

Policy No.: 23-4

Procurement of Equipment from Central Funds for Use of Groups Policy

Date of Implementation	July 2023	Date of Review:	July 2026
Committee Approval?	Yes	AGM Approval?	No

Policy Description

This policy lays down the principles and procedures for the submission and approval of requests for grants or loans for the purchasing of equipment from central funds at the request of groups

Policy Link / Scope

There are three different types of requests for central funds considered within this policy:

1. Start up grants for new groups – Limit is £250 and will only be made available after careful consideration by the committee in certain instances. The grant may be required for the purchase of consumables
2. Capital funds requested for the purchase of capital equipment which may be used by various groups or members of the u3a and will be included in the Equipment register of the Carlisle & District u3a. Limit on this is not set but consideration will only be given to the request if costs did not reduce the capital fund below 75% of operating costs
3. Capital funds requested for the purchase of equipment for a specific group that will be repaid to the u3a at an agreed rate and within a determined time frame subject to ability of group to make repayments. Once the loan is repaid in full, the equipment will then be owned by the group and no longer included in the Equipment Register. Application range will be £100-£1,000

Details

1. Under no circumstances will the committee accept retrospective applications for funds
2. Apart from start up grants, applications for funds for consumables will not be considered.
3. Carlisle & District u3a groups maintain their own affairs, which generally include the costs involved in running each individual group such as the room hire and purchase of consumables. Groups have the use of centrally owned equipment, e.g. computer, projector, keyboard or sound equipment.? The committee must be kept informed of the location of the capital equipment and the contact details of the u3a member who holds the equipment, i.e. the 'Holder'
4. The Holder must ensure that the equipment is kept securely to meet u3a insurance regulations.
5. In the event of a group ceasing to operate:
 - a. the equipment must be returned to the committee, if a loan has not been repaid in full.
 - b. equipment owned outright by the group can be divided within the group, handed back to the committee or sold and the money shared with group members. How this division is carried out is to be determined by the group members

The Application Process

1. The application for funds to purchase equipment should be made using the 'Equipment Request Form'. Completed forms are to be submitted by the Group Leader to the Committee for consideration at the next meeting. Receipt of Application will be acknowledged and the Group Leader informed of the date of the next committee meeting.

2. Equipment Request Forms are available on the website <https://carlisleu3a.org.uk> or from the Treasurer and should be returned to the Treasurer.
3. The Committee must agree that the amount allocated for the purchase can be afforded by the funds available in the Carlisle & District u3a budget.
4. The Committee's decision will be final and communicated to the Group Leader.
5. Where a purchase is declined by the committee, the Group Leader may be given information about other sources of funding. Equipment purchased through a grant from an external funding organization will still remain the property of Carlisle & District u3a, not the individual group. Group Leaders are to inform the committee of any purchases made from an external source.
6. The Group Leader must give reasons for requiring the equipment and provide at least two quotations for costs. This information will accompany the 'Equipment Request Form'.
7. Once funding has been approved by the Committee, the equipment will be purchased by the Committee in consultation with the Group Leader

Chairman Signature

Date:

Secretary Signature

Date:
