Parents & Friends Association

Dear Parents, Staff and Students,

The PFA would like to invite the school community to submit proposals for the allocation of PFA funds to support and enhance the education and welfare of the children at OHR. This opportunity is available once every calendar year in accordance with the rules of the PFA.

**Attached** is the PFA Funding Proposal Application Form and an extract of the Fundraising Expenditure Policy, which is included in the rules of the PFA. All submissions will be reviewed by a fundraising sub-committee to ensure they meet funding criteria outlined in the Policy.

Proposals for items of significant amounts to be funded over more than one year are encouraged. A plan outlining a potential longer-term delivery and expenditure should accompany the proposal.

The closing date for submissions is the 3rd of November 2023. Please email submissions to the PFA secretary, Lisa Cuteri (lcuteri@gmail.com) by this date.

To note, the PFA Fundraising Expenditure Policy and application process will be reviewed following this year's process. Any changes will be communicated to the school community in 2024.

We look forward to hearing from you.

Kind regards,

Linnea Reddie (and the PFA team)

# PFA Funding Proposal

# Application Form

**Please email applications to the PFA Secretary (lcuteri@gmail.com) by 3 November 2022**

## 1. Item description:

New classroom furniture to accommodate the growing student population. It is necessary to maintain consistent furniture design and colors in order to complement the furniture that already exists in the school. For this reason, only one supplier has been sourced.

## 2. Itemised cost estimates and details of potential suppliers:

Refer to below extract of *OHR PFA Fundraising Expenditure Policy*

Furnware: **$9573.40**

1/2 level = 3 x D Tables
1 x Rectangular Table
13 Bodyfurn Sled Base Chairs
2 x 2 Bay Tote Trolleys

3/4 level = 4 Bodyfurn Lab Stools

5/6 level = 2 x D Tables
3 x Rectangular Tables
10 x Bodyfurn Sled Base Chairs

Refer to attached quotation: 34233

*Note: The colours shown in the quote are not necessarily indicative of the actual colours comprising the order.*

## 3. A brief description of how the proposal links to the funding criteria:

Refer to below extract of *OHR PFA Fundraising Expenditure Policy*

The new furniture features ergonomically designed posture seating and complements the existing seating that was purchased some years ago.

The student tables are brightly coloured, complement the existing tables, and allow for a range of configurations that support collaborative learning.

The mobile trolleys house regular sized tubs, complement the existing trolleys, and account for the increase in student numbers

The new furniture is functional for students and teachers and seamlessly integrates with the existing furniture, enhancing the appearance of the classrooms and subsequently the school. In addition to boosting the wellbeing of students and teachers, the new furniture presents the school in a contemporary light to any visitors.

## 4. Proposer(s) and contact details for further information:

Frank Dame - Principal

03 9898 2315

principal@ohrsurreyhills.catholic.edu.au

# *Extract of the OHR PFA Fundraising Expenditure Policy (Schedule 1 of the PFA Rules)*

## 1. Itemised cost estimates and details of potential suppliers

**OHR School Staff (via Principal) proposal**

| Value of items | Number of quotations required* |
|---|---|
| Items between $1000 and $2000 | One quotation |
| Items between $2000 and $5000 | Two quotations |
| Items over $5000 | Three quotations |

**Current Parent or School Parliament proposal**

| Value of items | Number of quotations required* |
|---|---|
| Items over $1000 | Two quotations |
| Items over $5000 | Three quotations |

*Further quotations for any item may be requested by the PFA Fundraising Expenditure Subcommittee if required.

## 2. A brief description of how the proposal links to the funding criteria

6. The funding criteria, in order of importance, include that the money will be used:

   (a) For a direct benefit to the school children's education and welfare

   (b) For a medium - long term investment (i.e. has a minimum useful life of 3 years)

   (c) For one-off capital items rather than an ongoing or recurrent commitment

   (d) When funding is not available elsewhere (e.g. school budget, cyclical maintenance budget, cyclical computer replacement budget, CEO Melbourne, philanthropic, governments)

   (e) Not for items that are generally funded by the school budget process

(f) When funding may be available, but not in the near future (e.g. OHR Master Planning process)