



For any questions and inquiries,  
please contact the CCI Europe Office  
at [conference@ccieurope.eu](mailto:conference@ccieurope.eu)

## **CCI Europe Conference Stipend Policy**

### **A. What is the purpose and nature of the CCI Europe Conference Stipend?**

CCI Europe believes in the importance of continuing education and learning. It also recognizes the need for optimum member participation in the CCI Europe Conference.

Moreover, we are aware that not all member organizations may be in the position to financially support the attendance of their representatives.

This stipend encourages and supports attendance of parents and survivors, as well as professional members of all CCI member organizations, in the CCI Europe Conference. It is primarily intended to assist those from low-income countries.

The amount of the conference stipend is meant to assist with the costs incurred to attend the CCI Europe Conference.

### **B. Who is eligible for the Conference stipend?**

1. Duly endorsed parent or survivor representative of CCI member organizations who have fully paid their membership dues for the previous calendar year.
2. Professional representatives or volunteers of CCI member organizations, who are not parents or childhood cancer survivors but who demonstrate active contributions to the organizations, may also be considered.
3. The member organization must ensure that their endorsed applicants for CCI Conference stipends have the ability to understand and have conversations in English.

### **C. Further limitations and additional requirements regarding the Conference stipend**

1. A maximum of two stipends per year is available to eligible CCI member organizations.  
No roll-over of entitlements is allowed (i.e. you cannot use an unused stipend for another year; you have to apply again).
2. Member organizations can only avail of this stipend for a maximum of three (3) years within a period of six consecutive (6) years. This is to ensure that more member organizations will be assisted and supported.



#### **D. Procedure when applying for a Conference Stipend**

1. The applicant must complete all sections of the application form and send this to the e-mail address as stipulated in the application form. Incomplete application information and/or documentary requirements will result in the application being declined.
2. The application for a stipend must include a letter of endorsement of the applicant from their CCI member organization. An accompanying copy of the audited financial report of the organization must be submitted as well. The audited financial report must be the most recent available and have been completed not more than 18 months prior to the submission of the application.
3. All application forms, with the required documentary support must be submitted before the deadline as stipulated in the conference announcements.
4. The application will be reviewed and decided upon by Organising Committee of CCI Europe Conference and CCI Europe Committee
5. A letter of confirmation, with notification of the amount of the stipend approved, or a letter of regret will be sent by the CCI Europe Office to those who applied for stipends.
6. In the event the member organization decides not to pursue their application, they should immediately inform the CCI Europe Office so that the stipend can be re-allocated.
7. Stipends for the CCI Europe Conference will be deposited into the bank account of the member organization and not that of the applicant's personal bank account. This will be done within 4 weeks after the close of the CCI Europe Conference and the receipt of the respective invoices.

#### **E. Obligations of the recipient of a stipend**

1. Stipend recipients must attend all activities of the CCI Europe Conference. Unexplained failure to demonstrate full attendance could lead to withholding of the stipend as well as affecting future stipend applications for the next three years.
2. Prepare and submit a one page summary of significant learnings and Insights from the attended CCI Europe Conference and how helpful/useful these learnings will be to themselves and to their organization. This feedback and reflection paper should be sent to the CCI Europe Office no later than a month after completion of the event, to be forwarded to the chair of the organization from which the recipient comes as well as an individual(s) on the board designated the responsibility of reading these reports.