

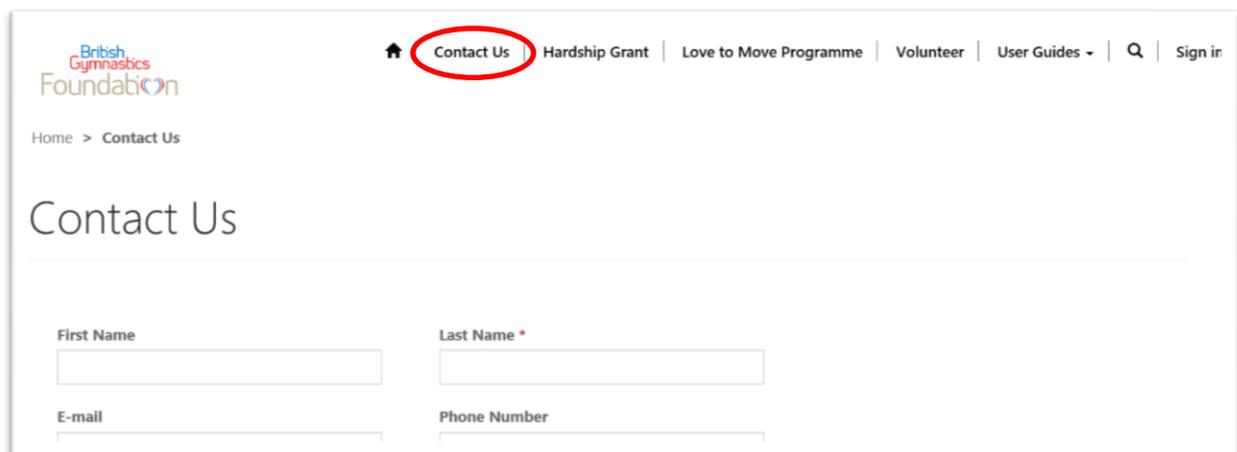
Hardship Grant Information and Online Application Process

- PAGES 2- 4: GUIDE FOR APPLICANTS
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The British Gymnastics Foundation is very proud to be able to offer a Hardship Grants programme, which aims to alleviate significant financial hardship in order to support British Gymnastics members to continue their participation in gymnastics. All current individual members can apply for Hardship Funding including gymnasts, coaches and volunteers, with no preference given to those on performance pathways. The amount of grant awarded is assessed on a case by case basis and will not normally exceed £500. Please see notes for application below for more details

IMPORTANT

All applications for hardship grants **MUST** be made using the online system. If any applicant cannot access the online application system, please contact us by using the 'Contact us' form on the top of the application home page.

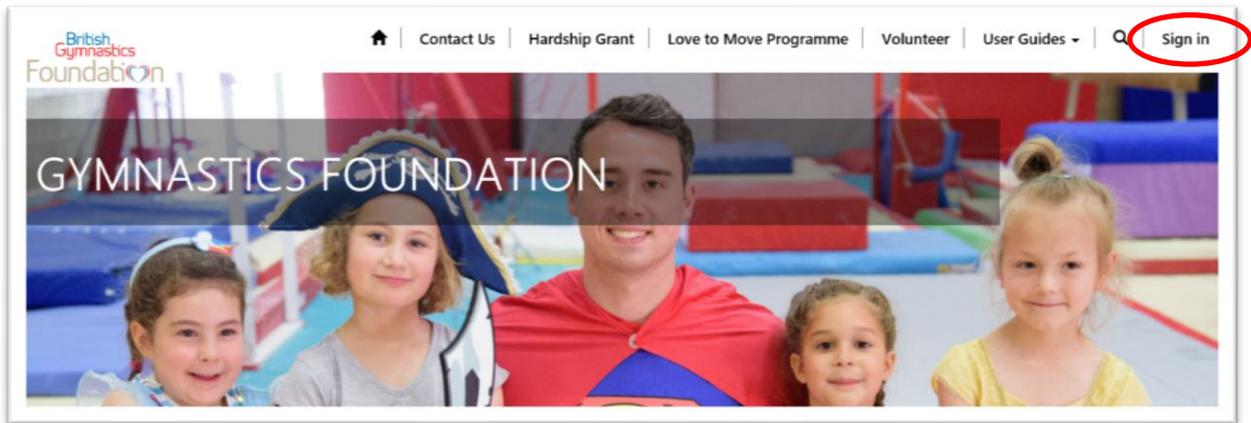


The screenshot shows the top navigation bar of the British Gymnastics Foundation website. The 'Contact Us' link is circled in red. Below the navigation bar, the breadcrumb trail reads 'Home > Contact Us'. The main heading is 'Contact Us'. The form contains four input fields: 'First Name', 'Last Name *', 'E-mail', and 'Phone Number'.

