



## **Guidelines When Applying to the Friends Enrichment Fund**

Friends Enrichment Fund monies are raised by Friends of DCB from profits raised at Moonlight Madness (100%) and Founders Day (50%). This year the sum available for allocation is 78,000 RMB. Awards from the Fund are designed to support the proposed school projects that the Friends Executive Committee and the School believe will enhance and supplement our children's experience in school. It is not intended to replace the school's responsibility to fund the curriculum.

### **Application Process**

Applications can be made by Staff, Students and Parents. The process is set out in the Friends Fundraising Policy which is available on request but is summarized as follows:

1. Applicants should be complete an Application Form and submit either electronically or on paper to Iris Tian [iris.tian@dulwich-beijing.cn](mailto:iris.tian@dulwich-beijing.cn) by 15 November 2017. Please read the Guidelines below before completing your application.
2. All applications will be collated by the Head of Admissions, Marketing and Communications and submitted to the College Leadership Team (CLT). The CLT will:
  - a. decide which applications should be considered for funding
  - b. decide if any of the approved applications should be supported from School Funds rather than from the Friends Enrichment Fund
  - c. ensure there is no duplication with school funding for the same project

3. Following the CLT decision, the Head of Admissions, Marketing & Communications (AMC) will provide details (in spreadsheet format) of all applications and CLT decisions to the Executive Committee at least one week before the Executive Committee allocation meeting.
4. The Executive Committee, together with the Headmaster, will discuss and make decisions about the allocation of funds. Each application for funding will be voted on. The decision by the Executive is final. The Chair or Treasurer will inform each applicant of whether or not their application was successful, following which funds will be allocated to successful applicants.

### **Guidelines for Applications**

1. Please complete the form in English. If you need help completing the form please contact Iris Tian at [Iris.tian@dulwich-beijing.cn](mailto:Iris.tian@dulwich-beijing.cn)
2. Please complete the form as fully as possible and answer all questions.
3. Students and Parents: We recommend you discuss your application with a member of school staff in the appropriate key stage/department before making your application and if possible ask that member of staff to support your application.
4. Please note that the Friends of DCB Executive Committee will seek to award funds to those projects which benefit the greatest number of children across the school's key stages and campuses. It will also be seeking value for money out of all projects.
5. Students, please note:
  - With the exception of the Year 13 Graduation Party, all **school parties** will be supported by funds given to the Student Council by the Friends Shop.
  - Any equipment / toys needed for 'pollution' days will be funded by the Friends Shop.

### **Conditions of Enrichment Fund Allocations**

Awards of Enrichment Funds are subject to the following conditions:

1. Funds must be only be used for the specific project applied for.
2. Any variation must be notified immediately to the Treasurer or Chair of the Friends Executive Committee.
3. Funds must be used within the current school year and all monies accounted for with receipts. All receipts must be provided to the Treasurers, failing which any shortfall of monies must be repaid into the Enrichment Fund for allocation in the following school year.
4. Allocations must be acknowledged by successful applicants e.g. by way of mention in school newsletters.
5. Before the end of the current school year a report to the Friends Executive is required about the progress of the project. A form will be provided for convenience. Please note that successful applicants who do not provide information about the project will not be entitled to apply for future funding under the Enrichment Fund. This is to enable Friends of DCB and particularly the parents to understand how their money has been spent which in turn promotes ready donation of funds in the future. Thank you for your understanding.
6. The Executive Committee may feature Enrichment Funded projects in the Friends newsletter. All successfully applicants are welcome to submit updates and photos of their projects for publication. Please contact the Co Chair of Friends, Erie Hamilton at [friends@dulwich-beijing.cn](mailto:friends@dulwich-beijing.cn) for more information.

**Thank you for your interest in the Enrichment Fund!**

**We look forward to receiving your application and to enriching the school lives of our students this year.**

**2017/18**