

**(Updated April 18<sup>th</sup>, 2019)**

The spring is upon us and biking time is coming. This is a reminder and a notification of a policy change

**Reminders:**

- Get your Criminal Record checks done and submitted.
- Send in your Emergency Action plan.

I need both above items to insure your program.

**Notification of Policy Change:**

Due to the overwhelming success of iRide Sprockids over the past 2 years, in 2019, we are introducing tiered admin fees for Year Two programs as follows:

<u>Year Two+</u> : Program Income (each 4-8 Week program)	CCN Fees (6.5%)	Admin Fee/Program	COI Requests	COI Value
\$0 - \$1000	Yes	\$50.00	Free	\$50
\$1000 - \$2000	No	\$200.00	\$10	\$50
\$2000 +	Yes	\$200.00	\$20	\$50

This tiered pricing will ensure that smaller programs remain sustainable. For 2019, your invoicing should reflect the above noted change.

**What does this mean if you are running more than one program?** Your admin fee will be charged based on the income of that program generates.

**What if I already completed the \$200 payment?** We will sort it out at the end of the program on an individual basis.

**What if I am a new iRide Development Grant recipient and in my first year?**

If you are Year One program, your grant includes admin/insurance and CCN fees up to \$2000 TOTAL income across all programs you run. After which point, you will be charged the CCN fees (6-10%).

<u>Year One</u> : Program Income (Total income of all programs)	CCN Fees (6.5%)	Grant Start-Up	COI Requests	COI Value
\$0 - \$1000	No	\$150.00	Free	\$50
\$1000 - \$2000	No	\$150.00	Free	\$50
\$2000 +	Yes	\$150.00	Free	\$50

Therefore, if you are a new grant recipient and accumulate more than \$2000 total income this year, please be ready to cover the CCN fees for any income over the \$2000 mark.

Please contact me if you have any questions and this policy change.