

CID TRAVEL FUND

CID administers the Travel Fund at the request of NZAID to assist New Zealand NGOs to participate in significant international development conferences, meetings or workshops on development.

1. The annual grant from NZAID is currently \$40,000 net. Grants are decided by a Travel Grant Sub-Committee, which reports to the quarterly meetings of the CID Board Committee.
2. The Travel Fund is primarily for travel and accommodation for nominees of an NGO, which is required to fund at least 20% of the total cost or \$500, whichever is the greater amount.
3. No more than \$3500 can be allocated for any one conference. Where more than one NGO makes an application for the same conference the funds available will be spread as equitably as possible.
4. Grants will not be made in retrospect.
5. The funding does not apply to conferences involving Government representation when some NGO members of the official delegation are Government-funded. However parallel NGO forums may be regarded as separate conferences for which the above condition may not necessarily be absolute.
6. Access to the Travel Fund is not restricted to CID members. The Travel Fund is required to provide contestable, transparent and accountable funding processes that will benefit the wider NGO development community.
7. An NGO cannot expect to receive funds each year for a similar conference and should not submit regular applications for the same person.
8. In order to assist as wide a range of NGOs that meet the criteria as possible, consideration will be given to the number of applications granted to an NGO over previous years.
9. The subcommittee will attempt to spread the disbursement of funding throughout the year but may distribute all of the money earlier if there is a cluster of relevant conferences in the first half of the year.
10. NGOs are required to provide:
 - A completed application form signed by the President or CEO
 - Publicity material on the event
 - Brief information about the agency (if not a CID member)
 - A short CV of the nominated person
 - An encoded bank deposit slip into which the grant is to be paid
11. Successful applicants are required to provide a report and financial statement to CID no more than 4 weeks after returning to NZ. Failure to do this could impact on future application decisions.
12. CID will report on the Travel Fund in its Annual Report to members and to NZAID, including a brief summary on the outcomes for NZ NGOs.

13. Criteria for applications:

- The application must be from a New Zealand NGO
- The nature, purpose and topic of the event is relevant to international development and would have wide interest to the New Zealand international development community
- Information and experience gained at the conference/event would contribute to an understanding of international development issues in New Zealand
- The nominee has experience, knowledge and skills relevant to the topic and purpose of the event
- The nominee can contribute to the event in a meaningful way and will act as a good ambassador for the New Zealand NGO community
- The nominee has excellent written and spoken communication skills and a demonstrated commitment to working within the NGO community
- The nominee can outline a suitable method of disseminating information and knowledge to the NGO community on returning to New Zealand, and can demonstrate that this will happen within a reasonable timeframe.

14. If there are any changes to the proposed use of the funding, please note that CID must be notified immediately in order to negotiate the change, either directly or through the organisation that applied for the funding. If CID is not notified, then the applicant agency may be held liable to refund the grant.