

# **Cycling UK Member Groups Additional Funding Guidance**

## **Subscription Allocation – Member Groups Only**

Formal Cycling UK member groups are entitled to claim an annual grant once a year. The fixed amount is determined by Cycling UK and is designed to cover the day-to-day expenses of running the group.

To receive the grant, member groups must complete and return the annual survey, financial returns, and the grant claim form every spring.

The grant is usually paid in late spring, once all member group accounts have been audited and Cycling UK's accounts have been signed off by the auditors.

## **Local Funds – Member Groups Only**

In addition to the annual grant, Cycling UK member groups may raise funds locally. These funds must be accounted for in the group's audited Statement of Accounts and should be used to support the group's activities.

## **Additional Funding – Member Groups Only**

Cycling UK member groups may apply for additional funding for a specific purpose. Examples include:

- Offering training such as first aid for volunteers.
- Providing accessibility support for meetings, for example, employing a professional signer for your AGM.

If you require further funding for routine expenses, consider organising a fundraising event such as a sportive or similar.

Groups will be asked on the application form to explain briefly how the grant will support the group's activities. If the group has its own funds available, it will also need to justify the request for extra funding.