APPLICANTS

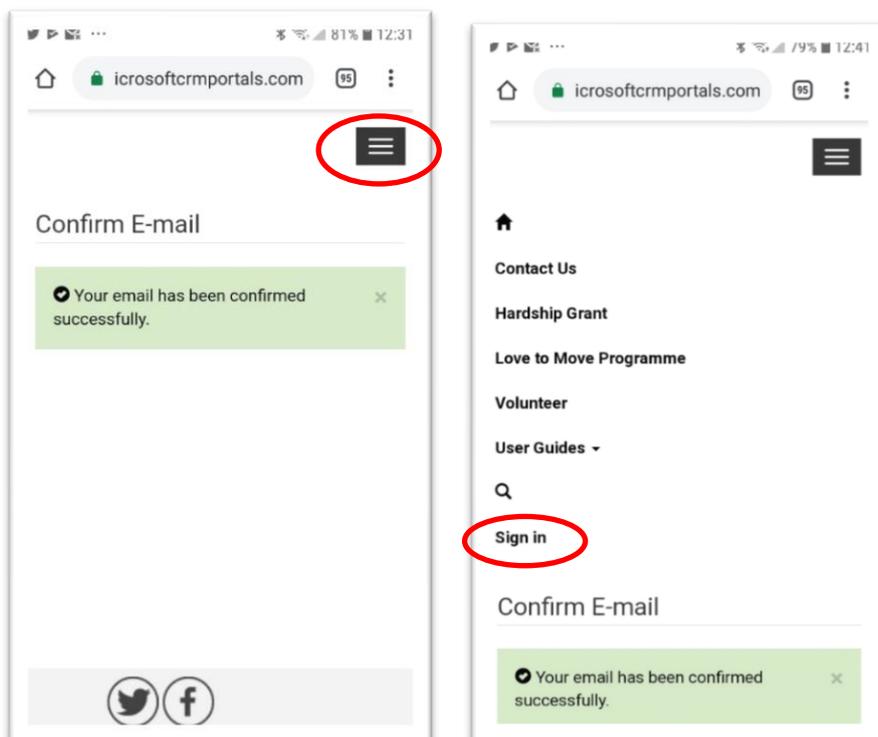
Starting a New Hardship Grant Application

1. If you are applying for the first time, click on the 'sign in' tab at the top of the home screen.
(If you already have a user account or have completed an online hardship grant application before, sign in with your existing account details)

