



## Hardship Grant Information and Online Application Process

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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. 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.

British Gymnastics Foundation

Home > Contact Us

## Contact Us

First Name

Last Name \*

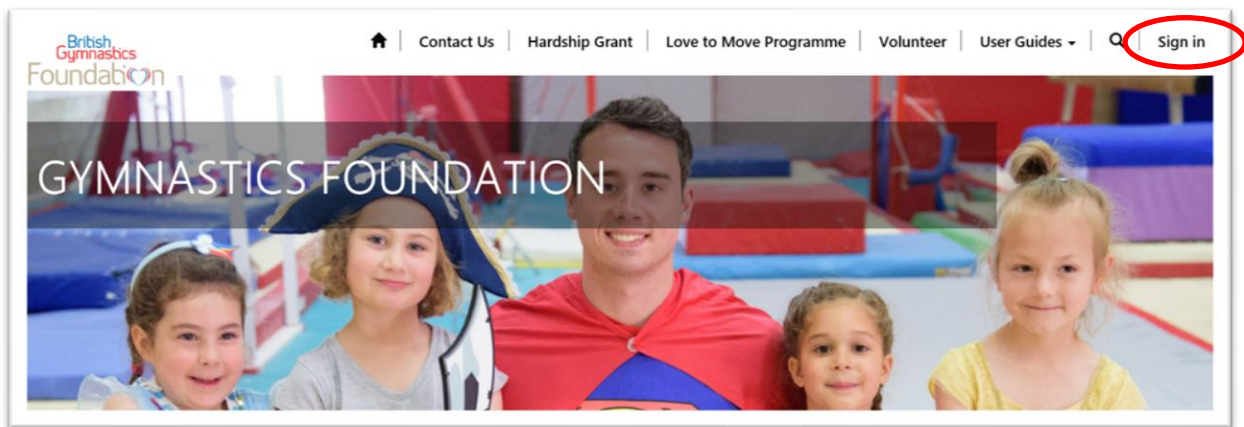
E-mail

Phone Number

## APPLICANTS

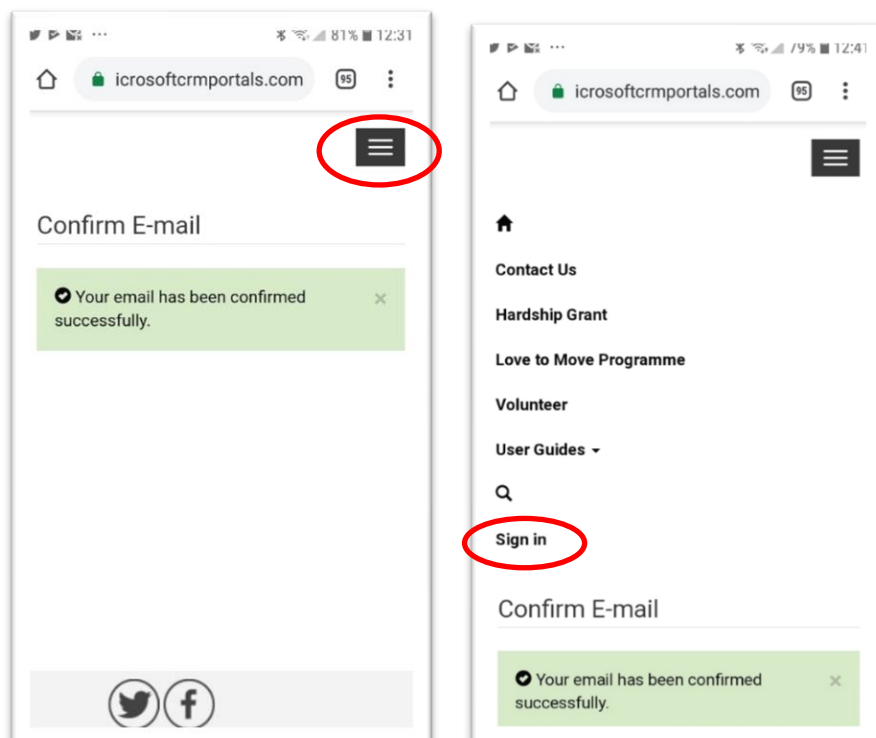
### Starting a New Hardship Grant Application

