

# Bishop's Stortford U3A.

## Application for a grant/loan *(delete as applicable).*

Please complete every box.

### Group's details.

Group's name

Number of active members

Name of group co-ordinator

Telephone

Email

Address

When & where the group meets

Item(s) requested (please include all details)

**Has specialist advice been sought re-type of equipment requested?  
If yes, who?**

**Supplier's details**

**Price**

**Is the grant/loan for new or replacement equipment?**

**What benefits will be gained by the group?**

**Additional information – 1.Where will the equipment be stored?**

**2. Who will be responsible for its  
security & maintenance?**

**Signed**

**Position in group**

**Date**

**Notes.**

Applications for grants/loans to be made, via the sub-committee appointed by the Executive Committee, before the end of the financial year (31<sup>st</sup> December)\* to be considered by the Executive Committee in the next year's budget.

Exceptions may be made in the formation of new groups/activities, or in the case of an emergency.

A grant should be for capital expenditure with the group purchasing being responsible for storage & maintenance of the item. However, the item should be available for use by all groups/activities, if so required.

A loan may be given to a group/activity and would be repayable, in quarterly instalments over 12 months or two years.

The current completed balance sheet and proposed income & expenditure for the next year to be included with each application.

Applications to be made on the appropriate form obtainable from the Bishop's Stortford U3A website or the Groups' Manager.