1. Introduction
Kiama High School P & C provides funding for projects associated with the Kiama High School students. In order to ensure the funding provided is relevant and transparent this document, approved by the members of the Kiama High P & C, will provide the guiding principles on which funding is allocated.

2. Allocation of Funding
Funding will be assessed and allocated with the following guiding principles:

i. Funding will be provided to enhance the education experience for the students of Kiama High School

ii. Funding will be provided for the following categories
   a. Student support for school representation at education, sporting and/or cultural events
   b. Enhancement of facilities in the school for the benefit of students
   c. Purchase of educational materials for the students.

iii. Funding will be provided only out of available funds in the P & C General account. Where there are insufficient funds available no allocation can be granted.

Student Support Payments
Student support payments can be provided on education, sporting and/or cultural grounds. These payments will be for an amount not more than the cost of the event and no more than $200. In order to qualify for the student support payments the level of representation must be at a regional level or above.

Funding requests for amounts greater than $200 must be considered by a full meeting of the P & C and only in exceptional circumstances.

Facility Enhancement
Funding can be provided for enhancement to student facilities in the school. There must be a direct benefit for the students in the outcome of the project. Where capital is being invested in the school costing must be provided to the P & C. Any amounts requested in excess of $1000 must be approved by a full meeting of the P & C.
Education Materials
The provision of education materials is generally the responsibility of the school. However, funding requests for education materials will be considered where funds are available following allocation to the other categories of funding.

3. Applying for Funding
In order to apply for funding the application form must be filled in. All applications must be approved by the principal prior to being presented to the P & C. These applications will be filed and kept by the P & C committee and available for review upon request of a member of the P & C. Where an application has been presented it will be considered by the P & C executive and, where required, taken to the next general meeting. The applicant will be notified of the status of the application upon determination.

4. Consideration of Funding
Any requests for funding may be considered by the executive where this funding is less than $1000. Any requests in excess of $1000 must be considered by a full meeting of the P & C. When determination of the application is complete any funding must be provided within 7 days of the approval. Where an application has been denied the reason for the denial must be given to the applicant. In the event that an application under $1000 is denied by the executive, it is to be taken to the next general meeting of the P & C.

5. End of Year Balance of Funds
At the end of each calendar year the balance of funds, less working capital as determined by the P & C executive, will be made available to Kiama High School for projects to be completed in the following year. A reasonable estimate of the likely balance will be provided to the principal for applications to be made through the department budget process.