



EDINBURGH
STEINER
SCHOOL

PTA SPENDING GROUP Funding Application Form 2019/20

TITLE OF PROPOSAL/PROJECT: _____

CONTACT DETAILS OF APPLICANT:

NAME: _____ DATE SUBMITTED: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____ MOBILE: _____

DETAILS OF PROPOSAL/PROJECT:

Member of staff who will take responsibility (if known): _____

Department or group: _____

Location of project/new equipment within school: _____

Full description of proposal/project: _____

(continue overleaf)

PLEASE DO NOT WRITE IN THE SPACE BELOW

OFFICIAL USE ONLY

Date received:		Date considered:	
Consideration:	SG meeting /	Email quorum /	Telephone quorum
Decision:	Approved / Rejected / Deferred / Further information needed		
Comments from SG:			
Date of payment:		Method:	Cheque/Transfer
Payment to:		Amount:	

(use an additional sheet, if necessary)

Why is this needed? What are the likely benefits to the school community?: _____

(use an additional sheet, if necessary)

ESTIMATED COST OF PROPOSAL/PROJECT:

Please indicate below the likely cost of the project (inclusive of VAT), together with any other estimates for comparison. Copies of quotations or relevant price lists must be submitted with this application.

SUPPLIER DETAILS (include website address if applicable please)	COST OF MATERIALS & LABOUR	DELIVERY COST	TOTAL COST
	£	£	£
	£	£	£
	£	£	£

Are there likely to be any maintenance costs? YES / NO

How much are these likely to be? £ _____ WEEKLY / MONTHLY / ANNUALLY / LESS FREQUENTLY

How are these costs likely to be met? _____

TIME CONSTRAINTS:

When are the funds needed? Is there a deadline for a special offer? _____

SIGNED: _____ DATE: _____

Please feel free to provide any additional supporting material with this application that will help the Spending Group to reach a well-informed decision.

Completed application forms (together with any additional material, firmly attached) should be left in the Spending Group tray in the School Office. Thank you.