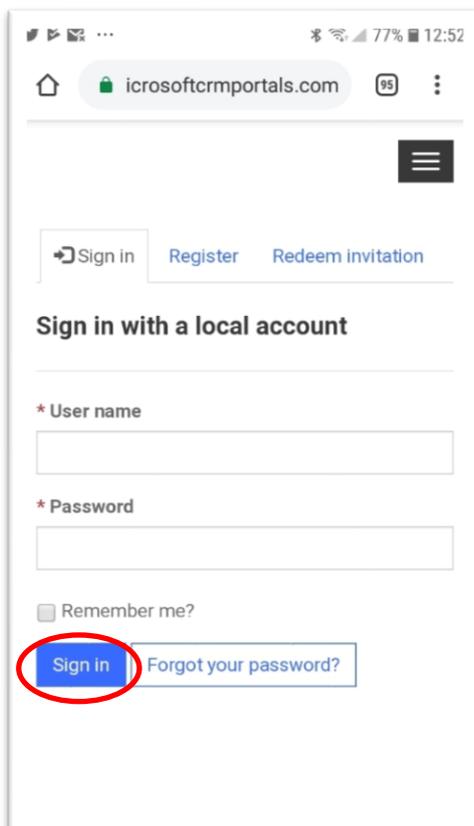


2. Click on 'Register' and complete your details and click 'register'.

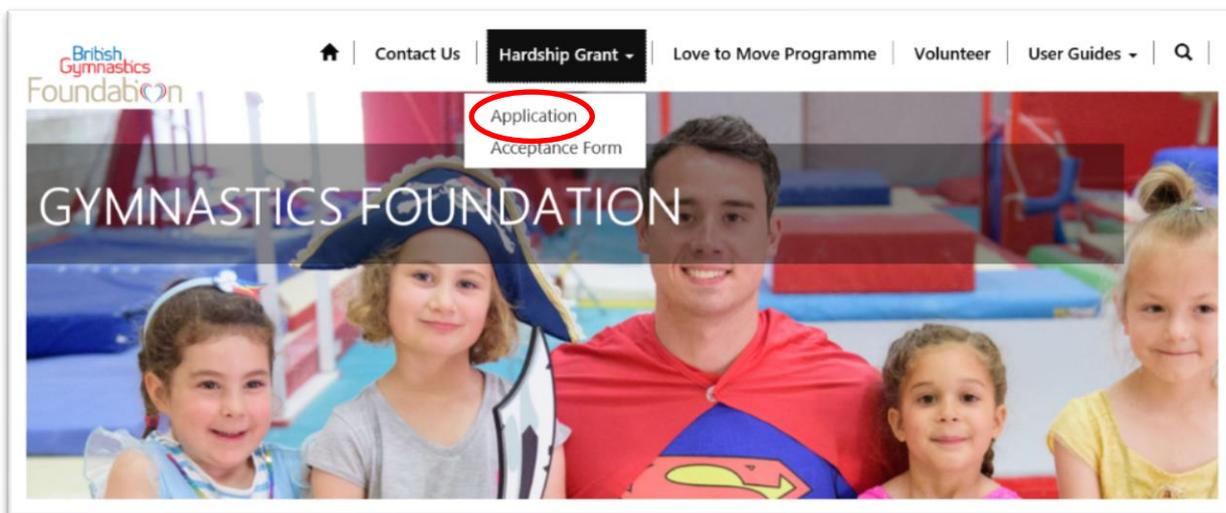
3. An automated email will then be sent to the email address you registered with. Click on the link in your email which says 'Complete Registration' and your email will be confirmed, showing you the screen below. Click on the 'Menu icon' on the left below, then click 'sign in'.



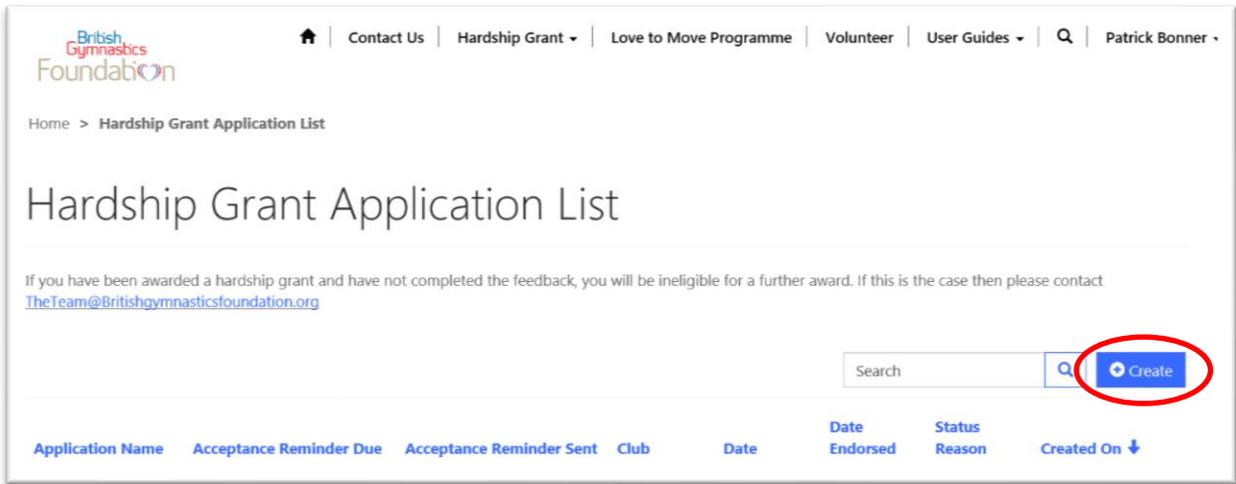
4. Fill in your user name and password and click 'sign in'.



