



Funding Guidelines

Purpose

To provide a guide for Immanuel Lutheran College (ILC) associated groups or individuals seeking financial support from the P&F Community and for the P&F Committee to assess those applications accordingly.

History

This document supersedes the previous P&F Funding Guidelines document adopted in 2025.

Objectives

The objective of this document is to establish guidelines designed to provide a consistent basis upon which future decisions for funding of groups or individuals associated with ILC can be assessed.

All funding application will be reviewed by the P&F Committee in reference to the P&F Goals and Objectives detailed in the P&F Charter (refer to Addendum of this document).

The variety of reasons for funding requests made to the P&F are extensive in terms of the number of students involved, the reason for the group activity and the costs requiring funding assistance, hence it would be highly unlikely a strict set of guidelines could be produced which would encompass all possibilities.

This Policy therefore attempts to set out some of the criteria likely to be common to the vast majority of funding requests and to provide guidance for the current and future P&F Committees to allocate funds as they deem appropriate.

Philosophy

The ILC P&F Community recognises groups, and students' participation in groups, play an integral role in student development and make a positive contribution to promoting the College in the wider community.

The P&F has limited funds to allocate across a broad range of activities, so it is crucial that clear criteria are in place to provide support for making funding decisions on a consistent basis.

Scope

This policy is designed to cover one-off requests for financial support from groups or individuals associated with ILC. Each request will be assessed in relevance to its specific occurrence. Repeated occurrences, such as annual events, need to be resubmitted and assessed for each repeat occasion.

Criteria

The following criteria, which are presented in no particular order, are those which should be considered in making any decision to allocate funds to groups or individual associated with ILC.

It is up to the sitting P&F Committee in place at the time of the request's review to determine its relevance to the below detailed criteria.

- A. All funding requests must be made using the webform
- B. What steps or activities has the group or individual undertaken to provide their own funding and how long have those fundraising activities been pursued for?
- C. To what level does the request represent the College or demonstrates a return benefit to the College community?
- D. Funding requests related to ILC curriculum must have been requested as part of the school budget prior to consideration by the P&F Committee
- E. The P&F will consider funding request from the chaplaincy exceeding the below stipulated funding levels for families experiencing hardship

Grading

Whilst all funding request shall be assessed against their return benefit to the school community, the below provides a framework for funding assessment. These guidelines remain subject to discretion by the sitting P&F Committee. Past funding approval does not obligate the P&F committee to approve a similar request in the future.

The P&F expects clubs and groups to raise a minimum of 50% of their funding needs and individual applicants a minimum of 25%.

The funding grading listed below pertain to a single funding request.

- Individuals - 50% of total costs up to a maximum of \$500
- Clubs/Groups up to \$5,000
- Programs/Events up to \$10,000

Process

- Funding requests will be reviewed in the next P&F Committee meeting following receipt of the webform and shall be presented by the P&F Secretary, or in their absence, by another member of the P&F Committee Executive
- Webforms must be received by 1 week prior to the P&F meeting for review
- In the event of a P&F meeting cancellation, the funding request will be reviewed and voted on in the next meeting. Unless extenuating circumstances present, the P&F will not conduct flying minute votes
- The quorum for funding request assessment is a minimum of 3 (three) P&F Committee Members with full voting rights as outlined in the P&F Charter
- Voting on funding request approval shall be conducted by private ballot
- Should there be a 50/50 vote, the P&F President shall make the decision as to whether the application is successful.
- Funding request assessment outcomes shall be documented in the respective meeting minutes
- The P&F Secretary, or in their absence another attending member of the P&F Executive, shall communicate the outcome to the applicant
- The ILC Business office, upon receipt of respective meeting minutes and corresponding funding application from, shall release the funds

Conflict of Interest

Due to the community structure of the college and the P&F, it may be possible that a conflict of interests arises for a P&F committee member at a point of time. The extent of which may vary.

A direct conflict of interest would be if a P&F committee member were to obtain a direct and personal financial benefit from the outcome of the funding application; for example, funding of their child's participation in an event. In this instance, the P&F member is encouraged to temporarily leave the P&F meeting for the duration of the funding application review and to abstain from the voting process.

An indirect conflict of interest would be if a P&F committee member were to obtain a benefit from the funding application as part of a wider cohort; for example, funding for new equipment for the club their child is a member of. In this instance, the P&F member is encouraged to disclose that they may be benefitting from the funding request but may remain in the meeting for discussion and partake in the voting process.

ADDENDUM

P&F Goals and Objectives

(as per ILC P&F Community Charter)

The goals and objectives of the P&F Community will include, but not be restricted to, the following:

1. To provide a means of support, information and involvement for parents, caregivers and guardians of enrolled students of the College, in their children's education and the College community
2. To encourage collaboration, communication and good fellowship between parents, caregivers, guardians and all interested persons, for the well-being of the College
3. To support and nurture the Christian environment of the College
4. To work with and in accordance with the Christian ethos of the College as an activity of the Church and in accordance with the strategic plan of the College
5. To enable the development of a strong, supportive, interactive network of families
6. To provide opportunities for active learning and the pursuit of spiritual, cultural, social or sporting interests for parents, students and staff of the College
7. To foster a cohesive, caring College community
8. To provide amenities for the pupils of the College and improvements to the College and grounds subject to the approval of the College Council
9. To oversee parents and friends activities for the P&F Community that include, but are not limited to, Fruehlingsfest, Immanuel Arts Festival, Food for Families and related activities.
10. To foster good relations with the local Lutheran Church.