

Beccles u3a

Application for Group Grant - (including set-up)

Name of Group.....

Convenor.....

Contact details Phone..... Email.....

Number of members in the group.....

Details of how the grant will enhance, the learning/health and safety/well-being of the group.....

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What do you wish to purchase?.....

.....

Cost.....Supplier.....

(if an item exceeds £20, if possible please provide competitive quotes for up to 3 suppliers - include these with the application form)

PLEASE do not purchase goods on the assumption that your application will be successful. You will be notified of a decision asap.

u3a are unable to purchase goods via a debit card, so please purchase your item once your application has been approved and forward the receipt to: treasurer.becclesu3a@gmail.com. You will then be reimbursed by cheque or bank transfer.

Please note - all resources purchased under this grant will remain the property of Beccles u3a, and in the event of the group closing, the items must be returned to the Committee. Items will be marked appropriately as an asset on our inventory of goods owned by Beccles u3a. Please ask you Group Support person, how to achieve the marking.

Convenor's signature.....Date.....

Application Approved/Rejected.....Date.....

Decision informed to convenor by.....Date.....

Any further action required.....

Reason for rejection of application.....

.....

Signed.....Date.....

For Treasurers Use

Goods purchased.....

Proof of purchase - attached.....

Cost.....

Reimbursement cheque payable to.....

Sent.....Date.....

Entered on asset register Yes/No If yes....Item no.....

How is item to be security marked? Sticker/UVA/Permanent black marking

Who will do the marking of the item?.....