

## **SU3A Grant-Aid to Groups Revised Guidelines September 2010**

1. The criteria for awarding a grant remain those which were used by GAWP (see below). Groups will be expected to facilitate access by other SU3A groups to items purchased.
2. The availability of grant-aid will be publicised but no specific amount will be mentioned since this might change from year to year.
3. Applications will be made in writing to the General Coordinator.
4. Applications can be made at any time.
5. The General Coordinator will have discretion to approve any application for a sum up to £100, provided it meets the criteria, and after consultation with the Treasurer. The General Coordinator will keep a record and will report to the next meeting of the EC on grants awarded during the previous period.
6. The General Coordinator will have the authority to reject any grant application on the grounds that it does not meet the criteria, and subject to consultation with the Treasurer.
7. The General Coordinator will bring applications for sums exceeding £100 to the EC with recommendations for approval or rejection.
8. The General Coordinator will be responsible for liaising with the Group Coordinator during the process and for feeding back the outcome of the bid.
9. The Treasurer will be responsible for payment on receipt of invoice. If the invoice is for more than originally requested, the group will be asked to find the balance.
10. The Treasurer will keep a record of items bought and make this available to the General Coordinator. The General Coordinator will maintain this record on the Access database and arrange for it to be displayed on the SU3A website, together with full details of the application process.
11. Items purchased will be the property of SU3A, will be automatically covered by SU3A's insurance.
12. Electrical items should be PAT tested at least every four years if appropriate.

### **Criteria for Judging Applications for Grants to Groups**

- What does it add to the activities of the group?
- How many people will benefit?

- Is it for capital or revenue?
- Does it have updating or upgrading implications?
- How much use will it get?
- How long will it last?
- Is there a training implication?
- How will that be resourced?
- How will capital items be kept and cared for?
- How much money is sought?

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