

## PD6

### APPLICATION FOR GRANT

- Community Funding is available each year from a variety of sources. (Grant Providers) for the purchase of **physical assets** which will benefit or enhance the community.
- As registered charities U3As are normally entitled access to these grants which are subject to their own rules and limits.
- Bishop's Stortford U3A will appoint a Grants Manager whose role is to co-ordinate the requests for funding.
- The Grants Manager will receive the requests on the signed form PD6a which is available on the Bishop's Stortford U3A Website or from the Grants Manager.
- The Grants manager will then identify a potential source of community funding which is compatible with the request.
- The Grants Manager will then submit the request to the Bishop's Stortford Trustees (Committee Members) for their support and endorsement.
- The Grants Manager will then obtain the relevant form from the Grants Provider and make the application on behalf of the Group requesting the grant.
- The Grants Manager will liaise between the Grant Provider and the U3A Group in order to make the application process as smooth as possible.
- Once known the Grants Manager will inform the Group of the decision and arrange payment where applicable.
- Post award some Grants Providers will require evidence of purchase and use. The Grants Manager will co-ordinate this request to their satisfaction.
- In the event of the grant application being unsuccessful there may be some funds available from the Tax Aid received from member subscriptions. In this eventuality the Grant Manager will submit the case to the BS U3A Committee for approval.
- As stated above a grant should be for capital expenditure with the group purchasing the item being responsible for storage & maintenance of the item. However, the item should be available for use by all groups/activities, if so required.
- To be clear the item remains the property of Bishop's Stortford U3A and it is covered by U3A Insurance.