



ACT Council of  
Parents & Citizens  
Associations

*The parent voice on public education*

## SCHOOL CANTEEN IMPROVEMENT PROGRAM

### P&C School Canteen Improvement Grants

#### General

The P&C Council has funds available from the ACT government school canteen improvement grant, to fund a limited number of applications from P&Cs for individual grants for approved projects, which will enhance the viability of their canteen.

#### Purpose of the Grants

The purpose of these grants is to assist P&Cs to improve the viability of their school canteen by increased efficiency, better business operations and management, staff training and more effective facilities. A list of possible grant uses is shown below.

Grants may also be approved to assist P&C canteens to better implement Healthy Food choices and adopt the ACT Fresh Tastes program.

#### Applications for Grants

Applications from P&Cs must be made on the attached form and submitted to the P&C Council office by close of business Monday 24 August 15.

There is no limit on the amount for which P&Cs may apply. However, grants in the order of \$500 to \$2,000 are more likely to be approved. Amounts in excess of this will be considered but may be only part funded if approved.

All applicants will need to state whether they can proceed with the proposed activity if their application is only partly funded.

#### Terms and Conditions of Grants

1. All applications must be made on the approved form and submitted to the Council office by 5pm Monday 24 August 15.
2. Applications must clearly identify how the funds will be expended to improve the viability of the P&C school canteen and satisfy the purposes of the grants.
3. Approved grants must be expended by 30 June 2016.
4. On completion of the approved grant activity, the applicant must provide to the P&C Council a written report and financial acquittal of the granted funds (a sample report format and acquittal will be provided by Council).
5. The P&C Council is the final arbiter of these grants and will not enter into correspondence with unsuccessful applicants.
6. P&Cs must acknowledge in any newsletters or promotion that the funds for the approved activity have been provided by the ACT Government via the School Canteen Improvement grant.
7. Any unresolved dispute between successful applicants and the P&C Council will be mediated by a third party acceptable to both parties.



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8. Any grant funds not expended by 30 June 2016 must be returned to the P&C Council by 31 July 2016, unless approval to carry over the funds has been provided by the Council.

### **List of possible canteen grant uses**

**(This is not an exclusive list, other uses will be considered if they meet the terms and conditions for improving canteens)**

1. Purchase training for canteen managers and staff.
2. Purchase of special equipment that will provide a new service or product for the canteen.
3. Purchase of canteen support equipment such as computers, internet connection, wireless connection.
4. Training for canteen support people eg food safety supervisors, canteen treasurers.
5. Purchase of materials, furniture etc that will enhance the presentation of a canteen and attract students and teachers.
6. Payment for visual improvements to the canteen eg painting, carpentry etc which will enhance the presentation of a canteen and attract students and teachers.
7. Replacement of canteen equipment that is inefficient or costly to use.
8. Purchase of signage or audio visual aids that promote the canteen's healthy choices menus.
9. Any other use that can be satisfactorily demonstrated to improve the financial viability of the canteen or the adoption of healthy food choices.