

POLICY U/H 002

Grant Applications

- Suggestions for a grant application must be approved by the Management Committee before the application is made.
- Grant applications, from Groups, should only be submitted if there are insufficient funds in the Group's accounts to cover the request.
- All grant applications must be processed by the Treasurer/Secretary on behalf of the Management Committee, and a record kept on file for audit purposes.
- A photographic record and a summary of the use of the grant monies received (e.g. the number of persons who have benefited, frequency of use, etc.) shall be returned to the Treasurer. In the case of external grants, this to be forwarded to the persons awarding the grant with a letter of thanks from the Treasurer and Secretary of Up Holland & District u3a.