



**APPLICATION FOR EQUIPMENT GRANT/LOAN (Delete as appropriate)**

NAME OF GROUP .....

PURPOSE OF GROUP .....

EXISTING/NEW GROUP (Delete as appropriate) NUMBER OF MEMBERS .....

MEETING VENUE .....FREQUENCY.....

RENTAL PER SESSION .....MEMBER SUBSCRIPTION PER SESSION .....

OTHER EXPENSES .....

ITEM(S) TO BE PURCHASED .....

.....

PRICE PER ITEM (**Evidence of prices from two different sources must be provided**)

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REASONS FOR PURCHASE (Explain why this is required and how it will benefit the Group and/or Carlisle u3a.) .....

.....

WHERE WILL EQUIPMENT BE KEPT? .....

NAME OF PERSON RESPONSIBLE .....

CONTACT DETAILS .....

Signature of Applicant .....

By signing this Application you are agreeing to the conditions set out by the Committee of the Carlisle u3a.

## NOTES

A Grant or Loan to enable a Group to purchase any item of equipment must fulfil the conditions set out in the Carlisle U3A Policy.

Before applying for a Grant or Loan, the appropriate form (obtainable from the Treasurer) must be completed. In addition, the applicant must submit two separate price quotations, each from a separate supplier, along with the application.

**UNDER NO CIRCUMSTANCES WILL RETROSPECTIVE APPLICATIONS BE ACCEPTED.**

Grants will not be available to established groups. They will only be considered to assist with the establishment of a new group and will, if agreed by Committee, be subject to a maximum amount of £250.00. In such cases, grants may be considered for both capital and consumable items.

Loans will be considered for the purchase of capital items only. Any item purchased by way of a loan will remain the property of the Carlisle U3A until the loan has been repaid in full.

A named person within the relevant group will be responsible for the item's safekeeping.

A loan will only be considered if the following conditions are met:

The item(s) required must be considered essential for the group's needs and conform to the ethos of the U3A movement. Applicants should check various makes and models to ensure the best value would be achieved.

The group must demonstrate that they can afford to repay the loan within the required period of time. Full details must be provided by the applicant. i.e. Contributions from members; amount available for deposit (if any); period of loan required.

Applications will be considered by the Committee. The decision of the Committee will be binding. In the case of rejected applications, the group will be given advice on alternative avenues for funding.