



## **PROJECT APPLICATION INFORMATION**

To promote efficient, consistent and appropriate use of funds raised by the ENPS P&C we will now be calling for project ideas to allocate existing funds and to plan future fundraising activities.

### **Project Nomination**

- Anyone can submit a project nomination.
- Nominations will be called for twice annually, commencing in 2018.
- Project nominations will be called for via email and with an advertisement in the ENPS newsletter.

All projects will be considered and prioritised based on meeting the school's values of Endeavour, Achievement, Sustainability and Thoughtfulness.

The P&C will also be looking for projects that promote pride in our school and offer challenging, positive, engaging experiences for our students, their teachers and the wider school community.

In addition, consideration will be given to outcomes in the following:

- Science, Technology, Engineering and Maths
- Culture, Heritage and Art
- Community partnerships
- Health and wellbeing
- Improved equipment, resources & supplies
- School improvements

### **Project Submission**

You are welcome to speak with a P&C member to discuss your project. We are happy to assist you with your application and present it to the P&C on your behalf. Otherwise please submit your request via the P&C Email address ([enpsandc@hotmail.com](mailto:enpsandc@hotmail.com)).

**School staff:** please discuss your project with the Principal and obtain approval for your project, prior to submitting a completed application to the above email address.

Attached is the Project Application Form. You may customise your application as you see fit, however please ensure you include the information outlined on the template.

### **Communication and Assessment of Project Submissions**

- The P&C executive committee will assess project submissions twice annually.
- Project submissions will be placed on a register and assessed using a framework that has been reviewed and approved by the committee each calendar year.
- The P&C executive committee will provide a report to all committee members, briefly outlining the projects that were received and suggesting recommendations for projects that might be supported first.
- All project submissions will be acknowledged within 4 weeks of the closing date.

- Most projects will be used to promote the P&Cs fundraising activities. The P&C is keen to keep the school community informed through the ENPS newsletter and social media about our fundraising goals and our progress towards achieving those goals.

### **Framework**

*\*To be reviewed each calendar year and approved at a special general meeting of the P&C Association.*

Criteria and scoring will be used to consistently and efficiently assess projects. Projects that meet more criteria will attract high scores and are given higher priority. They will be considered first when selecting projects. The criteria and scoring will also ensure appropriate use of P&C funds. Projects that strongly align with our school values, support our students and teachers and meet a range of other outcomes will be identified. Using criteria that is fair and transparent, appointing projects, assigning fundraising goals and communicating our progress towards our goals can be shared with the school community. We hope to create interest in the P&C and promote pride in our school and its achievements. All projects will be considered and those that do not receive high priority for funding will remain on a project register until they become funded or are withdrawn.

### **Criteria and scoring**

Below is the proposal for assessing & prioritising projects.

Project name:

<b>CRITERIA</b>	<b>VALUE</b>	<b>POSSIBLE SCORE</b>	<b>PROJECT SCORE</b>
How well does the project align with our ENPS values?	Not at all	0	
	Well	1	
	Very Well	2	
How important is the project for improving social and academic outcomes for students?	Somewhat	0	
	Important	1	
	Very Important	2	
How important is the project for maintaining the skill and dedication of our school educators and supporting them to challenge and engage our students?	Somewhat	0	
	Important	1	
	Very Important	2	
How urgent is the project	Not time bound	0	
	Urgent	1	
	Very Urgent	2	
What part of the school community will benefit from this project?	One class group only/school educators only	1	
	Any combination of classes/groups/school educators	2	
	Specific student groups only (e.g. TAG students, Aboriginal students, special needs students)	3	
	Junior students or Senior students only	4	
	Whole school program/improvement	5	
<b>TOTAL</b>			

Number of additional outcomes the project meets:

*\*assume all outcomes are equally important. Each year the P&C may add new criteria or adjust the possible score of some criteria in consultation with the school. This will mean higher scores are applied to criteria that target a specific outcome or initiative for that year.*

<b>CRITERIA</b>	<b>POSSIBLE SCORE</b>	<b>PROJECT SCORE</b>
Science, Technology, Engineering and Maths	1	
Culture, Heritage, Art	1	
Community partnerships	1	
Health and wellbeing	1	
Improved equipment, resources and supplies	1	
School improvements	1	
Other (describe)	1	
<b>TOTAL</b>		

#### **Level of Priority**

<b>SCORE RANGE</b>	<b>TOTAL PROJECT SCORE</b>	<b>PRIORITY OUTCOME</b>	<b>PROJECT OUTCOME</b>
<b>1-6</b>		<b>Low</b>	
<b>7-12</b>		<b>Medium</b>	
<b>13-20</b>		<b>High</b>	