# Special Event grant application

**Third Age Trust** | 156 Blackfriars Road, London, SE1 8EN | info@u3a.org.uk

A Special Event grant is a maximum of £150 to help towards the cost of organising and holding an event such as an Open Day or 40th Anniversary Picnic in the Park.

The u3a should submit the relevant application to the Regional Trustee via email. All grants need to be applied for and approved by the Regional Trustee prior to the activity taking place. The Regional Trustee will confirm agreement to pay the grant. Following the event, the grant holder must email the Regional Trustee, outlining what the money has been spent on and the identified outcomes.

Please submit your grant request to your Regional Trustee Email

| u3a Name | Position | Date |
|---|---|---|
| | | |

Contact name

Address

Postcode

Email Telephone number

**Purpose of the grant**

**Criteria you are meeting**

| Event venue *(if applicable)* | Date of event *(if applicable)* |
|---|---|
| | |

## Breakdown of costs

| | |
|---|---|
| Hire of room/hall/stand | |
| Refreshments | |
| Advertising | |
| Other *(please specify)* | |
| Requested by | **Total £** |

## Payment details

| | |
|---|---|
| **u3a bank account name** | |
| Sort code | Account number |

| | | |
|---|---|---|
| Approved by | Position | Date |

| OFFICE USE ONLY | | |
|---|---|---|
| Authorised by | Amount **£** | Date |
| Cheque no / BACS | | |

**Final outcomes –**

Please be aware that providing a report (e.g. 500 words) on the outcomes of the event or activity is a condition of this grant. Your final report should be submitted to your regional trustee no later than one month after the grant has been spent.