



Travel Grant Terms and Conditions 2020

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.

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.

1. 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. Submission of the application form is considered as acceptance of this requirement and of the wider terms and conditions contained within this document.
2. **Activities the grant may be used to fund:**
 - 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:
 1. World championships
 2. European or international championships
 3. National level competitions or training
 4. 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.

Retrospective applications will not be considered except in exceptional circumstances on a case-by-case basis.

3. **Who can apply?**

- a. Category 1: Applications may be submitted by Jersey based Sport Associations
- b. Category 2: Applications may be submitted by Jersey based Sport Clubs. If applying in this category the Club must confirm why there is no suitable category 1 organisation 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 Jersey Sport Sports Partnership Manager in the first instance to discuss further.

- c. Applicants under both categories must:
 - i. adopt the definition of a sport as per the Council of Europe's European Sports Charter 1992 (as revised in 2001) – appendix 1.
 - ii. be a non-government, not-for-profit Jersey based organisation.
 - iii. have satisfactorily met reporting requirements on any previous grants received from the States of Jersey.
 - iv. complete the application form (About Your Organisation form and Activity Detail spreadsheet – appendix 2 and 3)
 - v. Be able to provide:
 1. Governing document: constitution, memorandum and articles of association, trust deed or other formal document relevant to the organisation.
 2. 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.
 3. Proof of suitable insurance provision, appropriate for travel.
 - vi. Applicants must also be:
 1. suitably constituted including a process for membership.
 2. demonstrate a structured athlete development pathway.

4. A **maximum of £40 per person per trip**, or the actual cost of travel if less than £40, applies. This is for the purpose of fairness within and across sports.

- a. It is expected that sports will normally allocate £40 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.

5. The grant is paid in **quarterly instalments in arrears**. Payments will only be made following the presentation of a **2020 Jersey Sport Travel Grant Claim Form** containing the **Grant**

Assurance Statements and where requested; proof of attendance (eg.: event results or travel receipts).

6. Jersey Sport will conduct **spot checks**, at its discretion, and reserves the right to **audit** the organisation with regards to the travel grant and the information provided as part of the grant process. **Proof of attendance must be retained by the organisation for up to 12 months from the date the grant is received.** When requested, organisations will have a maximum of **6 weeks to present relevant information.**
7. Jersey Sport reserves the **right to cancel a grant, require repayment and/or exclude the applicant from access to future grants** if proof of attendance is not presented within the related timeframes or we find that any material information provided on the application form, claim form, during spot checks or audits was misleading, inaccurate or fraudulent.
8. Quarterly grant **claim forms must be fully completed and submitted to:** grants@jerseysport.je **within the timeframes** detailed in the table below. These timeframes allow the Board to review and re-allocate identified underspends on a quarterly basis, therefore maximising the use of the available funds.

| Quarter Number | Dates of the Quarter (2020) | Claim Submission deadline – for events that take place within the dates for the corresponding quarter |
|----------------|---|---|
| 1 | 1 st January – 31 st March | 30 th April 2020 |
| 2 | 1 st April – 30 th June | 31 st July 2020 |
| 3 | 1 st July – 30 th September | 31 st October 2020 |
| 4 | 1 st October – 31 st December | 15 th January 2021 |

9. **Claims may be made any time before the submission deadline(s)** but only after all outbound trips have been completed for the quarter.
10. **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.
11. **Updates to the quarterly financial profile** of the grant are required on a quarterly basis and will be requested by Jersey Sport. This is to help manage cash flow and identify underspends.
 - a. Where a **quarterly claim is above the profiled amount**, Jersey Sport may only pay up to the previously profiled/ budgeted figure, at its discretion. In the instance that a higher amount is approved, future profiles must be adjusted down accordingly to meet the total annual allocation.
 - b. Where a **quarterly claim is below the profiled amount**, Jersey Sport may reduce the total annual allocation, up to a total of the difference, and re-allocate the funds to other sports.
12. The grant is provided on the basis that the **costs it is meeting have not and will not be secured from other sources.** If all or part of the funding is sourced elsewhere, unless this has been stated on the application form, you must at once disclose it to Jersey Sport and in that case the grant amount may be reduced to a lesser amount, or to zero.

