

For any questions and inquiries,
please contact the CCI Europe Office at 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 Europe member organizations, at the CCI Europe Conference. It is primarily intended to assist those from low-income countries.

The amount of the conference stipend is meant to subsidize some costs incurred to attend the CCI Europe Conference. Stipend numbers and amount allocated varies each year based on available funds.

B. Who is eligible for the Conference stipend?

1. Duly endorsed parent or survivor representative of CCI Europe member organizations who have fully paid their membership dues for the previous calendar year.
2. Professional representatives or volunteers of CCI Europe member organizations, who are not parents or childhood cancer survivors but who demonstrate active contributions to the organizations, may also be considered.

The member organization must ensure that their endorsed applicants for the CCI Europe Conference's 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 Europe 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 by the deadline. Incomplete application information will result in the application being declined.
2. The application for a stipend must include a letter of endorsement for each of the applicant from their CCI Europe 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 one and not older than 18 months.
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 the CCI Europe Committee.
5. CCI Europe will send to the organisation's contact person either a confirmation email, also notifying you of the approved stipend amount, or a regret email.
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 will be deposited into the member organisation's bank account and not to the beneficiary's personal bank account. This will be done within 4 weeks after the closing of the CCI Europe Conference and the receiving of the follow up documentations as listed below.
8. Stipend amounts vary based on the available budget. Should the actual spending be lower than the stipend allocated, CCI Europe shall repurpose the difference for future conference or to support previously rejected applicants.

E. Obligations of the recipient of a stipend

1. **Stipend recipients must attend all activities of the CCI Europe Conference.** Unjustified 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 4 weeks 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.
3. **Stipends are reimbursed only after the conference is over** and after we receive the 1 page feedback, the reimbursement form, and copies of the original invoices.