

## Travel Grant 2021 Guidance Document

The Jersey Sport Travel Grants are funded by the Government of Jersey.

Please read through carefully so you are fully aware of your organisation's responsibilities. This document should be retained for future reference and the contents shared with the team at your organisation who are responsible for funding and finance, and specifically for the management of activity supported by the grant. You need to confirm you are happy to comply with the Terms and Conditions at the point of application.

### 1. Purpose of the Travel Grant Award

- The travel grant aims to support Jersey athletes to develop by providing financial assistance towards the travel costs associated with off-island sporting competitions or training camps.
- In light of the exceptional circumstances Covid-19 has placed on all athletes and sports people, Jersey Sport recognises the additional complexities of off-island travel and the associated additional costs. For this reason, the Terms and Conditions of award have been amended to both simplify the application process and support a return to sport for our talented athletes by increasing our award amount for 2021 only. Please read this document carefully to ensure your application is eligible and all information is correctly submitted.
- The grant is provided on a restricted basis and must be used **exclusively for the purpose specified in this Travel Grant Agreement**. All grants are made on the strict understanding that the application discloses all material information relevant to the board's decision, and that if such information changes significantly at any time after the application is submitted Jersey Sport is immediately notified at: [grants@jerseysport.je](mailto:grants@jerseysport.je). Submission of the application form is considered as acceptance of this requirement and of the wider terms and conditions contained within this document.

### 2. Eligibility

**All applicants should be either a;**

- Jersey based Sport Associations
- Or**
- Jersey based Sport Clubs (If applying in this category the Club must confirm why there is no association within their sport)

*Should an individual athlete feel that they do not have reasonable access to a sports organisation (association or club) then they should contact the Sports Development Manager at Jersey Sport in the first instance to discuss further.*

**In addition all applicants must;**

- adopt the definition of a sport as per the Council of Europe's European Sports Charter 1992 (as revised in 2001) – appendix 1.
- be a non-government, not-for-profit Jersey based organisation.

- have satisfactorily met reporting requirements on any previous grants received from Jersey Sport
- complete the application form and process.
- Be able to provide evidence a current constitution, memorandum and articles of association, trust deed or other formal document relevant to the organisation.
- Be able to evidence a Safeguarding policy: including the appointment of a welfare officer, off-island travel procedures, suitably completed DBS checks and safeguard training for coaches and chaperones working with under 18s and vulnerable adults.
- Provide proof of suitable insurance provision, appropriate for travel.
- Be able to demonstrate a structured athlete development pathway.

### 3. Criteria for 2021 Travel Grant;

All Eligible Applicants can apply for a Travel Grant if they meet one or more of the following criteria;

- a. **Travel costs for athletes under the age of 24 (at the time of the event) who are on a performance pathway or programme** to compete in competitions or training camps at a higher level than available on Island. Grants should be allocated based on the following priorities:
  - i. Athletes on a **recognised GB or national programme** (eg. UK/ England age group squad, British team or Jersey performance athletes competing at the highest level in their sport where Jersey is not part of the UK/ English structure)
  - ii. Athletes on a **recognised regional programme** (eg. South/ SW England age group squad or team)
  - iii. Athletes on a **Jersey or C.I. pathway** taking part in:
    - World championships
    - European or international championships
    - National level competitions or training
    - Regional level competitions or training
  - iv. **Annual inter-insular events do not qualify for travel grant funding**, but this does not exclude all events in Guernsey if the athletes or events meet the criteria above.
- b. **Travel costs for a one-off event or series of events enabling disabled athletes to partake in competitions and training camps**, this can include inter-island travel.
- c. **Travel costs for athletes of 24 years of age (at the time of the event) and above who are on an internationally recognised performance pathway or programme** to compete in international or world level events only.
- d. Travel costs for an appropriate number of **coaches and chaperones\* to accompany eligible athletes under the age of 18 or vulnerable adults\*\***, that meet the criteria above.

\*Chaperones and coaches accompanying athletes from outside of their immediate family must be DBS checked and have up to date safeguarding training.

\*\*Vulnerable adults; People who are over 18 years of age who are or may be in need of community care services by reasons of mental health, age, or illness, and who are or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

#### 4. Application Guidance

**A maximum of £60 (for 2021 only due to COVID related travel costs) per person per trip**, or the actual cost of travel if less than £60, applies. This is for the purpose of fairness within and across sports.

- a. It is expected that sports will normally allocate £60 per person per trip. If a lesser amount is applied Jersey Sport must be consulted in advance, except where the actual cost of the trip is less.
- b. Jersey Sport is supportive of higher amounts being applied in individual cases of hardship, to be clearly identified and justified on the claim form or in advance, at the discretion of Jersey Sport.

The grant is paid in **quarterly instalments in arrears**. Payments will only be made following the presentation of a **2021 Jersey Sport Travel Grant Claim Form** containing the **Grant Assurance Statements** and where requested; proof of attendance (eg.: event results or travel receipts).

#### 5. Timescale for applications and award claims in 2021.

- **The Travel Grant Fund for 2021 opens in May 2021**
- **Applications should be submitted as soon as possible** for any planned eligible travel in 2021. To allow for flexibility given the uncertain times Covid-19 has created, the fund will remain open until spent.
- Retrospective applications will be considered for 2021 given the exceptional circumstances COVID-19 has created with uncertainty for events.
- In order for the fund to stay open there will be a rolling assessment process made, with decisions made via our Grants Advisory Committee. Applicants should allow for an assessment and decision period and applicants will be advised as soon as possible. The Grants Advisory Committee will meet initially at the beginning of June to review the first tranche of applications.
- **A grant claim form must be fully completed and submitted to: [grants@jerseysport.je](mailto:grants@jerseysport.je)** if you are successful in securing an award as per guidance in the table below, but only after all outbound trips have been completed for the quarter.

Quarter Number	Dates of the Quarter (2021)	Claim Submission deadline – for events that take place within the dates for the corresponding quarter
1 & 2	1 <sup>st</sup> Jan – June 30 <sup>th</sup>	31 <sup>st</sup> July 2021
3	1 <sup>st</sup> July – 30 <sup>th</sup> September	31 <sup>st</sup> October 2021
4	1 <sup>st</sup> October – 31 <sup>st</sup> December	31 <sup>st</sup> December 2021

- **Failure to meet the claim submission deadline(s)** may result in the claim being rejected and the annual grant amount being reduced to a lesser amount, or to zero.