13. If your organisation is unable to use the grant for the **purposes and within the timescales** specified in this document, Jersey Sport must be informed immediately. If you want any changes to be considered and approved, please email; grants@jerseysport.je.
14. The agreement or rejection of any **changes to the grant purpose** will only be valid once confirmed in writing by Jersey Sport. Any changes to the programme being funded should not be implemented until this has been received.
15. Any **changes to the total grant allocation or quarterly profile** amounts will only be valid once confirmed in writing by Jersey Sport, usually by email.
16. Where **grants are disseminated by the organisation to member/ affiliated clubs and organisations**, you must ensure the member/ affiliated clubs and organisations meet the requirements of the grant, including safeguarding, and use the grant solely for purpose set-out in this document and agree to the terms and conditions.
17. If your organisation **ceases to exist**, becomes **insolvent, goes into administration, receivership or liquidation** you should contact Jersey Sport at the earliest opportunity. If the grant or any part of it has not already been spent on the purpose specified, it must be returned to Jersey Sport.
18. If within the lifetime of the grant your **organisation undergoes a merger**, consideration will be given, on receipt of a written request, to the grant being transferred, subject to the merged organisation being eligible to receive funding, but this is at the sole discretion of the Jersey Sport Board.
19. Jersey Sport reserve the right to **visit your organisation to see and discuss** the work supported by the grant. Jersey Sport also retain the right to require your organisation's attendance at a **sports partnership meeting** at a mutually agreed date, time and venue.
20. **Any additional or special conditions** notified to your organisation **in writing** by Jersey Sport also form part of the grant Terms and Conditions under which the grant is paid.
21. Jersey Sport may use information provided by your organisation to **monitor** or **publicise** the grant and / or **evaluate** our grant programme.
22. **Information regarding your organisation and the grant received may be published** by Jersey Sport on its website and Jersey Sport reserves the right to use the information in any other printed or digital information it produces.
23. Your organisation will **acknowledge the Jersey Sport grant** in its financial accounts as '**restricted funding**' and the source of the grant as '**Jersey Sport – Travel Grant funding**'. The grant should also be specially acknowledged in your organisation's annual accounts for each year it was received. References to this grant in your organisation's Annual Report or Accounts should use one of the following forms of wording:
 - Supported by Jersey Sport.
 - Funded with the support of Jersey Sport.
 - Jersey Sport.
24. Jersey Sport requires your organisation to **acknowledge support in the publication of all core materials** that your organisation produce, in print and digital, that refer to the post or

project for which your organisation has received funding. Jersey Sport require your organisation to notify them in advance of any intention to publicise the subject of the funding and to keep Jersey Sport informed of any media coverage relating to it. If you have any queries or would like guidance in promoting the grant and the work of your organisation and if you wish to use our logo, please contact the Jersey Sport Communications Officer.

25. Jersey Sport holds the **contact details** of your organisation and the contact names on your application on our database for the purposes of the administration of the grant. All personal information we collect from you will be recorded, used and protected by us in accordance with the Data Protection (Jersey) Law 2018 and with our privacy policy (available at www.jerseysport.je). We may supplement the information that you provide with other information that we obtain from our dealings with you.
26. You have the right, at any time, to ask us to **delete or update the information we have about you**. You can do this by calling 01534 757700 or e-mailing info@jerseysport.je.
27. **Appeals:**
 - a. If a grant applicant wishes to appeal a decision, they need to submit a Letter of Appeal to the Jersey Sport Board via the Jersey Sport CEO within 15 working days of receipt of the decision.
 - b. The Letter of Appeal needs to contain the nature of the appeal and refer to the reasons why the grant was turned down, or not fully funded, and provide extra information and evidence as to the basis of the appeal.
 - c. On receipt of this Letter of Appeal the CEO will inform the Jersey Sport Board that an appeal has been received and will send the Letter of Appeal, application and original decision comments on the application to the Jersey Sport Board who must provide a written response within 15 working days of the date of the Letter of Appeal. The decision of the Jersey Sport Board will be final and there will be no further appeal.
28. The grant applicant should **inform Jersey Sport if they receive any appeal** related to the grant.