name:</p> <p>Signature:</p>
