

St Ives (Cambs) u3a – Groups Funding Policy

In line with the self-help policy of u3a generally, each interest group should be self-funded. Each interest group is therefore required to generate sufficient income from its members to fund all their consumable expenses (e.g. craft items, reading materials, speaker fees, venue fees, relevant visits, etc). Each group leader is responsible for handling these finances and for keeping their own financial records. Each interest group must therefore stand on its own feet and charge its members whatever sum is necessary to cover their operating costs.

St Ives (Cambs) u3a will, however, consider allocating some discretionary funding for the use of interest groups. The funding of any applications will be determined by reference to the state of St Ives (Cambs)u3a's finances generally. This funding will be available under two categories: –

1) A **'start-up' grant**. In view of the self-help/self-funding policy as described above, it is envisaged that the Committee will only grant such funding in specific circumstances, where, for example, the nature of the new group will require the renting of a venue, or to cover some initial set-up costs. This would be a one-off grant, up to a maximum of £80, after which the group should aim to be viable and self-sufficient for its own purposes.

2) An **equipment grant**. The amount granted in this category can be flexible and would be decided by the Committee depending on the nature of the application, the extent to which the equipment is judged to be consumable or a long-term asset, and the number of members who are likely to benefit from it. This grant could be made available to a new group as start-up equipment, or to an existing group where the required equipment would also be of benefit to other groups. Any such purchased equipment would belong to St Ives (Cambs) u3a, be maintained by them, and be available for use by other groups within St Ives (Cambs) u3a as required.

In cases where a funding application does not fit into any of these categories, a loan may be considered, to be repaid, as deemed appropriate by the Committee upon granting the application.

All applications should be in writing to the Committee via the Chairman. The application should state what the funding is required for, how much is needed, and give reasons for the application, with an indication of expected benefits to the group and/or St Ives (Cambs) u3a generally. The following form should be used. Each application will be taken on merit and be considered by the Committee.

The Committee's decision will be final.

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Application Form for Funding Grants

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|---|--|
| Name of Group: | |
| Name of Leader: | |
| Date of initial meeting (if applicable): | |
| Name of meeting venue: | |
| Cost of venue per meeting: | |
| Amount of funding requested: | |
| Reason for funding request: | |
| Details of equipment required (if applicable): | |
| Approximate cost: | |
| Safekeeping of equipment details (if applicable): | |

In order to assist the Committee's decision, and avoid the need for further questions, please complete this form with as much information as possible.

Where possible, forms should be completed electronically and sent as an email attachment to chairstivesu3a@btinternet.com, or printed and handed to a member of the committee at an open meeting.

The application will be considered at the next committee meeting after receipt of the form.

| | Date | Signature |
|----------|------|-----------|
| Prepared | | |
| Approved | | |