



CLCGB

Fun, Faith & Friendship...

# The Church Lads' and Church Girls' Brigade Travel Grant Policy

February 2024





## **Travel Grant Policy**

### **Introduction & Purpose**

1. A travel fund has been established by NHQ to support members, who can demonstrate that financial assistance is required, to get them to and from CLCGB events, both locally and nationally.
2. The grant is to support the cost of fuel and/or standard class public transport. The grant will not cover 100% of the cost, but a proportion, as agreed by the Staff and Finance committee and will be for an agreed period of time only.
3. The ability of the Company and/or Formation may be reviewed to support this application before National funding is granted.

### **What is required?**

4. Please complete the Travel Grant Application form and return to NHQ. The Application Form will then be discussed by the Staff & Finance committee. If your application is successful, NHQ will contact you directly for you to provide any additional information.
5. A standard expenses claim form will be required to be completed for each claim, along with receipts. Payment will then be made directly into a member's bank account.
6. Should the travel grant request be declined a full explanation will be provided for that decision.

### **The travel grant application form**

7. The travel grant application form can be found on the website or from NHQ. This form is referenced EX2.
8. The form requires the following information:
  - Name
  - Address
  - Telephone/Mobile
  - Email address
  - Company attached to
  - Explain why the travel grant is required, expected cost and how long you anticipate help with travel is required





- Signature and date of applicant
- Signature and date of company OIC supporting the application.

9. Once your form is completed, please email to [contactus@clcgb.org.uk](mailto:contactus@clcgb.org.uk)

### **Examples**

10. Travelling to a local Company to support activities as a Leader or Young Leader.
11. Supporting an individual's Travel expenses to a National event.
12. In support of minibus or bus hire for a company/formation to attend a National event.

