



Chair: Jayne Parry
Secretary: Francesca Cawood
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Registered Charity No. 1096455

*FRIENDS OF SEVERNDALE, FUTURES &
SEVERNDALE AT MARY WEBB*

FUNDING APPLICATION FORM

APPLICATION PROCEDURE

1. **Applicant**: your Department Lead will need to authorise the application before it can be considered by FOS.
Please email this completed form to your Department Lead for pre-authorisation, copying in Jayne Parry – FOS Chairperson (jayne.parry@severndale.co.uk), so she is made aware of the application.
2. **Jayne Parry** will advise, by email, both the applicant and the Department Lead of the date of the next FOS meeting at which the application, if pre-authorised by the Department Lead, could be considered by FOS.
3. **Department Leads**: please confirm with the applicant and Jayne Parry, by email, either (1) your pre-authorisation of the application (in good time for the next FOS meeting, (date advised by Jayne Parry)), or (2) that the application has not received your pre-authorisation, with reasons.
4. **FOS** will consider the funding application at the next FOS meeting (date as advised by Jayne Parry) and Jayne will report back their decision, by email, to the application and Department Lead, as soon as practicable.
5. **Follow-up**: if your funding application is approved by FOS, please provide evidence of its use by the students e.g. photos (with all necessary consents obtained from school) or a student's account of its use. FOS would like to be able to use such evidence in its fundraising promotional activities.

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1. How much are you applying for?
<i>Is it a one-off payment or a contribution towards the cost of something? Please give a detailed breakdown of the costs anticipated and provide a quotation or other evidence of cost (if appropriate).</i>
2. What will the funding be used for?
<i>Please specify – for instance, is it to purchase equipment? To fund additional support? To fund an activity?</i>
3. Who will be the beneficiaries of the funding?
<i>Please specify which class/group of students will benefit from this funding request.</i>
NAME AND POSITION OF APPLICANT:
DATE OF APPLICATION: