



Registered Charity No. CC36909

<b>Policy title: Financial Assistance Policy</b>			
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### **CAN Policy:**

This Policy sets out the principles and procedures for CAN members or local groups applying for financial assistance from CAN.

#### 1 Introduction

##### 1.1 Purpose

This Policy aims to ensure equal and equitable treatment of CAN members or local groups applying for financial assistance from CAN.

##### 1.2 Scope and Application

This document provides guiding principles for the provision of financial assistance to CAN members, local groups and CAN office holders who wish to attend a cycling conference, workshop or seminar. The decisions made under this Policy must be consistent with the General Financial Policy.

##### 1.3 Definitions

- **Financial assistance** – a full or partial subsidy of costs.

#### 2 Principles

- 2.1 All decisions made under this Policy must have a demonstrated benefit to cycling advocacy.
- 2.2 CAN must have the financial ability to support the request.
- 2.3 The application must be supported by the applicant's local group (for local group members) or the CAN Chair (for CAN employees or CAN Committee members or CAN local groups).
- 2.4 Decisions will take into account the level of previous support (if any).
- 2.5 The Committee may impose conditions as it sees fit. Past examples include dissemination of the resource to other local groups, or an article in Chainlinks.

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- 2.6 Financial assistance may be up to \$200 where the individual or their local group contributes 20% or more of the total cost, or up to \$100 where there is no local contribution.
- 2.7 Applications in excess of the amounts in Paragraph 2.6 may be approved where circumstances and available funds permit. Such applications must be approved by a quorum of the CAN Committee.
- 2.8 Previously successful applications include production of a short video covering a local cycling hazard (\$200 to Kapiti Coast local group with \$50 from group funds, 2009), supporting a second representative from a local group to attend a CAN event (\$200 to Gisborne local group to support a second delegate to a CAN Portfolio group meeting with balance of cost coming from group funds, 2010)
- 2.9 Unsuccessful applications have been due to funding already set aside for the purpose, for example in the budget for a CAN Committee meeting. Such applications are covered in the reimbursement provisions of the General Financial Policy.

### 3 Associated Procedures

- 3.1 Applications must be made on the Local Group Fund Application Form ([available here](#)).
- 3.2 Decisions will be notified by the CAN Secretary or CAN Chairperson to the Applicant within 6 weeks of application.
- 3.3 Decisions are made by the CAN Committee (by email or at a formal Committee meeting) and are final. If there is insufficient time for a Committee vote, the decision can be taken by two office holders and reported to the next Committee meeting.