

# The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

**Green Paper Number:** 2.9 (version 3) please remove version 2  
**Subject:** Application for Region Grant Aid  
**To:** All Region Treasurers  
**From:** Steve Harris, Club Hon Treasurer

## Regional Grant Aid

The calculation of Region Grant Aid is based on actual expenditure incurred:

1. For the organisation of five Regional Council meetings per year, one of which will be the Region AGM, the costs to be included should be the travelling and subsistence expenses incurred by elected members, DA and Section Representatives and Section Advisory Officers, only one for each unit, the PRO and RYLO if they are not elected Councillors plus the cost of organising the venue.
2. For the organisation of one Youth Leaders meeting and one Sites Liaison meeting per year per Region.
3. For other acceptable administrative items ie secretarial expenses, consumables, postage etc.

## Method of Claiming Grant Aid

1. Each year, in March, an advance payment will automatically be made to each Region, based on the value of previous year's claims. A WRITTEN APPLICATION IS NOT NECESSARY AT THIS POINT.
2. Payment of the above to be subject to a copy of the previous year's annual accounts being received by the Honorary Club Treasurer.

### Copy To

**National Councillors**

**Region Secretaries**

**Section Secretaries**

**District Association Secretaries**

**Section Area Secretaries**



3. By the end of September, each Region is required to submit to the Honorary Club Treasurer, an analysis of the previous year's expenses (net of VAT). This analysis can be provided electronically, as there is no longer a requirement to provide supporting documentation, as the submission will be verified against the Region's cashbook.
4. The balance of the Region Grant will be paid within 30 days, once approved by the Club's Honorary Treasurer.
5. Should the application for Region Grant Aid be less than advanced, the Region will be required to reimburse the Club with the difference.

March 2016

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