

EPSOM GIRLS GRAMMAR SCHOOL HERITAGE FUND

Information and regulations for grant applications

Origin

This fund was established in 2006 by the Epsom Girls Grammar School Foundation and was grown significantly through sales of the EGGS recipe book, Blend. Grants given from this fund are usually between \$100 to \$400 each.

Purpose

Investment earnings from this fund are available to be given as grants to the school, students or staff for activities and capital items which will benefit Epsom Girls Grammar School and its school community.

Inflation proofing

The capital of the fund is to be protected from erosion by inflation by retaining and adding to the capital, a percentage (equal to the published Reserve Bank CPI for the previous year) of the fund's earnings.

Applications for grants

The Foundation will advertise to staff and students three times per year. In the months February, May and August, an invitation to apply for grants will be communicated. All applications will be considered on their relative merits.

Advice to applicants

The Foundation Secretary will advise applicants of the Trustees' decision relating to their application. Reasons for the Trustees' decision will be given and no correspondence will be entered in to.

Accountability

Recipients of grants must account to the Foundation as soon as possible and within three months from the date of the grant. An accountability report form provided by the Foundation must be completed which will require proof that the grant has been used for the approved purpose. A brief written report is also required. The Trustees may require the return of grants not used for the approved purpose or where appropriate accountability is not provided.

Publicity

To ensure the transparency of the grant making process, all successful grants will be publicised to the school community.

Distribution of funds

Investment income earned by the fund in the previous financial year, less the amount retained for inflation proofing, will be available for distribution in the form of grants. Any funds not distributed by the end of the Foundation's financial year will be retained as capital of the Fund.

Amendment of regulations

The Foundation has the power to amend these regulations by the passing of a unanimous resolution at a properly constituted meeting of the Foundation provided that there is no departure from the main purpose of the fund.



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Application Form

Name: _____

Email: _____

(If this is a group application please give one person's email contact)

Student/Staff (please circle) **Learning area/subject:** _____

Class: _____ **Qualifications:** _____

Reason for the application: (Please explain what the grant will be used for - additional details may be attached)

Who will benefit from the funds: _____

Amount applied for: (Note that we do not fund GST) \$ _____

Please attach any applicable supporting documentation:

1. Budget
2. Quotes (2) on suppliers' letterhead
3. Copies of application forms, for example, course enrolment forms
4. Endorsement from Tutor, Department Head, Principal
5. Other relevant information

Other sources of funding: Please advise any other funding have you sought, received, or will apply for with regards to this application:

Name of funding source(s): _____

Amount(s) applied for: _____

I agree with the Heritage Fund regulations:

Signed: _____ Date: _____