

## **GUIDANCE NOTES FOR CONVENORS**

### **GRANT/SET UP GRANTS**

#### **Introduction**

The support of activity groups and its members, both in setting up and running established groups is the number one priority of Beccles u3a. It is the aim of the Committee to encourage as many people as possible to gain social contacts and help them use their existing skills and interests and learn new ones. In order to further these aims the Committee has decided to use some of the u3a funds to award grants where it would be beneficial and meet the objectives of self help learning and education.

#### **Principles**

Each group is able to apply for a grant of up to £100 annually. The year will run from April to March to coincide with the u3a financial year. Groups can make more than one application in a year, providing they don't exceed the total allowance.

#### **Applications**

An application form is available on the Beccles u3a website and must be fully completed and either submitted to your Group Support assistant or to [sec.becclesu3a@gmail.com](mailto:sec.becclesu3a@gmail.com). A Grants sub-committee will meet monthly to consider applications which may be approved, rejected or a smaller sum agreed than the amount applied for. You will be notified of the decision as soon as possible. If an application for funding is not accepted, the reason will be explained to the applicant.

Please do not purchase any item, until your application has been approved.

The recommendations of the sub-group will be final, although difficult or contentious applications will be referred to the main Committee for a wider range of views.

#### **Criteria**

Rather than having a list of rules, the only criteria is that the grant aids the group in the learning, health, safety and well-being of its members. Hopefully, groups will feel encouraged to apply and the Sub-Committee will decide the extent to which the application meets the requirement. The grant cannot be used to fund speakers at group meetings.

#### **Other**

The convenor of each group would apply to obtain a grant and arrange for any expenditure, and then seek reimbursement from the Treasurer, proof of purchase will be required before this reimbursement can be made, Payment will be by cheque or bank transfer.

Any items purchased will remain the property of Beccles u3a, and will need to be included on an inventory and will be asset marked in some format. Should the group disband, the property should be returned to Beccles u3a.