



U3A Vall del Pop



APPLICATION for GROUP FUNDING

Name of Group:

Group Leader:

Number of Group Members

Date application received by Groups Coordinator:

Classification of Application (*mark X as applicable*)

- 1. Support for Start-up Group
- 2. Purchase of Asset(s)*
- 3. Promotional Expenses
- 4. One-off Exceptional Cost
- 5. Group Normal Operating Costs**

Amount requested: €

Group Members contribution: € being % of total cost

Description of asset or expense:

Reason or rationale for funding request: (*continue on separate sheet if necessary*):

Is application supported by Groups Coordinator: Yes / No

Comment by Groups Co-ordinator (*continue on separate sheet if necessary*):

Date Application Presented to Committee:

Summary Recommendation by Committee:

** Assets are defined for the purpose of a Fund Application as the purchases of item(s) €50 and more and that are expected to have continued and long-term use (more than two years).*

*** Please provide rationale for normal operating costs of the group being paid from members annual U3A Membership Fees.*

APPLICATION for GROUP FUNDING (*continued*)

Guidelines

An objective of the U3A is that all groups are to be self-funding in respect of normal operating costs (ie those costs relating to the normal ongoing activities of the group).

Applications for funding that are additional to normal operating may include the following:

1. Applications will be considered to support a start-up group until it has sufficient members to be viable as an independent group.
2. Applications will be considered to assist with the purchase of assets required for the functioning of the group (assets are defined for this purpose as item(s) that have continued and long-term use and which have a purchase cost of €50 or more).
 - *Assets that are paid in full by the U3A Committee will be operated and maintained by the group. They will, however, remain in whole the property of the U3A organization and not the group. Applications for exceptional maintenance costs will be considered by the Committee.*
 - *Assets that are paid in part by the U3A Committee and in part by group members will be operated and maintained by the group. Ownership of the entire asset will still remain with the U3A organisation so that in the event that the group disbands, the assets can be made available to a new group.*
 - ***Wherever possible, in respect of purchase of Assets from within Spain, please request suppliers/vendors to issue a factura document, which should include our name, registered address, and NIF number. These details are:***

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3. Applications will be considered for expenses incurred by a group in the promotion of the U3A organisation at internal or external events that are approved by Committee.
4. Applications for one-off exceptional costs must be made and approved by Committee prior to any commitment or expense being incurred.

It is a requirement that the Group Leader maintains a listing of assets (Asset Register) of all assets acquired by the Group whether or not funding has been provided by the U3A organisation. A physical verification of all assets should be documented annually and reported to the Group Co-ordinator.