

Examples for funding accountability

Applications for SLAQ Professional Development Funding

All the information needed to write an application for funding is listed on the web page, in SLAQ newsletters and in the Councillors' kits.

The Appendixes show examples of income and expenses. While this will be listed in the budget report once the PD is completed, similar details should be included in the application. This just gives more details and indicates what the extent of the PD could be.

<p>This is the area which should be detailed, so that it is evident how the income was generated, so that those running the PD have a clear idea of what is already available and what is required from SLAQ.</p>	<p>EXAMPLE 1: (Where there is an excess less than the subsidisation amount – return the excess)</p> <table border="0"> <tr> <td>Subsidisation received</td> <td style="text-align: right;">860.00</td> </tr> <tr> <td><i>Other monies collected,</i> eg Participants fees, sale of merchandise</td> <td style="text-align: right;">320.00</td> </tr> <tr> <td>Total monies received</td> <td style="text-align: right;">1180.00</td> </tr> </table>	Subsidisation received	860.00	<i>Other monies collected,</i> eg Participants fees, sale of merchandise	320.00	Total monies received	1180.00												
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<p>In the business plan listed below, there is a plan for generating some return by estimating what the income would be if certain numbers of people attend the sessions, eg <u>Income</u> - Cost \$22 per SLAQ member and \$33 for non-member (covers promotion, administration, morning tea, afternoon tea and lunch, photocopying 20 participants will generate \$440 25 participants will generate \$550 30 participants will generate \$660</p>																			
<p>In this area, all the expenses should be named, so that it is evident what was needed for the sessions to be run, rather than just listing amounts, eg <u>Expenses</u> - Total for 20 SLAQ members = \$1250 Venue is cost free Administration (fax, phone) \$20 Mail out to all schools \$100 Photocopying (promotional) \$10 Photocopying (for workshop sessions) \$20 Catering \$12.00 per head (20 - \$240 minimum) Airmiles \$430 x 2 Travel insurance \$33 Ground transport - SLAQ committee members Accommodation - billets</p>	<table border="0"> <tr> <td>Less: Expenses</td> <td style="text-align: right;">127.19</td> </tr> <tr> <td></td> <td style="text-align: right;">131.37</td> </tr> <tr> <td></td> <td style="text-align: right;">507.28</td> </tr> <tr> <td></td> <td style="text-align: right;"><u>137.45</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>903.29</u></td> </tr> <tr> <td>Excess</td> <td style="text-align: right;">\$276.71</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Amount to be returned to the PD fund</u></td> </tr> <tr> <td colspan="2"><u>\$276.71</u></td> </tr> </table>	Less: Expenses	127.19		131.37		507.28		<u>137.45</u>		<u>903.29</u>	Excess	\$276.71	 		<u>Amount to be returned to the PD fund</u>		<u>\$276.71</u>	
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