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)

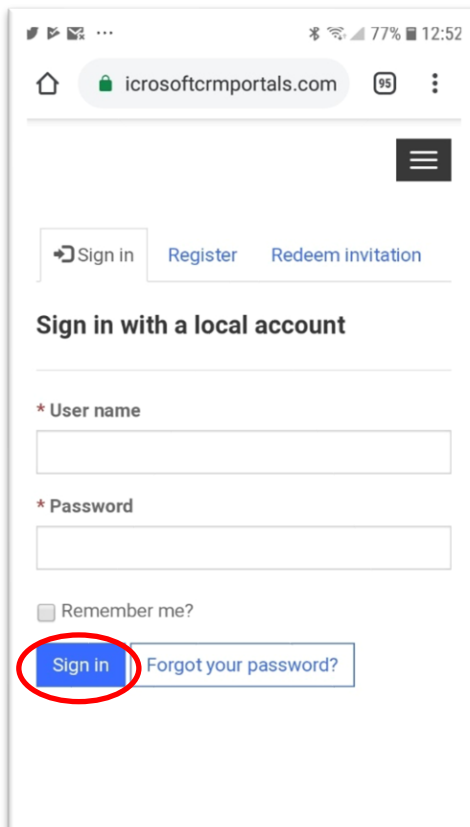


2. Click on 'Register' and complete your details and click 'register'.

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'.

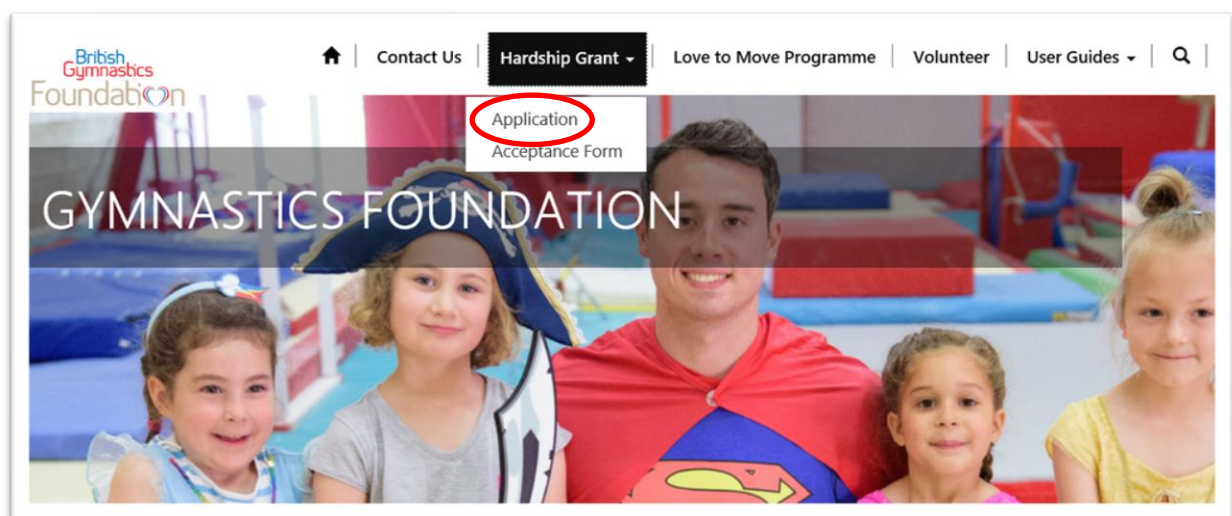


4. Fill in your user name and password and click 'sign in'.



A screenshot of a mobile browser displaying the Microsoft CRM Portals sign-in page. The address bar shows 'icrosoftcrmportals.com'. The page has a header with a home icon, a lock icon, the URL, and a menu icon. Below the header, there are links for 'Sign in', 'Register', and 'Redeem invitation'. The main section is titled 'Sign in with a local account'. It contains two input fields: '\* User name' and '\* Password'. Below these is a checkbox for 'Remember me?'. At the bottom, there is a blue 'Sign in' button, which is circled in red, and a link for 'Forgot your password?'.

