

TYENDALE U3A REQUESTS FOR FUNDING GROUP ORGANISED MEETINGS POLICY

Tynedale u3a committee currently organises and funds a monthly meeting that is open to all its members free of charge.

Following representation from certain groups, the issue of providing financial support for groups in Tynedale u3a wishing to organise meetings that have a wider appeal beyond their own specific group was discussed at the committee meeting in July 2024.

At present, our finance policy states that groups are expected to be self-financing and can collect such sums of money as the group members and leadership agree are necessary to undertake their activities, such as room-hire costs. The funds of these groups belong to Tynedale u3a. Groups are permitted to incur relevant costs deemed appropriate by the group members and group leadership. Reasonable expenses can be paid to external tutors and speakers as set out in the Group Finance Policy, but all costs must be paid for from the specific group's funds (*Tynedale u3a finance policy para. 6*).

The committee decided that where a group wishes to organise a meeting that would be of demonstrable interest to a significant number of other Tynedale u3a members, then the committee may be willing to consider contributing to the cost of that meeting. The organising group would take on responsibility (financial and otherwise) for the meeting.

The committee agreed the following protocol for handling such requests:

- A. The organiser must be a current member of Tynedale u3a.
- B. The organiser must submit an application to the committee for support at least 2 months in advance of the proposed meeting date. Contact: tyneu3anewprogsec@gmail.com
- C. An application for support must include:
 1. Details of the organiser and organising group
 2. Details of the speaker and topic
 3. Venue, date and time
 4. Funding requested including VAT
 5. Expected overall cost, including speaker's costs and VAT where applicable.
 6. How the group intends to fund the meeting (e.g. donations, tickets/entry price)
 7. An indication of likely attendance
- D. The meeting must be open to all members of Tynedale u3a.
- E. It is the organisers responsibility to inform all members of the proposed meeting. This may be done either through the monthly newsletter or Tynedale u3a website. In addition, the Facebook Group may also be used.
- F. The organisers accept there is a financial risk in holding a meeting. Any costs incurred that are over and above the amount the committee may award are the responsibility of the organisers.

This policy was revised on:

Signed: _____ Committee role _____

Print name: _____ Policy review date: 1/4/2028