



## PTA Funds – Application Bid Form

**Bids for PTA funding should be submitted to the Headteacher a week before the next PTA meeting. If supported, the Headteacher will present the bid to the next meeting for approval.**

**The following criteria will be used by the PTA to determine whether to support a bid:**

- Benefits a minimum of 20 students in the school
- Has a positive environmental impact
- Not already covered by school budget
- Serves as a positive example for our students
- Respect religious and ethnic groups in the community
- Creates goodwill for the PTA in the community

**Examples of what the PTA have supported in the past:**

- ✓ Virtual baby for Child Development
- ✓ Leotards, athletic vests and netball dresses for PE
- ✓ Ukuleles for Music
- ✓ Printing Press and Display Cabinet for 3D Artwork
- ✓ Lighting and Staging for Drama Studio
- ✓ Plants in new school restaurant
- ✓ E-Readers for English
- ✓ Fieldwork equipment for Humanities Faculty
- ✓ Repair of wooden benches in Jubilee Garden
- ✓ Bulbs for the Eco Club
- ✓ GoPro Camera for student trip use
- ✓ 3D Printer for Design Technology
- ✓ Support for Science College bid

All requests will receive a response - it will be Yes, No or Defer.

'Defer' means the idea has been approved in principal but held over until a later date. This could be because of lack of immediate funds, needs further discussion, needs more information or to enable fairer distribution of funds.

**Requests for funding can be made on the attached form below...**

# Marlborough PTA Funds Request Form

## 1. Category describing what funds will be used for: (please tick one)

- school programme (not included in teacher grants)  
 school equipment/capital  
 student aide/assistance/hope scholarship  
 educational development grants  
 environmental programme  
 other

## Description of above category ticked: (what, when, where, who, why?)

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## 2. Details of cost of request:

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TOTAL COST OF REQUEST £ \_\_\_\_\_

## 3. Name of Person / Department making request:

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## 4. Submit to Headteacher and PTA Chair for approval:

\_\_\_\_\_  
(Headteacher's Signature) (Date)

\_\_\_\_\_  
(PTA Chair's Signature) (Date)

Please submit to the Headteacher at least one week prior to next PTA meeting.