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



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

The screenshot shows the 'Hardship Grant Application List' page on the British Gymnastics Foundation website. At the top, there is a navigation bar with links: Home, Contact Us, Hardship Grant, Love to Move Programme, Volunteer, User Guides, and a search icon. Below the navigation bar, the page title is 'Hardship Grant Application List'. A message 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](mailto:TheTeam@Britishgymnasticsfoundation.org)'. Below this message is a search bar with a 'Search' button and a '+ Create' button, which is circled in red. At the bottom, there is a table header 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.

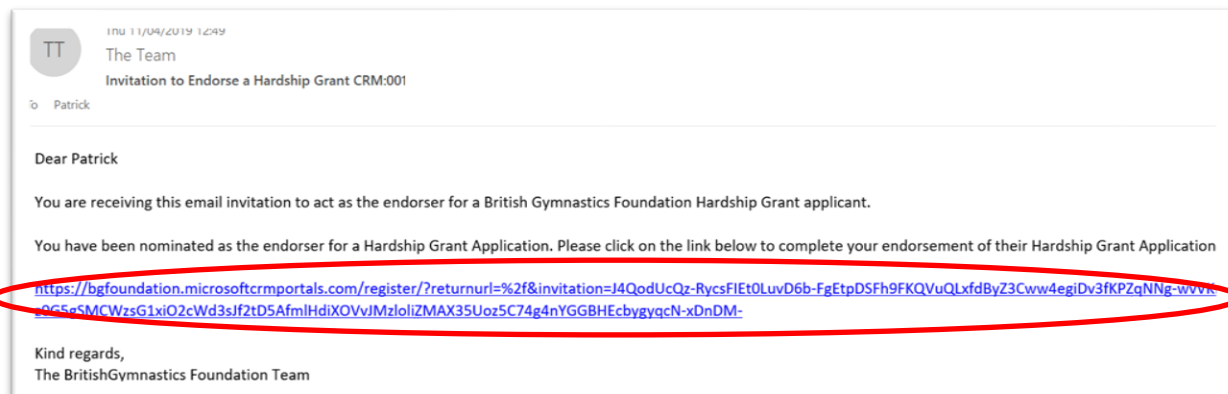
The screenshot shows the 'Hardship Grant Application' form. At the top, there is a link: 'Click here for the notes and criteria for the Hardship Grant Application'. Below this link is a progress bar with seven sections: 1 Application Summary, 2 Statements, 3 Situation, 4 Anticipated Costs, 5 Further Details, 6 Endorsement, and 7 Declaration. The first section, '1 Application Summary', is highlighted in blue.

#### 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.

The screenshot shows the British Gymnastics Foundation website. The navigation bar includes 'Contact Us', 'Hardship Grant', 'Love to Move Programme', 'Volunteer', and 'User Guides'. Below the navigation bar are links for 'Sign in', 'Register', and 'Redeem invitation'. The main heading is 'sign up with an invitation code'. There is a field for 'Invitation code' which is pre-populated with the code: 'J4QodUcQz-RycsFIeT0LuvD6b-FgEtpDSFh9FKQVuQLxfdBz3Cww4egiDv3fKPZqNNG-wvVkr8EKboqLXLWE-3j-z0G5gSMCWzsG1xiO2cWd3sJf2tD5AfmIHdiXOVvJMzlolizMAX35Uoz5C74g4nYGGbHEcbygyqcN-xDnDM-'. Below this is a checkbox labeled 'I have an existing account'. A blue 'Register' button is circled in red.

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

The screenshot shows the British Gymnastics Foundation website. The navigation bar includes 'Contact Us', 'Hardship Grant', and 'Love to Move Programme'. Below the navigation bar are links for 'Sign in', 'Register', and 'Redeem invitation'. A blue banner displays the 'Redeeming code: J4QodUcQz-RycsFIeT0LuvD6b-FgEtpDSFh9FKQVuQLxfdBz3Cww4egiDv3fKPZqNNG-wvVkr8EKboqLXLWE-3j-z0G5gSMCWzsG1xiO2cWd3sJf2tD5AfmIHdiXOVvJMzlolizMAX35Uoz5C74g4nYGGbHEcbygyqcN-xDnDM-'. Below the banner is the heading 'Register for a new local account'. There are four input fields: 'Email' (pre-filled with 'patrick.bonner@britishgymnasticsfoundation.org'), 'Username', 'Password', and 'Confirm password'. A blue 'Register' button is circled in red.

