



Policy: Community Support Fund

The Community Support Fund receives funds from donations and fundraising and must be operated in accordance with the Community Support Fund Policy.

The purpose of the Community Support Fund (CSF) is to give financial assistance to families that would otherwise experience hardship if they paid full attendance dues.

The guiding principle and purpose of the CSF is to assist and enable families in times of financial difficulty, enabling them to continue their relationship and education of their children at Richmond View School.

Collecting the funds

The CSF will be funded by those who want to financially support school families who are struggling financially.

All funds given to the CSF must be accounted for as such. The management of the funds received and spent must be transparent and from time to time the CSF Assessment Committee must present reports that are easy for the Board of Trustees to understand.

The proceeds of fundraising events, grants or sponsorship may be allocated to the CSF if the people doing the fundraising agree.

Accounting for the funds

The total of pledges made to the CSF will be recorded but not presented as funds available in budgets and accounts until the funds are in the bank.

Assessment Committee and criteria

The Principal, Bursar and Proprietor Representative will meet to assess the applications. All applications are assessed against the criteria. The main criteria are financial hardship, followed by the number of children at Richmond View School.

The assessment group will allocate the available funds as they see fit. The chairperson will cast a deciding vote to achieve an agreement.

Allocation of the funds

A CSF Application Form must be completed. Funds will be given as grants of a specified amount as determined by the Assessment Committee as needs arise.

Allocations are made by way of internal transfer from the CSF to the family's school account.

All applicants will be notified by email of the outcome. This is to be kept confidential by the Committee and applicants. The decision of the Committee is final.

The identity of families receiving the grants will only be known to the CSF Committee and School Finance Officer who are bound to confidentiality.

Policy Review

This Policy will be reviewed on a three-year rotation.