



U3A Sapphire Coast Inc.

PO Box 798, Merimbula, NSW 2548 ABN 85641263291

NEW COURSE AND CONTINUING COURSES APPLICATION FOR FUNDING

Submission date :

U3A Sapphire Coast is a not-for-profit organisation, and funding arrangements for courses are generally on a 'user pays' basis. Costs of consumable materials and venue hire etc. should normally be recovered via payments made by participants at each session.

However, start up and maintenance funding is available for courses which may require investment in special equipment or materials, or payment for particular venues etc. or where resources are shared across a number of courses.

Requests should be made in consultation with the Course Coordinator before submission to a U3A SC funding sub-committee*. Please supply details below :

Leader contact details:

Name:	
Address:	
Phone – home:	
Phone – Mobile:	
Email:	

Course details

Name:	
Description:	

Details of Funding sought –:

Equipment:		\$
Materials:		\$
Venue costs:		\$
Other ?		\$
	Total:	\$

U3A Sapphire Coast Course funding policy

- ❖ *Note that funding arrangements for larger events to which all U3A members are encouraged to attend e.g. for guest speakers at Seniors Week activities or the AGM, will be different, and provision for these is not included here.*

Non funded activities

- The time and expertise of leaders is to be provided gratis, but they should not be out of pocket. Leaders who do incur substantial costs need to request that participants make an appropriate contribution
- Expenditure for consumables is generally the personal responsibility of the participants, and can be provided in any mutually agreed way, e.g. by personal provision or cost recovery, often as a small fee payable per person per session attended, paid to the course leader and covering such items as, for example :
 - craft / art materials
 - venue rental
 - refreshments
 - cooking ingredients
 - end of year/term dinners etc.
 - entry fees to community or specialized venues if applicable
 - photocopying or printing, e.g. course notes
 - gifts for visiting speakers
- Non consumable materials used on a personal or shared basis should also be provided by course participants, e.g. text books, playing cards, mah jong sets, craft tools, minor sporting equipment or clothing
- The organisation owns a selection of aids such as overhead projectors, white boards, screens etc., which may be used by any leader by arrangement with the Course Coordinator/Asset registrar.
- Storage of consumables is to be arranged by leaders in most instances, either at their home or at venues where the activity is carried out. There are limited storage facilities at Shop 4 Tura Beach Dr.

Funding applications

*Requests will be considered by a funding sub-committee**

- Funds may be sought to cover investment in significantly expensive, non-transportable or shared equipment or furniture, such as tables for indoor game playing or craft work, or major sports equipment.
Such items remain the property of U3A SC, but requests for their use other than the original purpose will be considered.
 - Subsidised transport costs in relation to U3A sponsored group tours or visits may be considered, but in the interest of fairness to other groups, an effort should be made to investigate other sources, e.g. car pooling, etc.
 - Leaders or members who incur substantial up-front costs (e.g. for catering purposes) in relation to events may apply for advance funding.
 - Other contingencies will be considered by the funding sub-committee.
- ✱ the U3A SC Funding Sub-Committee comprises:
- Vice President
 - Course Coordinator/Asset registrar
 - Treasurer