

## Grant Award Criteria

1. Applications for grants are open to all persons who meet the application criteria.
2. The recipient must be resident and working in greater Christchurch at the time of application and be able to demonstrate that the grant will benefit them and a Christchurch business or organisation.
3. Successful applicants must agree to attend a CBC meeting after the grant has been expended to talk to the membership about their experience relative to the grant. They would also be encouraged to become members of the club.
4. Applications must detail the purpose for which the grant is to be applied and the benefits that will be gained.
5. The decision of the committee of CBC in relation to grants is final and no correspondence will be entered into.
6. All application information, including the names of applicants, will be kept confidential to the applicant and the committee of CBC.
7. Applicants must demonstrate that they will be contributing to their training, either by input of their own time (unpaid, outside normal working hours) and/or their part-payment of the cost of the training or coaching.
8. Applications must detail (a) the breakdown of the total cost of the training/coaching, (b) the amount of the grant applied for (up to \$1,000) (c) the sum that the applicant proposes contributing (if any); and (d) the time period during which the grant is likely to be utilised. A reasonable extension of time will be given for the grant to be applied to the stated purpose and if a preferred training course should become unavailable to the recipient, he/she will be provided with the opportunity to re-present their application in respect to a different option.
9. The payment of the grant will not be made to the recipient of the grant but shall be made by the club Treasurer directly to the specified training provider. If the funds are not applied within 5 years of the date of the award of the grant, the funds will be reallocated to another applicant.
10. The club may choose to make payments in instalments where this is practicable.
11. Where any individual club member(s) wish to augment the club's grant, the club shall accept such offer.

12. A grant may be made for any of the following purposes:
- a. A business training programme
  - b. Payment or part payment of the cost of attending a business training course conducted by a recognised business training provider.
  - c. Part-payment for professional business coaching, or consultation of a business education or training nature, from a recognised business coach or trainer.
  - d. Subsidy for costs incurred while a person is undertaking business education or training in New Zealand or overseas other than for accommodation or travel expenses.