

U3A HBW Grant's Sub-Committee 2024

Name of Sub-Committee	Grants
Sub-Committee Chair	Sandy Guest
Sub-Committee Members	
Terms of Reference	Research, review and submit Grants on behalf of the U3A Committee
Key tasks/duties	<ul style="list-style-type: none"> • Determine key principles to guide grant applications • Research available grants – providers, timelines, application requirements • Prioritise grant submissions on an annual basis in the context of the agreed Action plan, Vision and Mission and workload • Complete the grant application and seek approval from Committee prior to final submission • Manage the deployment of the grant funds in conjunction with the Treasurer • Complete all acquittal paperwork in accordance with Grant Guidelines • Ensure appropriate recognition is given to the Grant provider at all supported activities
Key Timelines (<i>any specific dates related to key tasks</i>)	To be determined by Sub-Committee – frequency, format and timing
Available templates/websites	
External Contacts (<i>names, email, phone etc</i>)	To be determined as part of research
Expertise	Interest and enthusiasm IT expertise welcomed but not essential
Time Commitment and operation of Committee	Will be determined by the Sub-Committee (to include areas of responsibility, timelines, time commitment and communication with the Committee)