



Funding Request to the Hastings Parent Advisory Council

The [Hastings Parent Advisory Council \(PAC\)](#) is non-profit group that works with [Hastings Elementary School](#) to enrich the education of our children, and is composed of all parents or guardians of students at Hastings.

We have an annual budget to support projects within the learning community, and funding is decided upon at open PAC meetings, after being vetted by a small finance committee. Projects should benefit a maximum number of students, across all grades and English/French streams whenever possible. Funds will be allocated twice each year.

Deadlines for applications for school year 2017-18

November 16, 2017 – to be decided at November PAC Meeting

February 16, 2018 – to be decided at the February PAC Meeting

**Note: Projects must occur after the PAC Meeting; we are unable to fund projects that have already occurred.*

Please submit completed request to info@hastingspac.ca or drop it off in the PAC mailbox.

Date of Request: _____ **Date of Project:** _____

Person or Group requesting funds: _____

Contact info (email): _____

Category of request:

Camps and Fieldtrips

Event

Science and Technology

Sports

Arts

Guest Speaker/Performer

Classroom

Other (specify): _____

Have you or this project received funding previously?

YES

NO

If yes, specify amount, year, and project: _____

Amount of Funding Request:

Small (<\$500)

Medium (\$500 - \$1000)

Large (>\$1000)

Total Amount: _____

Have you sought out other sources of funding? YES NO

If yes, specify other funding: _____

Will this project happen without PAC funding? YES NO

Information about your project:

A. Please describe the item/project for which you are requesting funds:

B. What is the total budget for the item/project? _____

When do you need the money? _____

Please include a detailed and itemized list of what the money will be spent on. There is an expectation you have sought out the best value for the money, as PAC funds are limited. Please include a breakdown of any other funding/monies received (or applied for) for this project.

C. Who will benefit from this project?

Number of students: _____ Grades of students: _____ English/French/both streams (circle)

This item/project will enable our class and/or the school to:

D. What is the timeline for the item / project?

E. Hastings Elementary School, and the PAC, have core values expressed in the Code of Conduct: Take Care of Yourself, Take Care of Others, Take Care of This Place. How does this project reinforce these values?

F. The PAC will need financial reporting once the money has been spent, including receipts. We encourage other kinds of reporting back – photographs, presentations, testimonials, demonstrations, etc. Please give details on any of this reporting back you will be able to do.

G. Please provide other information you consider relevant to your application.

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