5. Click on Hardship Grant and then click on 'Application'

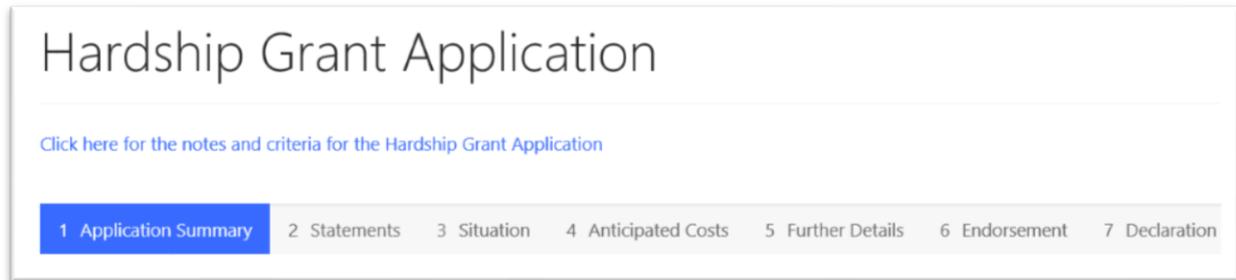


6. Click on '+ Create' to start your hardship grant application.



The screenshot shows the top navigation bar of the British Gymnastics Foundation website with links for Contact Us, Hardship Grant, Love to Move Programme, Volunteer, User Guides, and a search icon. The user name 'Patrick Bonner' is visible. Below the navigation is a breadcrumb trail: Home > Hardship Grant Application List. The main heading is 'Hardship Grant Application List'. A notice states: 'If you have been awarded a hardship grant and have not completed the feedback, you will be ineligible for a further award. If this is the case then please contact TheTeam@Britishgymnasticsfoundation.org'. Below the notice is a search bar and a blue '+ Create' button, which is circled in red. At the bottom, a table header is visible with columns: Application Name, Acceptance Reminder Due, Acceptance Reminder Sent, Club, Date, Date Endorsed, Status Reason, and Created On.

7. Please then complete each of the seven parts of the application form in order.



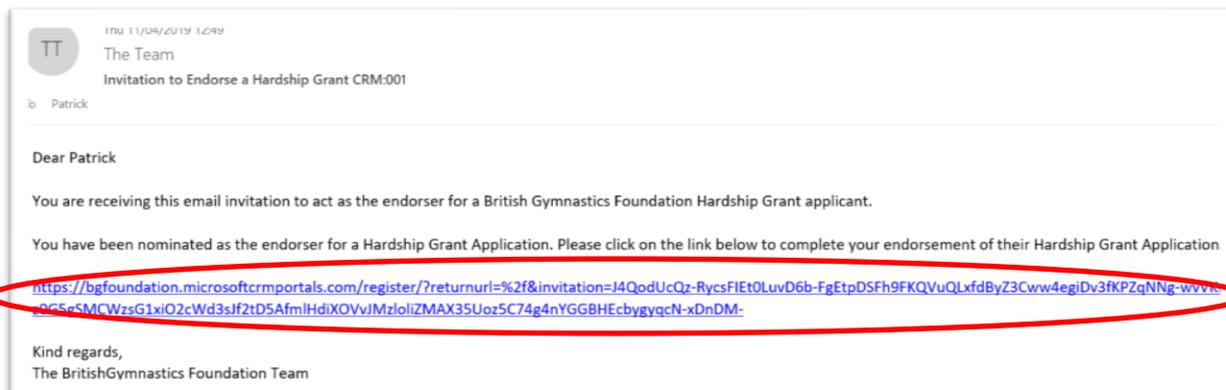
The screenshot shows the 'Hardship Grant Application' page. It features a heading 'Hardship Grant Application' and a link: 'Click here for the notes and criteria for the Hardship Grant Application'. Below this is a progress bar with seven steps: 1 Application Summary (highlighted in blue), 2 Statements, 3 Situation, 4 Anticipated Costs, 5 Further Details, 6 Endorsement, and 7 Declaration.

Important Information for Applicants:

