

## **ANZA Cycling Funding Request Guidelines**

In order to make it more transparent for groups seeking club support for events, the ANZA Cycling Committee has issued the following guidelines. At the end of the day, we want significantly more events to take place to not only enable our members to ride more, but to also promote the sport, the club and our sponsors in the community both locally and around the region. Any questions or suggestions should be directed to a Committee member or the committee as a whole via [committee@anzacycling.com](mailto:committee@anzacycling.com).

### How applications are assessed:

1. Any application for funding is to be requested in advance of the event, in the expectation that it is on a "co-pay" model, i.e. participants should expect to fund a significant portion of the overall event costs themselves.
2. Most requests relate to training rides, eg. support for a group ride in Bintan or Malaysia. Consistent with our co-pay philosophy, and to keep things simple, applicants may expect the club to cover the full cost of a support vehicle with all other costs (eg drinks) to be covered by the riders themselves. It is assumed that there would be a minimum of 6 members on the ride.
3. As the request for funding is submitted, the Committee can give advice on preferred support vehicle vendors, typical costs for the location in question, etc. Overall, the idea is that pre authorization is still required, preferably before the ride is published, but if the general guidelines are adhered to, the members can assume the support vehicle costs will be reimbursed.
4. Members may request other kinds of financial support which will be assessed by the Committee on a case by case basis. Given such requests are unusual, members are advised to submit any application well in advance of the event.
5. The Committee will only sponsor current financial members. Any request for funding must include a list of riders including their membership numbers. Group leaders should actively encourage non-members to join in advance, however non-members participating in events will not attract funding and requests may be pro-rated accordingly.
6. The Club will only provide funding on a reimbursement basis on submission of appropriate receipts (hand written receipts are not suitable).

### Expectations following funding approval:

- The Committee will require an informal report of the event within two weeks of the applicants' return to Singapore, with decent quality photos and/or video that can be used in the ANZA magazine, on the website, email group, club YouTube channel and the Facebook group. Someone should be appointed to write this up the report in advance, preferably someone new to the club or on their first event of this type. Photos should include participants in Club kit wherever possible.
- Everyone should be wearing current ANZA Cycling kit during the event (at a minimum for the cycling component of the event). Club polo shirts are encouraged and recommended during the non-cycling component. Wearing Club kit on a sponsored event may help with regards to public liability insurance policy, plus riding in kit gives sponsors exposure and looks better for magazine articles.
- For significant events, applicants should always plan to hold a post-event celebration at Picotin, for the following Thursday or Sunday evening (pending availability). The Committee will coordinate with Picotin for the booking, but the group should actively organise the event.

Where a group of applicants request funding and fulfil their expectations as outlined above, they can expect more funding for similar activities to follow – the Committee and sponsors want more exposure for the Club and sport generally. Where a group fails to meet these expectations, future funding applications for that group will be assessed with this in mind.

**ANZA Cycling Committee**  
**30 October 2012**  
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