



Application Form for Funding for BNBU3a Central Funds

Interest Group ⁽¹⁾

Date of Application ⁽²⁾

Date Funding required ⁽³⁾

Nature of funding ⁽⁴⁾

Reason for funding ⁽⁵⁾

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Amount of Funding required ⁽⁶⁾

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Evidence of Majority of Interest Group Approval ⁽⁷⁾

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Signed by Group leader ⁽⁸⁾

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Notes

The notes here related to each of the questions on the application form.

1. Interest Group – this needs to be an interest group properly registered with the BNBU3a organisation. It is not permissible to put down an interest group that is not already in existence. It needs to have met a minimum of three times and have contributed to the income of the organisation.
2. Date of Application – this is the date that the group leader has signed off on the application (see 7 below)
3. Date Funding is required – This date is the date that money needs to be made available for the project, activity, or capital acquisition. It needs to be in a time scale that fits in with the next committee meeting where the expenditure is to be made. In the event of a need to have a rapid response i.e. in a shorter time-scale than the next committee meeting then the required date should be followed by an explanation for the need of speed and if necessary an extraordinary committee meeting can be held to discuss the application. This action is seen as an emergency action only.
4. Nature of the funding – this is the type of funding required and is needed to determine whether the funding is categorised as capital, expenses, replacement, or consumables. This is needed for accountancy purposes. If not known leave blank and the treasurer will make a determination after talking to the group leader.
5. Reason for the funding – this is a simple explanation for the reason for the funding and how it fits into the interest group's requirements. A degree of justification is needed here and the reason 'it would be nice' is not sufficient. Your Committee has as its policy a need to support all sensible requests but it also has legal duties to spend BNBU3a money justifiably.
6. Amount of funding required – this is simply the amount of money needed and the request ideally needs to have 3 quotations with a recommendation for the most suitable one (which is not always the cheapest). The amount needs justification if the cheapest is not recommended.
7. The committee expects the application for funding to have been discussed with all of the members of the interest group¹ and that the application is a majority decision. Without this proviso the application is deemed invalid. In some cases evidence may be required for this activity to have taken place
8. Signed by Group Leader – a signature of the designated group leader for the interest group needs to be put here.

¹ This evidence will depend upon the amount of funds requested and the number of people in the Interest Group. As a rule of thumb Groups under 12 people and funding under £40 do not need evidence. However it is always a good idea to have evidence that the application has been discussed in the Group.