



Procedure for the Application for BNBu3a Funds

Purpose

To ensure that any request for funding is submitted in an appropriate form that allows a rapid and informed decision to be made by the Committee on its granting.

The procedure allows any interest group to apply for funding in support of any aspect relating to its constitution. The process is made simple by the access to a standard form (a form on the web-site) that needs to be completed and submitted to the secretary for a decision at the next committee meeting. The overall process is as follows:

- The Interest Group must hold some internal discussion with its members concerning the request for BNBu3a funding. This meeting needs to be under the guidance of the Group Leader.
- Based upon the discussion and the decision to apply for funding the amount requested is determined either through quotations, estimates or specific costs.
- An ***Application Form for Funding for BNBu3a Central Funds*** form is then downloaded from the BNBu3a web-site.
- The Group leader then fills in the form. Guidance notes are provided below.
- The Group Leader then submits the form to the Secretary for Committee approval
- The Committee at the next available meeting discusses the application (where the Group leader of the Interest Group can attend and help with extra information) and comes to a decision.
- If approved the funds are released.
- If not approved then the Committee must help the Group Leader reform the application to make a better submission. This revised application is then re-submitted to the Secretary.

Please Note: The Group leader is encouraged to seek the help of the committee or one of its members at any stage

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 interests 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.

Please Note:

The committee is committed to provide sensible funding in line with its policy of interest group support. As such there will be no refusal except for inappropriateness or insufficient interest group member support.

However the committee reserves the right to delay the approval on the basis of having the necessary funds or that the approval will put the organisation in breach of its statutory duties or fiscal prudence.

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.