

# U3A in Kennet Capital Grant Funding Application Form

(Useful information is overleaf)

Group making application	
Name and address of contact	
E mail	
Telephone number	
What is the grant required for?	
How will it benefit the Group and the wider U3A in Kennet (where relevant and over what period?)	
Total cost of the proposed purchase?	
Grant amount requested?	
Date for spending the grant?	
Name of person responsible for maintenance of items over the next 12 months?	
Name of person responsible for preparing article for inclusion in the Magazine / e-bulletin / web page	
Any other information of relevance	

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## Information

1. Items for which grant aid is requested should be **major capital items with a foreseen long term usage** and should be available to other Groups when not being used by the Group making the application
2. Items purchased will become the property of U3A in Kennet in line with National U3A regulations and entered on the U3A in Kennet asset register
3. The Executive Committee **may** request a contribution to the purchase price from the Group(s) making the application.
4. The total cost of the item(s) to be purchased must be stated
5. Applications must be made via the Treasurer by email ([Treasurer@u3ainkennet.org.uk](mailto:Treasurer@u3ainkennet.org.uk)) to be considered by the next meeting of the Executive Committee. These dates are on the U3A Kennet web site and in the Yearbook
6. Examples of what could be supported / not supported are given here as examples:

Could be supported	Not supportable
Group start-up costs ( <i>those identified in the first 6 months once the group has been established</i> )	Personal equipment e.g. books
Art easels	Consumables e.g. stationary, paints, magazines
Projector / laptop PC etc	Rental accommodation for regular meetings
Teaching manuals /guides	Subscriptions

7. The applicant will be the point of contact with the Executive Committee for any discussions concerning the application.
8. The application will be considered using these criteria :
  - a. Grant benefits the whole Group
  - b. Benefits from the investment will be expected to endure for at least 24 months and preferably longer.
  - c. Benefits to the wider U3A in Kennet e.g. by lending to other Groups or shared usage.
9. Applicants will be advised of the decision within one week after the relevant Executive Committee meeting.
10. If approved grants are not taken up within 3 months of notification date they will lapse and a new application will have to be made.
11. Payment for approved applications will only be paid on production of quotes or invoices for the total value of the investment.
12. It is a condition of the grant that the benefiting Group will prepare an article for inclusion in the Magazine, e-bulletin / web page within 6 weeks of receiving the grant.
13. If the Group closes, any items purchased with grant assistance will be given over to the U3A in Kennet for use by other Groups.