



Guidance on Funding for CTC Member Groups

Subscription Allocation

Formal CTC Member Groups are entitled to claim, once a year, an annual grant which is a fixed amount and is determined by CTC Council. The annual Financial Return pack will include a claim form which must be returned to the Finance Department with the completed Financial Return. To be entitled to receive the grant Groups must have completed and returned a complete set of the Annual Returns, Financial Returns and the grant claim form. The grant is usually paid the following spring once all Member Group accounts have been audited and the CTC Accounts have been signed off by the Auditors.

The money must be used to further the Group's Objects, as laid out in [CTC's Policy Handbook](#). It can also be donated to another charity of the Group's choosing, as long as it does not conflict with CTC's Objects.

Local Funds

In addition to the annual grant, Groups may raise funds locally. Such funds must be accounted for in the Group's Audited Statement of Accounts and must be used only to further the Group's Objects as above.

Special Funding Allocation

Each Group may, in addition to the annual grant and any local funds raised, may claim additional funding for a specific purpose, subject to approval by Council's Strategy and Policy Committee (S&P) and to funds being available after annual allocations have been distributed. The Group may request an application form from National Office via groups@ctc.org.uk, which will then be forwarded to the next S&P meeting for consideration.

Groups will be asked on the application form to explain briefly how the grant will support our strategy by promoting cycling, protecting cyclists and/or inspiring more people to cycle. They will also be asked if the grant might result in increased CTC membership. If the Group has its own funds available, it will be asked to justify the request for extra funding.

Note that extra funds can only be requested for a maximum of three consecutive years.

Examples of uses of previous funding requests include:

- In 2012 a Group claimed £750 to assist with a series of family rides assisted by qualified instructors to ensure cycles were properly adjusted. The aim was to introduce cycling to new participants, with the expectation that they might become future CTC members.
- In 2014, a Group claimed £472 for the purchase of new publicity materials in order to inspire more people to take up cycling with the Group.
- **Note** that formal Member Groups that are in the process of forming may also request a funding allocation in order to help with set-up costs.