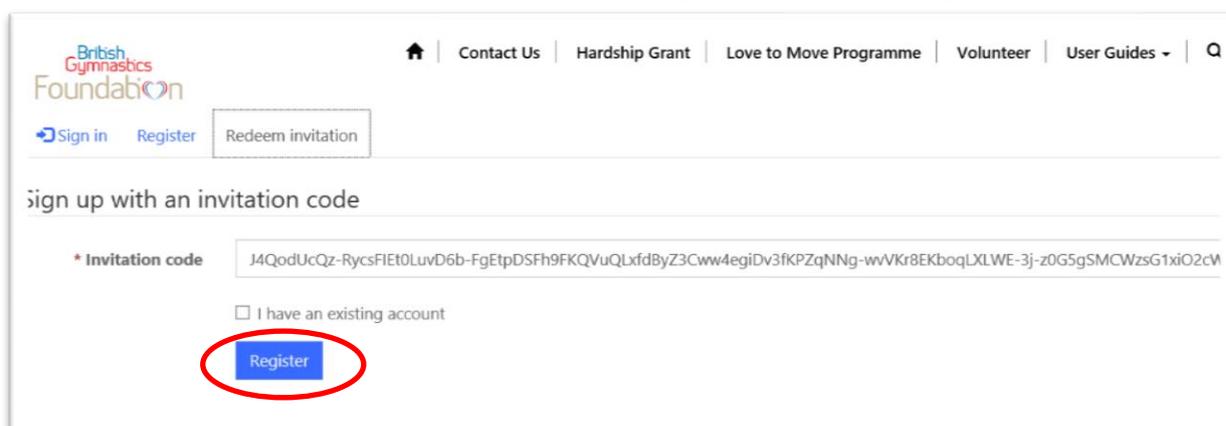
- You must be a member of British Gymnastics to apply for the Hardship Grant and have read the Criteria for Hardships Grants.
- All sections of the online application form must be completed in order for an application to be considered.
- Once your application has been completed, your endorser will be notified, and they will be provided with a link to endorse your application.
- Once your application form is complete and has been endorsed online by your nominated endorser, you will both be notified, and your application will be sent to the hardship grant panel for review. Please note: Hardship Grants are reviewed 4 times per year only (March, June, September & December)
- You will be notified of the outcome of your application, but you can track the progress of your application by signing in to your British Gymnastics Foundation account online.

ENDORSERS

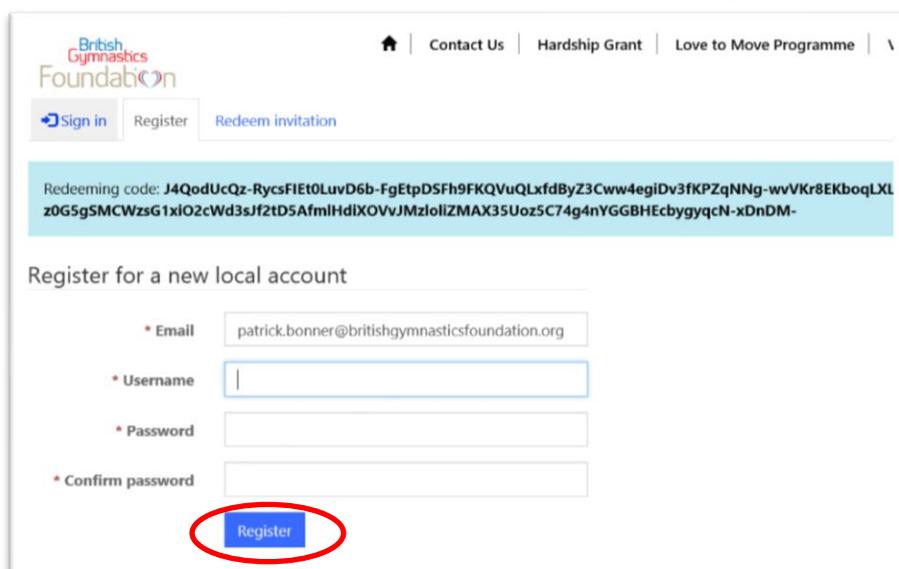
1. Once an applicant has submitted their online hardship grant application, if they have nominated you to endorse their application, you will receive the email below. You should click on the link in the email to begin your endorsement of their application.



