

2020 COVID-19 Recovery Fund Terms and Conditions

The COVID-19 Recovery Fund Grants are funded by the Government of Jersey following the re-purposing of any underspend of the 2020 Travel Grant Fund. The COVID-19 Recovery Fund Grant is therefore a one-off grant. The 2020 Travel Grant Fund takes priority and any funding will be secured primarily to meet the 2020 Travel Grant Fund in accordance with its terms and conditions before any funding is allocated to the Recovery Fund.

These Terms and Conditions are written on the basis that the Government of Jersey has stated that coming into Autumn further relaxation of public health measures cannot be assumed, until a vaccine has been successfully deployed. Therefore, Jersey Sport anticipates the measures and restrictions on sporting activities and organisations in Jersey to stay consistent for the remainder of 2020.

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 grant

The COVID-19 Recovery Fund grant aims to support Jersey sporting organisations, whose operations and activities have been adversely impacted by the restrictions imposed due to COVID-19, to recover and re-start their operations.

The intention of this grant is not to replace or supplement 'non-essential' income which has been lost due to the restrictions caused by COVID-19. It is intended to support sporting organisations which have lost vital income that is essential to ensure they are able to meet their ongoing obligations and exist as an organisation, for example, those facing a loss of income as a result of non-payment of membership fees by members who are not able to undertake their sport, where the income does not cover the associated essential expenditure of the organisation.

The grant is provided on a restricted basis and must be used **exclusively for the purpose specified in this 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. Allocation of the grant

The grant is to be allocated to sporting organisations that are not-for-profit only. Sports businesses are to be supported through other Government schemes.

The grant is to be allocated to sports which have incurred (or are incurring) significant costs as a direct result of COVID-19 with no or limited income, e.g.:

- Fixed rents with no activity (unused facilities where associated income is significantly lower than previous years).

- Fixed rents where there has been limited or reduced activity (where associated income does not cover the costs).
- Ground and/or facility maintenance (where associated income does not cover the costs).
- Utility bills; and
- Other costs which meet the purpose and principles of the grant fund.

As part of the application form, sports will be asked to provide details of any rental issues the organisation is currently facing or anticipates to face in 2020. Jersey Sport will use this information to assess whether it is able to assist with rental payments to public and private landlords under this grant scheme, or if additional separate funding needs to be secured.

Grants will be issued to sports by priority and those facing severe financial difficulties which may result in an imminent complete collapse of the organisation receiving funding as the highest priority.

In applying for the grant, sports should demonstrate they are sustainable in nature and should not be in a better financial position than in previous years as a result of receiving the grant. Sports should not apply to the grant to support any costs which have been supplemented/ supported by any other Government support scheme, e.g. Government Co-Funded Payroll Scheme.

Grants should be demonstrable in need and directly relate to financial pressures caused by the requirements and restrictions of COVID-19. Organisations can therefore request a specific grant amount, however this does not guarantee the amount to be allocated by Jersey Sport and the final amount allocated, if any, will be determined upon assessment of the Committee. Submission of a grant application form does not guarantee the sport will receive any funding under the grants scheme.

The financial difficulties faced by an organisation must relate to those encountered in 2020 due to the restrictions imposed by COVID-19 and not as a result of accumulated financial difficulties from prior years. The grant must therefore only be used for the purposes as detailed in the organisation's application form.

3. Who can apply?

Applications may be submitted by Jersey based, not-for-profit, sports clubs, associations and organisations.

Applicants 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. complete the application form
- iv. 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, suitably completed DBS checks and safeguard training for coaches and chaperones working with under 18s and vulnerable adults.

3. Any other documentation as required by Jersey Sport in order to consider the grant application (including but not limited to, rental contracts, invoices, bank statements etc.)
4. Jersey Financial Services Commission not-for-profit/ Jersey charity registration number
- v. Applicants must be suitably constituted including a process for membership.

4. Details

There is no maximum allocation per grant request, however the total grant fund is restricted by available funds, which are to be determined. Grants will be considered and allocated by Jersey Sport on a demonstrable basis in order to ensure fairness within and across sports.

Sporting organisations can submit a requested amount under the grant scheme. The amount to be allocated by Jersey Sport will be at the discretion of Jersey Sport and will be determined based on the supporting information submitted as part of the application.

The grant will be paid on a **one-off basis**. Following acceptance and allocation of the grant amount by Jersey Sport, payments will only be made following the presentation of a **2020 Jersey Sport COVID Recovery Fund Claim Form** containing the **Grant Assurance Statements**.

Jersey Sport will conduct **spot checks**, at its discretion, and reserves the right to **audit** the organisation with regards to the COVID recovery grant and the information provided as part of the grant process. Where required, any additional supporting information submitted as part of the request 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.

Jersey Sport reserves the right to cancel a grant, require repayment and/or exclude the applicant from access to future grants if requested information 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.

Grant application forms must be fully completed and submitted to: **grants@jerseysport.je** by 30th September 2020. These timeframes allow the Board to review and re-allocate identified underspends, therefore maximising the use of the available funds.

Claims may be made any time before the submission deadline(s) and either:

- i) after any associated costs have been paid directly by the organisation and appropriate evidence of payment has been submitted to Jersey Sport; or
- ii) where the organisation does not have sufficient reserves to settle an expense, based on sufficient evidence which has been submitted to Jersey Sport, at its discretion, payments may be made by Jersey Sport to the organisation prior to arranging settlement.

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

Confirmation of expenditure of the grant by the organisation will be required at the request of Jersey Sport. This is to help Jersey Sport ensure the grant has been used for its originally requested purpose by the sporting organisation and to manage cash flow and identify underspends.

The grant is provided on the basis that the costs it is meeting have not and will not be secured from other **sources, including any insurance coverage, donations or additional sponsorship received by the organisation directly in relation to COVID-19**. 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.

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.

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.

Any **changes to the total grant allocation** will only be valid once confirmed in writing by Jersey Sport, usually by email.

Grants will only be issued to the sporting organisation which submitted the grant application form and may only be applied to the settlement of the expenses as detailed in the grant application form. The organisation is not permitted to disseminate any grant funds to member/ affiliated clubs and organisations.

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.

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.

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.

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.

Jersey Sport may use information provided by your organisation to **monitor** or **publicise** the grant and / or **evaluate** our grant programme.

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.

Your organisation will **acknowledge the Jersey Sport grant** in its financial accounts as '**restricted funding**' and the source of the grant as '**Jersey Sport – COVID Recovery Grant funding**'. The grant should also be specially acknowledged in your organisation's annual accounts for the 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.

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.

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.

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.

5. Appeals

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.

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.

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.

The grant applicant should **inform Jersey Sport if they receive any appeal** related to the grant.