



## FUNDING REQUEST PROCEDURES

Anyone can make a funding request, as follows:

- Discuss an outline of your idea with a Committee member, or email it to [info@friendsofrowan.org](mailto:info@friendsofrowan.org)
- The FoR Committee will then discuss it at their next meeting.
- If Committee approve, then School need to approve the principle.
- If School approve then a Funding Request Form is completed, with quotes where appropriate, signed by the school and formally submitted to Committee.
- The Committee will formally consider the request at their next meeting.
- If approved, it will go for formal members voting via the class reps.
- If approved by members vote, the funds will be allocated and School or FoR will arrange for the orders to be placed.