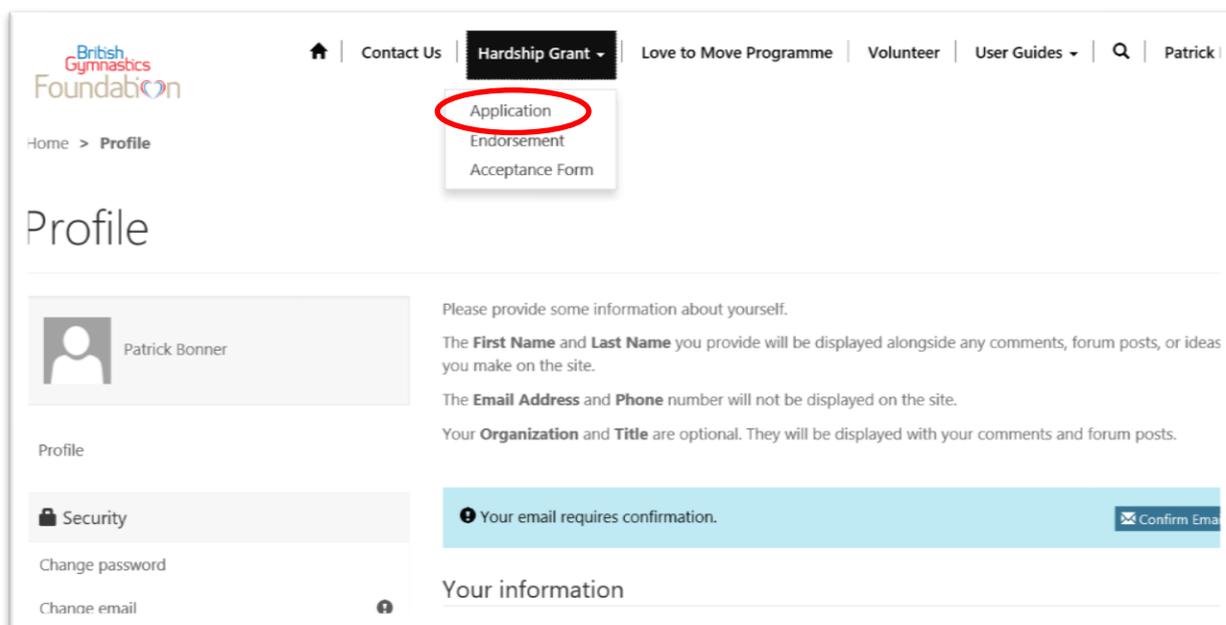
2. You will then be taken to the page below with a pre-populated invitation code. If you haven't got a user account with us, please click on register. If you have got a user account with us, please tick the box to confirm you have an existing account and click register to sign in.



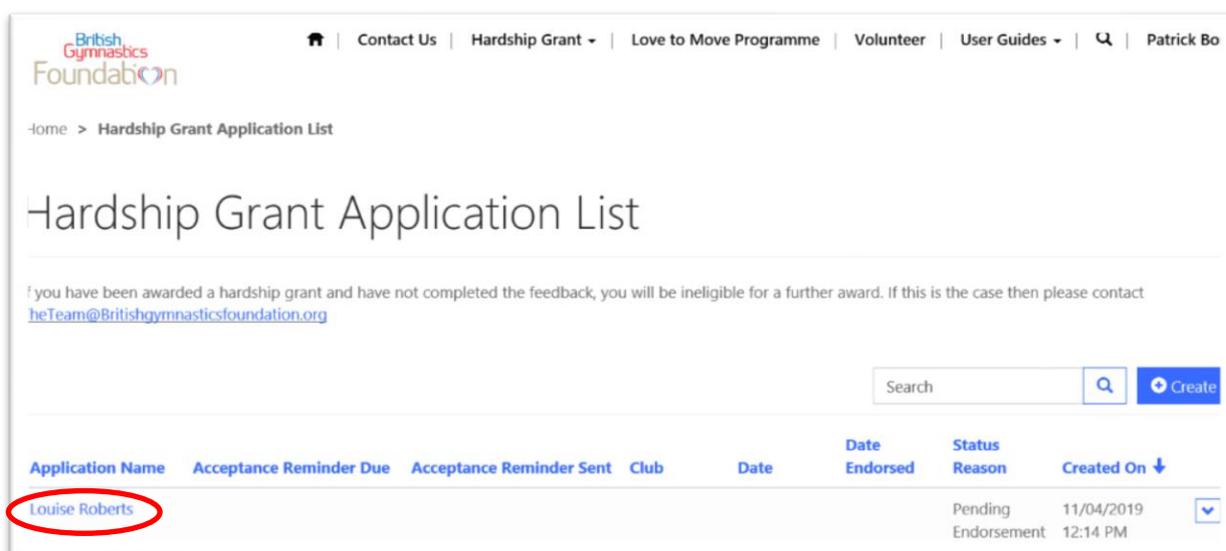
3. Complete your details in the fields below and click 'register'.



