



Policy on Applications for Financial Support

Original Version Approved: June 2024	Policy No. 05-04
Current Version Approved: June 2024 (Effective August 1st)	Pages: 4
Date of Next Review: June 2027	

1. OBJECTIVE

1.1. This CC Policy establishes the process upon which Cycling Canada (CC) may provide financial support to an affiliate, including Members, National Trade Teams and Canadian UCI Teams.

2. FIELD OF APPLICATION

2.1. This CC Policy shall apply to all CC affiliates, including Members, National Trade Teams and Canadian UCI Teams.

3. DEFINITIONS

3.1. Member: The Members of CC are the provincial and territorial associations recognized by the Board which have met the prescribed financial and administrative obligations, as indicated by CC By-laws.

3.2. Canadian UCI Teams: a team that is affiliated with the UCI, as a Canadian entity, as per the UCI and CC regulations and participates in national and international cycling competitions sanctioned by national federations and the UCI.

3.3. National Trade Team: a team based in Canada that is affiliated with CC and participates in national and international cycling competitions sanctioned by CC and/or the UCI.

4. PRINCIPLES

4.1. CC shall work with its affiliates, including Members, National Trade Teams and Canadian UCI Teams, to provide financial support for programs, projects and activities that are consistent with CC's purpose.

5. POLICY STATEMENT

- 5.1. CC is committed to following a consistent and transparent process for distributing financial support to its affiliates in support of programs, projects and activities that support the national development of cycling in Canada.

6. PROVISIONS

- 6.1. CC will accept proposals made by its affiliates, including Members, National Trade Teams and Canadian UCI Teams, for projects they wish to undertake with support from CC.
- 6.2. A CC affiliate may make an application for financial support by completing Form 2, which describes the supported program, project or activity in detail, and which sets out the proposed budget.
- 6.3. Only those programs, projects and activities that are consistent with CC's purpose (as set out in CC's governing documents and strategic plan) ("Purpose") will be eligible for financial support.
- 6.4. CC's decision to provide financial support shall be based on CC's financial capacity, and the priority of the program, project or activity relative to other funding applications.
- 6.5. Recipients of funding must maintain reports on the use of the funds provided and these reports must be provided to CC when requested.

7. REVIEW AND APPROVAL

- 7.1. Original policy development lead: Matthew Jeffries, Mathieu Boucher, Lara Check, Vanessa Desjardins, Louizandre Dauphin, Denise Ramsden
- 7.2. Current policy development lead: Matthew Jeffries, Mathieu Boucher, Lara Check, Vanessa Desjardins, Louizandre Dauphin, Denise Ramsden

FORM 2 - CYCLING CANADA - APPLICATION FOR FINANCIAL ASSISTANCE

Please complete this Application for Financial Assistance and submit it to Cycling Canada’s National Office (Cycling Canada Cyclisme, 307A Gilmour Street, Ottawa, ON Canada K2P 0P7), together with a detailed budget and a detailed description of the program, project, or activity for which you are making this Application for Financial Assistance.

Provincial / Territorial Association

National Trade Team/Canadian UCI Team

NAME: _____
 Street 1: _____
 Street 2: _____
 City: _____
 Prov/Terr: _____
 Postal Code: _____

NAME: _____
 Street 1: _____
OR Street 2: _____
 City: _____
 Prov/Terr: _____
 Postal Code: _____

Reason for Request (Description of Program):

Reason for Request (Description of Program):		
Date of Program	No. of Participants	Location

Declaration: We promise that all funds received from Cycling Canada because of this request will be used as outlined in the above description. We understand that the allocation of support is based on Cycling Canada’s financial capacity, and on the priority of the program, project or activity which is the subject of this application, relative to other funding applications. We have followed the Cycling Canada Expense Reimbursement Guidelines in use of these funds (Appendix 1). We will maintain reports on the use of the funds provided and we understand that these reports must be provided to Cycling Canada upon request.

**Provincial / Territorial Association
 President**

National Trade Team Manager

 Signature

 Print Name

 Date

 Signature

 Print Name

 Date

APPENDIX 1 - Cycling Canada Expense Reimbursement Guidelines (2019 Rates)

Expenses may be claimed for the following items:

Item	Expenses	Maximum Allowed	Receipts
Air Travel	Economy Airfare	Economy	Airline Ticket
Train or Bus		Actual Amount Paid	Required
Rental Auto	Rental Fee	Distance & Number Dependent	-Rental receipt - Gas receipts
Personal Auto	Cycling Canada Rate / km	\$ 0.48 / km	Not required
Accommodation	Hotel Room Cost	Actual Amount Paid	Required
Accommodation	Home stay	\$ 15.00 / person / day	Not required
Meals	B-L-D	- Athletes \$ 55.00 / day - Support \$ 50.00 / day	- not required - not required
Entry Fees	Fee	Actual amount paid	Required
Project Delivery	Event and Facility Development Costs	Actual Amount Paid	Required