

# Policy Guideline - Grants Applications

## Introduction

Applying for grants is important in order to ensure funding to support services to our members and tutors in line with the objectives of the Bayside U3A.

## Purpose

The purpose of this policy is to establish Bayside U3A's key principles and procedures to effectively manage the grant application process.

## Policy

The purpose of the grants application policy is to describe and document how the Committee of Management would like grant applications to be carried out. This includes grant applications:

1. for funding to effectively develop and deliver courses and activities in line with Bayside U3A objectives
2. to provide opportunities for tutors to expand the current class experience, value and content of their courses

## Procedures

1. The Committee of Management will appoint a Grants and Fundraising Officer/Sub Committee whose overall responsibilities will be to:
  - Identify external funding opportunities
  - Develop a network of contacts within Local, State, and Federal Government departments and other non-government bodies to maximise knowledge of available grants and the applicable guidelines and eligibility criteria.
  - Prepare a calendar of critical dates/key milestones for grant applications
  - Review requests for internal and external grant applications from Bayside U3A tutors or Bayside U3A class members (with support from their tutor)
  - Co-ordinate and/or develop high quality grant applications on behalf of:
    - Bayside U3A
    - Bayside U3A tutors of an accredited Bayside U3A course
    - A group of Bayside U3A class members (with support from their tutor)
  - Ensure that grant applications are submitted on time
  - Track the grant application through to receipt of funds, implementation of the grant, and report back to the organisation providing the grant where required.
  - Report to the Committee of Management at their monthly meeting on grant submissions and their outcomes
2. The Committee of Management will consider all grant requests/proposals at a monthly committee meeting

## Responsibilities

1. It is the responsibility of the Committee of Management to


# Policy Guideline - Grants Applications

- appoint a Grants and Fundraising Officer/Sub Committee
  - provide support by assisting with the identification of needs
  - advise tutors and members of the availability of grants both internal and external
  - approve any applications for grants from Bayside U3A tutors or Bayside U3A class members (with support from their tutor) before the application is made
  - establish, implement, publicise and review this policy.
2. It is the responsibility of the Grants and Fundraising Sub Committee to
- Manage the grant application procedures
  - Support tutors and/or class members with the grant application process
  - Review the grant requests prior to submitting for consideration by the Committee of Management
  - Apply for grants approved by the Committee of Management on behalf of the tutors and/or class members of accredited Bayside U3A courses and activities
3. It is the responsibility of the Tutors and Class members to
- Discuss any grant application with the Grants and Fundraising Sub Committee
  - Complete the Grants Application Form to be forwarded to the Secretary for consideration by the Grants and Fundraising Sub Committee
  - Apply for grants that are aligned with Bayside U3A's objectives, ethos and programmes and that advance the activities currently offered or provide new opportunities.
  - Ensure that the amounts required in the grant could not be achieved or paid for by the tutorial class or members acting together under normal class operational circumstances
  - Implement and administer the project for which the grant was submitted
  - Acknowledge Bayside U3A in the grant applications

## Related Policies

Financial Management

# Policy Guideline - Grants Applications

	<h2>Grant Application and Funding Form</h2>
---	---

The purpose of this form is to make grants available for class tutors and students to further their activities and extend the value of their courses.

In order to apply for funding, the application form below must be completed and emailed to [baysideu3a@gmail.com](mailto:baysideu3a@gmail.com) - attention of the Grants and Fundraising Sub Committee. Applications that are not provided in the correct form will not be accepted.

Conditions for applying for grant:

- If multiple submissions are received then funding will go to a group that hasn't received funding before
- Proof of evidence of how funds were used is to be provided by end of Agreement period with an evaluation of the project

Section One: Project Overview	
Name of project:	
Your class/activity:	
Have you received funding before?	Yes (Year)                      No
Contact person: (name/title)	
Address:	
Telephone & Email address:	
What is the amount of funds you are requesting?	

## Section Two: Funding outcomes and impact

### Overview of your class's request for funding:

It is important for the Committee of Management to understand how this investment will be spent and how will it impact your class and Bayside U3A.

Please include specifics:

- Please describe your project including what you want the funds for and what you are aiming to achieve?
- The timeline for your project
- How many people will it impact?
- Please explain who your proposal will benefit and how - including timelines and expenditure breakdown

--

# Policy Guideline - Grants Applications

*Are you aware of the terms of this grant application and are you willing to agree to this Bayside U3A Application in full? If yes, Please Initial Here: \_\_\_\_\_*

Do you have any other information you would like to provide or any other comments you would like to add?

*I declare that the Bayside U3A funding will be spent in accordance with the purpose and conditions for which it is granted and the requirements linked to that funding will be implemented within the timeframes agreed, including submission of an Evaluation at the end of the time.*

Name & Date	
Signature	
Position	