

Costa Brava U3A  
(Asociación U3A Internacional Costa Brava)

Activity Funding Guidelines

1. The Self-Funding Principle - under most circumstances, the activities of the Costa Brava U3A should be self-funding. This means that any specific activity is funded by those members taking part in that activity. However, there may be special circumstances where funding can come from central resources. Since the primary source of income for the Costa Brava U3A is membership subscriptions, central resources are essentially reserves built up from past subscriptions.
  
2. Areas where central resources might be used – There are three primary areas where it might be possible to use central resources.
  - a. Start up Funding (seed money) – An event might be planned where there are up-front costs that need to be paid in advance of the event itself. Although an event will be, in the longer term, self-funding, it is possible for an event organiser to receive a loan from central resources to cover any up-front costs. The event organiser should initially present the details to the Event Coordinator for review. The details should clearly show the financial plan for the event and demonstrate how and when the loan will be paid after the event has successfully concluded. The Event Coordinator will then make a recommendation to the Committee.
  
  - b. Event Subsidies – An event organiser might wish to run an event that, despite best efforts, cannot be self-funding. For an event to be considered for a subsidy it is likely to have most of the following characteristics.
    - i. All avenues for self-funding have been explored and found to be impractical or unfeasible and this can be clearly demonstrated.
    - ii. The event has broad appeal to the membership.
    - iii. All members or at least a significant portion of the membership is eligible to participate in the event.
    - iv. The event encourages member participation in U3A activities.
    - v. The event is in furtherance of the core objectives of the U3A (to advance the cultural and educational interests of the English speaking community in the Costa Brava, especially those who are retired; to provide leisure and recreational activities in order to improve conditions of life and social welfare of members).Requests for an event subsidy should be initially presented to the Event Coordinator for review. The Event Coordinator will then make a recommendation to the Committee.
  
  - c. Equipment Subsidies – Equipment used by a group should normally be resourced by the group. However, there might be circumstance where central resources can be used to obtain equipment. For equipment

purchases to be considered for a subsidy it is likely to have some of the following characteristics.

- i. All avenues for self-funding have been explored and found to be impractical or unfeasible and this can be clearly demonstrated.
- ii. The equipment is for general use of the whole membership or multiple groups and is not solely for one specific group.
- iii. The equipment is to ensure the health and safety of the group.

Requests for an equipment subsidy should be initially presented to the Group Coordinator for review. The Group Coordinator will then make a recommendation to the Committee.