4. 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.

British Gymnastics Foundation

Home > Profile

Profile

Patrick Bonner

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

**Security**

Change password

Change email

Your email requires confirmation. [Confirm Email](#)

Your information

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

British Gymnastics Foundation

Home > Hardship Grant Application List

Hardship Grant Application List

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](mailto:TheTeam@Britishgymnasticsfoundation.org)

Search [Create](#)

Application Name	Acceptance Reminder Due	Acceptance Reminder Sent	Club	Date	Date Endorsed	Status Reason	Created On
Louise Roberts						Pending Endorsement	11/04/2019 12:14 PM

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

British Gymnastics Foundation

Home > Hardship Grant Application List

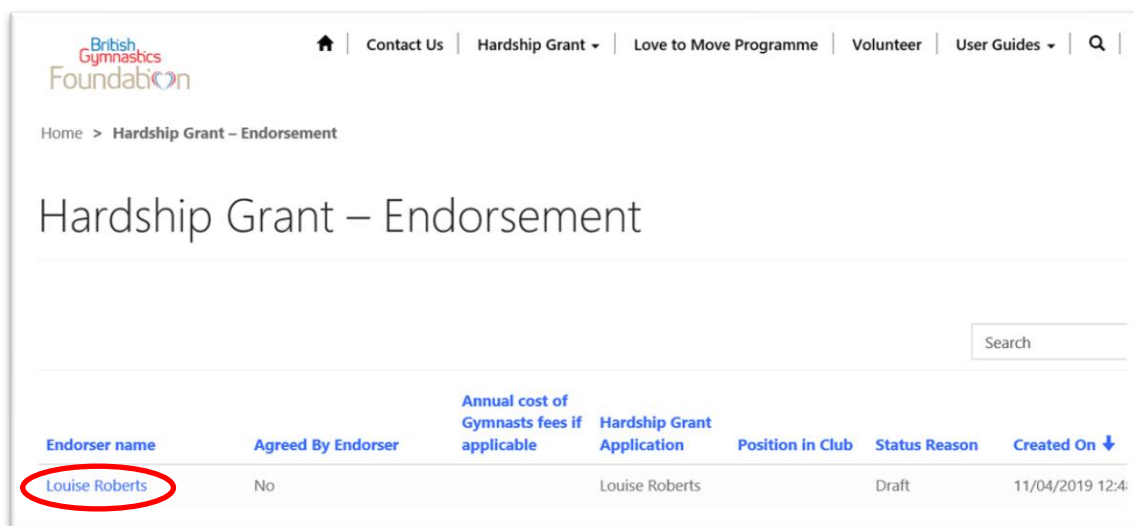
Hardship Grant Application List

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](mailto:TheTeam@Britishgymnasticsfoundation.org)

Search [Create](#)

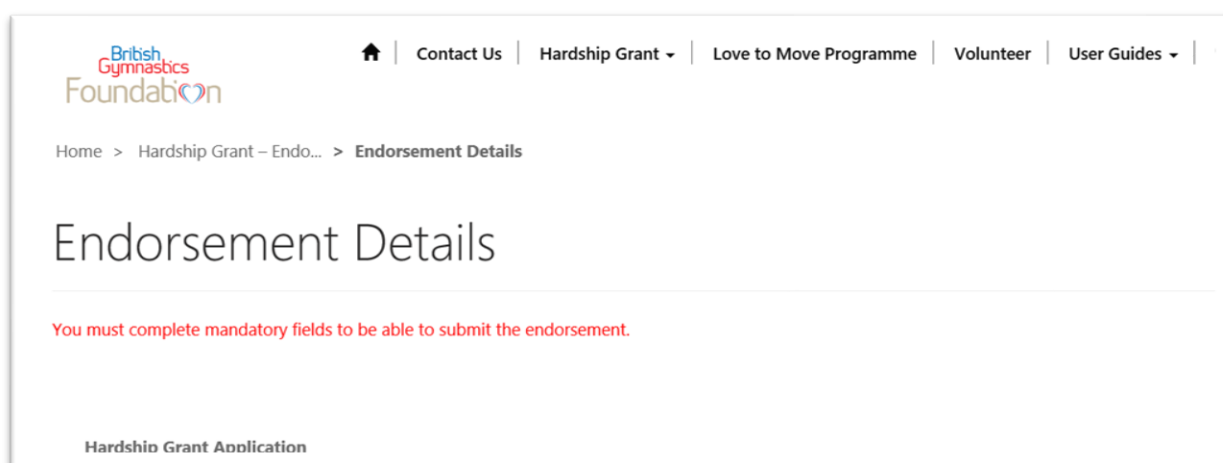
Application Name	Acceptance Reminder Due	Acceptance Reminder Sent	Club	Date	Date Endorsed	Status Reason	Created On
Louise Roberts						Pending Endorsement	11/04/2019 12:14 PM