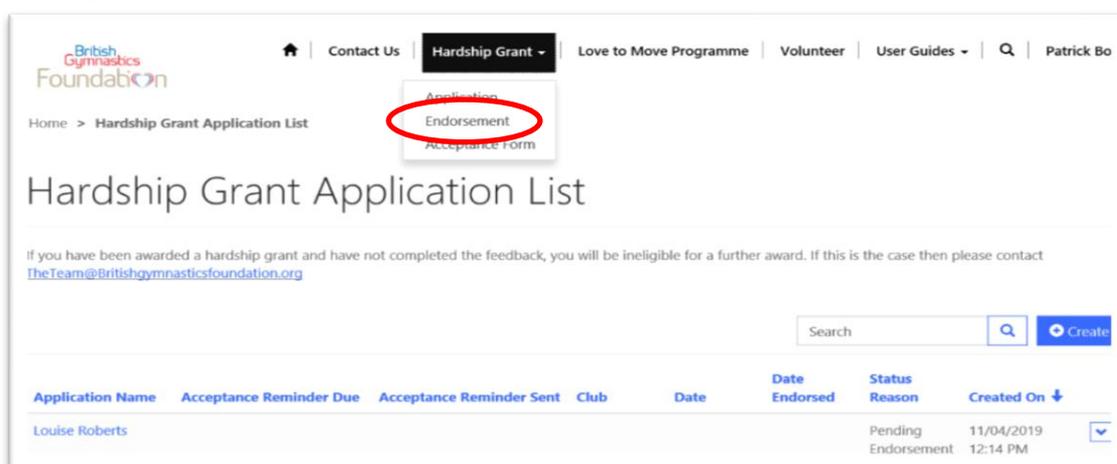
- You will be taken to your 'profile page'. Here, you should click on 'Application' under the Hardship Grant tab to view the details of all applications which you are the nominated endorser for.



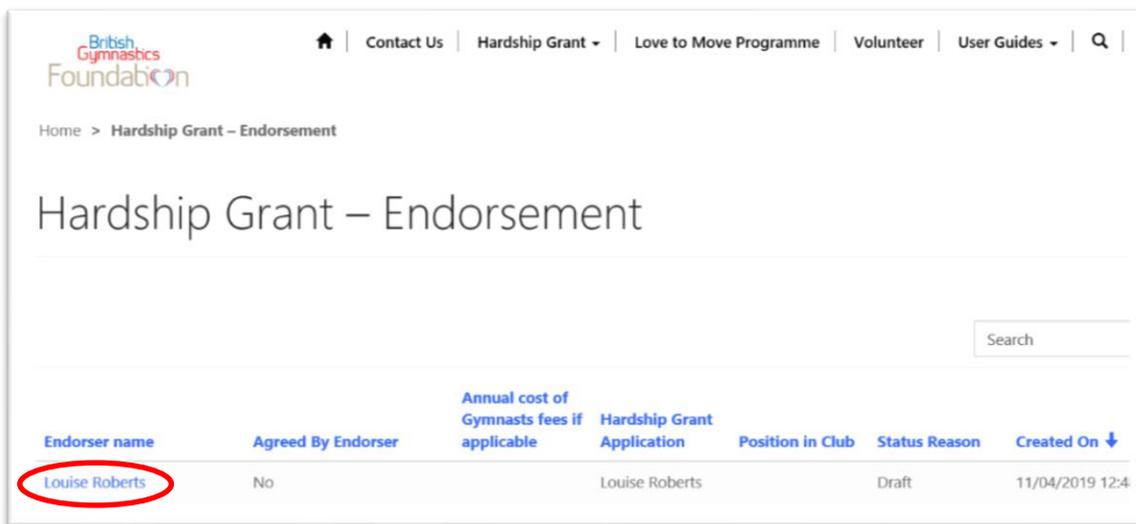
- All applications for your endorsement will be listed on the page below. Click on the name of an applicant to read their application details.



- When you have read the application, click on 'Endorsement' under the Hardship Grant tab

