MPA Funding Request Process:

(effective from September 2025)

1. Funding Request Form (FRF) filled out by Requestor.
2. FRF sent to Mrs Gregory for school approval.
3. Mrs Gregory sends the school approved request to MPA Secretary, by term deadline.
4. MPA Trustees meet and review all FRFs once per term, by term deadline. Each request given a colour:
   * Amber: Suggested approval – pass details to MPA Volunteers for feedback,
   * Pink: Further details required – MPA Secretary requests additional information from Requestor,
   * Red: No – MPA Secretary passes request back to Requestor and Mrs Gregory,
5. MPA Chair puts forward Amber requests to MPA Year Group Ambassadors for comments/views/opinions on requests.
6. MPA Trustees review the MPA Year Group Ambassadors feedback. MPA Trustees vote on each request for a decision:
   * Green: Approved,
   * Red: No,
   * Pink: Further details required – request carried over to following term.
7. MPA Secretary contacts Requestors and Mrs Gregory with decision.
8. All approved requests must be purchased, and the receipt provided to the MPA Treasurer by the end of the term the request is granted. MPA Treasurer will arrange transfer of monies – request now classed as Purple (Complete).

MPA Funding Request Deadlines:

Once a term, all funding requests received will be decided upon by the MPA. All dates are final deadlines for receiving FRFs, review of FRFs, comments on FRFs, decision on FRFs and payments for approved requests.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Autumn Term 2025 | Spring Term | Summer Term | Autumn Term 2026 onwards |
| Action: |  |  |  |  |
| FRFs received by MPA Secretary | 30th Oct | 30th Jan | 30th Apr | 30th Sept |
| MPA Trustees Review FRFs | 10th Nov | 10th Feb | 10th May | 10th Oct |
| Comments sought from MPA Volunteers (a few days for each request) | 20th Nov | 20th Feb | 20th May | 20th Oct |
| MPA Trustees make decision | 30th Nov | 2nd Mar | 30th May | 30th Oct |
| Receipts for approved requests sent to MPA Treasurer for bank transfer | Last day of Autumn term. | Last day of Spring term. | Last day of Summer term. | Last day of Autumn term. |