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'.



Endorsement Details

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

Hardship Grant Application

### Endorsing Head Coach, Club Manager or Club Welfare Officer

- Only British Gymnastics members can apply for the Hardship Grant.
- You can only endorse this application if you are a Head Coach, Club Manager or Club Welfare Officer (of the gymnastics club attended by the applicant) and have read the Criteria for Hardships Grants overleaf. Endorsers should normally have known the applicant for at least 6 months.
- 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](mailto: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 Lottery 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).
  - 5.1.3 Club Welfare Officer (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.
- 5.8 BGF will normally only consider applications where the applicant has been participating at a club for more than 6 months
- 5.9 In case of injury (current/previous) which may have long-term effect on health, BGF will request a letter of medical fitness to participate
- 5.10 At the discretion of the Grants Panel, grants may be made to the applicant's club where there is evidence to suggest that the applicant has difficulty with money management
- 5.11 Applications will be rejected if the club waives the majority of the fees
- 5.12 Applications for grants for travel costs will be rejected if the panel feels that some travel costs are unnecessary



- 5.13 Grants will be subject to speaking to applicant's coach in cases where the gymnast's hours exceed the recommended maximum
- 5.14 Where applicants are at university and want to pay their own fees (rather than parents), need to provide evidence that parents are not/can not support them financially
- 5.15 BGF will normally only award 50% of the cost of coaching courses, subject to checking that there are no free places available via BG and subject to confirmation of course registration. If the applicant is the club's next "up and coming coach" then the club needs to support the cost of the coaching course
- 5.16 Where there are other Trusts operating in a club, applicants are asked to approach these first for support.
- 5.17 Clubs should be raising money or charging sufficient fees to the gymnasts to enable them to pay expenses to their coaches
- 5.18 Disneyland competitions are not funded
- 5.19 If an applicant is in receipt of a Sports Aid grant, then the Awards Panel accepts that the gymnast has performance potential, but this does not mean that the gymnast has financial hardship
- 5.20 If there is no response from the grant recipient by the date of the next Awards Panel meeting, then the recipient will be advised that their grant offer has been withdrawn
- 5.21 If a grant recipient fails to respond to a request for feedback, then a second application for a grant will not be considered
- 5.22 Whilst it is not a requirement for a club to contribute, club financial support may add more weight to an application
- 5.23 Receipts will be obtained from a sample of grant recipients. If receipts are not submitted when requested, then future applications from the same applicant will not be considered
- 5.24 If the Head Coach, Club Manager or Club Welfare Officer is a family member, then an endorsement from another senior staff member at the club will be accepted
- 5.25 Any queries regarding eligibility and other matters should be addressed to the Head of BGF at British Gymnastics Foundation, Lilleshall National Sports Centre, Newport TF10 9AT.

British Gymnastics Foundation takes its responsibility to eliminate fraud and money laundering very seriously. If you would like to view our Counter Fraud and Money Laundering Policy, you can do so by visiting our policies page: [www.britishgymnasticsfoundation.org/policies](http://www.britishgymnasticsfoundation.org/policies)

Any queries regarding eligibility and other matters should be sent to the Head of British Gymnastics Foundation at the following address: [theteam@britishgymnasticsfoundation.org](mailto:theteam@britishgymnasticsfoundation.org)