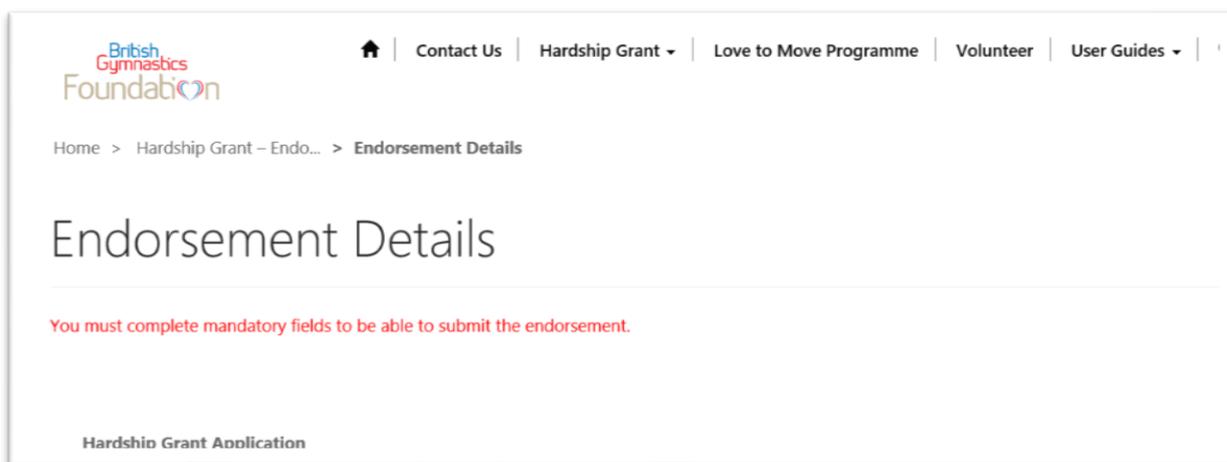


7. Click on your name under 'Endorser Name' to begin your endorsement.



Endorser name	Agreed By Endorser	Annual cost of Gymnasts fees if applicable	Hardship Grant Application	Position in Club	Status Reason	Created On ↓
Louise Roberts	No		Louise Roberts		Draft	11/04/2019 12:4

8. Complete all the fields on the Endorsement Details page, then click 'save' and 'submit to BGF'.



You must complete mandatory fields to be able to submit the endorsement.

Hardship Grant Application

Endorsing Head Coach or Club Manager

- Only British Gymnastics members can apply for the Hardship Grant.
- You can only endorse this application if you are a Head Coach or Club Manager (of the gymnastics club attended by the applicant) and have read the Criteria for Hardships Grants overleaf.
- You should have received an invitation to be the endorser of the hardship grant applicant.
- You should read through the completed Hardship Grant Application information online before completing your endorsement of the application.
- All sections must be completed.
- Once completed, click submit and the application will be sent to the hardship grant panel for review.
- If you have any queries relating to the Hardship Grant Application funding, please contact us by using the 'Contact us' form on the top of the application home page.

Important Notice

British Gymnastics (including the Customer Support team) are not involved with the processing of Hardship Grant Applications or the management of British Gymnastics Foundation and as such will be unable to answer any queries you have about your application. Please direct all queries using the 'Contact us' form on the top of the application home page. Or for general queries about our Foundation, please contact theteam@britishgymnasticsfoundation.org

Criteria for Hardship Grants

- 1 Aim of BGF Hardship Grants
 - 1.1 To alleviate significant financial hardship (see definition below);
 - 1.2 The Trustees of BGF may, at their discretion, also award funding for non-financial hardship.

- 2 BGF's definition of significant financial hardship
 - 2.1 For the purpose of BGF's Hardship Grants scheme, BGF defines significant financial hardship as being a shortage of finances which has the effect of ending people's involvement in gymnastics or makes it unreasonably difficult for people to continue to be involved in gymnastics.

- 3 Who is eligible to apply for BGF Hardship grants?
 - 3.1 Current members of British Gymnastics who are experiencing financial difficulty which is affecting their continued involvement in gymnastics (including gymnastics coaches, gymnasts, gymnastics volunteers, gymnastics administrators);
 - 3.2 Current members of British Gymnastics who are in crisis.

- 4 Who is not eligible to apply for BGF Hardship grants?
 - 4.1 Those who are deemed to be financially capable of/or have the means to fund their involvement in gymnastics (but see 1.2 above);
 - 4.2 Any person who has made a false claim in the past;
 - 4.3 Gymnasts in receipt of UK Sport-funding;
 - 4.4 BG staff members.

- 5 Other notes
 - 5.1 Applicants must agree to BGF obtaining a statement in support of their application from one of the following:
 - 5.1.1 Head Coach (of the gym attended by the Applicant);
 - 5.1.2 Club Manager (of the gym attended by the Applicant).
 - 5.2 The Awards Panel may also ask BG staff members to verify Hardship Grant applications. However, BG staff cannot act as endorsers to applications for Hardship Funding.
 - 5.3 Hardship Grants cannot be used to pay BG membership subscriptions.
 - 5.4 Hardship grants cannot be awarded retrospectively.
 - 5.5 Hardship grants can be awarded "in principle", subject to the applicant being selected for a particular event or competition.
 - 5.6 Normally only one grant per person will be awarded in a 12 month period.
 - 5.7 BGF reserves the right to recover grant monies which have not been spent on the costs for which they were intended.

Any queries regarding eligibility and other matters should be sent to the BGF Manager at British Gymnastics Foundation at the following address: theteam@britishgymnasticsfoundation.org