

Hardship Grants Policy

Date of adoption by British Gymnastics Foundation Board	23 rd March 2015
Last review date	11 th March 2019

Summary of changes introduced at last review

Hardship Grants Policy

Point 6.1: “Applications from Hardship Grant applicants must be submitted on the official BGF application form which is attached at Appendix C. The application form must be accompanied by an Endorsement Form (attached at Appendix D) which must be completed by the Head Coach or Club Manager of the applicant.” **Has changed to** “From April 1st 2019, applications from Hardship Grant applicants must be submitted on the official online application portal. The application must include online endorsement which must be completed by the Head Coach or Club Manager of the applicant. The BGF online system will automatically validate endorsers who are current BG gold members. All online systems have been derived in full from the previous paper-based application form attached at appendix C.”

Point 8.1: “Review Date” has been altered to March 2022

Criteria for Hardship Grants (Appendix A)

3.1: “Judges” has been added to the list of BG current members who are eligible to apply.

5.10: “Grants will only be paid to the applicant not the applicant's club” **has changed to** “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”

5.16 “Gymnasts from City of Newcastle GC need to apply to Carl Chapman Trust before applying to BGF” and 5.17 “Gymnasts from Southampton GC need to apply to Club Trust Fund before applying to BGF” has been changed to read “Where there are other Trusts operating in a club, applicants are asked to approach these first for support.”

Terms of Reference (Appendix B)

3.1.2: “BGF Administrative Manager” **has changed to** “BGF Head of Programmes”

4.6: “Administrative support provided by BGF Administrative Manager” **has changed to** “Administrative support provided by BGF Administrator”

4.7: Notice is now given to the BGF Administrator rather than BGF Administrative Manager

Hardship Grants Application Form (Appendix C)

The layouts of the Hardship Grants application form and endorsement form have been incorporated in to the new online Hardship Grant Application system, which is live from the 1st April 2019.

BRITISH GYMNASTICS FOUNDATION

Hardship Grants Policy

1. **PURPOSE**

- 1.1 The Hardship Grants programme awards grants to current members of BG who have a shortage of finances that threatens to end their involvement in gymnastics or makes it unreasonably difficult for them to continue their involvement in gymnastics. Grants may also, at Trustees discretion be awarded for non-financial hardship.
- 1.2 The purpose of the Hardship Grants Policy is to ensure that all applications for Hardship Grants are treated in a consistent and fair manner, and all decisions made by the Awards Panel are made in a consistent and fair manner.

2 **WHO THE HARDSHIP GRANTS POLICY APPLIES TO**

- 2.1 It is the responsibility of all Trustees and members of the Awards Panel to ensure that Hardship Grant applications are treated in a consistent and fair manner; and all decisions made in respect of Hardship Grants are consistent and fair, in accordance with this Hardship Grants Policy.

3 **WHY WE HAVE A HARDSHIP GRANTS POLICY**

- 3.1 The purpose of the Hardship Grants Policy is to ensure that all applications for Hardship Grants are treated in a consistent and fair manner; and all decisions made by the Awards Panel are made in a consistent and fair manner.

POLICY DETAILS

4 **CRITERIA**

- 4.1 The criteria for the award of Hardship Grants are attached at Appendix A to the policy. Extracts are also included as part of the Hardship Grants Application Form, for use by applicants.

5 **AWARDS PANEL**

- 5.1 The Awards Panel is a sub-committee of the Board and has delegated authority from the Board to award Hardship Grants on a quarterly basis to a maximum of £500 per grant up to the total grant budget pre-approved by the Board.
 - 5.2 The Terms of Reference for the Awards Panel are attached at Appendix B.
 - 5.3 In addition to the Terms of Reference:
 - 5.3.1 Members of the Awards Panel should declare immediately to the Panel any significant prior relationship, connection or interest with an Applicant, which could disqualify them from any discussion regarding the Applicant. The remaining Panel will be responsible for deciding, by majority, the appropriate course of action, should a member of the Panel make a declaration of interest.
 - 5.3.2 In exceptional circumstances, the Awards Panel may award grants of more than £500 but prior-approval of a total of 4 Trustees must be obtained (email approval is acceptable and Awards Panel members are included in the total of 4 Trustees).
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5.3.3 In exceptional circumstances, the Awards Panel may award grants outside the usual time limits but prior-approval of a total of 4 Trustees must be obtained (email approval is acceptable and Awards Panel members are included in the total of 4 Trustees).

6 APPLICATIONS

6.1 From April 1st 2019, applications from Hardship Grant applicants must be submitted on the official online application portal. The application must include online endorsement which must be completed by the Head Coach or Club Manager of the applicant. The BGF online system will automatically validate endorsers who are current BG gold members. All online systems have been derived in full from the previous paper-based application form attached at appendix C.

7 INTERDEPENDENCIES

7.1 None

8 REVIEW

8.1 British Gymnastics Foundation's Hardship Grants Policy is to be reviewed in March 2022.

- 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, Judges, 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).
 - 5.1.3** 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** Grants will not normally be awarded retrospectively. The exception is where a person applies for a Hardship Grant for a coaching course and then registers for the coaching course before the next Awards Panel meeting, but after submitting the Hardship Grants application
 - 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
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- 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

BRITISH GYMNASTICS FOUNDATION

Awards Panel

Terms of Reference

1. PURPOSE/OBJECTIVES

1.1. The Awards Panel (the "Panel") is established by the Board of Trustees ("Board") of British Gymnastics Foundation (BGF) to assist the Board to progress the Hardship Grants programme.

2. TERMS OF REFERENCE

2.1. The Panel is a sub-committee of the Board.

2.2. The Panel has authority, delegated by the Board, to:

2.2.1. Assess applications for Hardship Grants against BGF's Hardship Criteria;

2.2.2. Award Hardship Grants up to the total amount pre-approved by the Board of Trustees and up to an individual maximum grant of £500

2.3. The Panel will report to the Board each quarter on the number of grant applications received and details of all grants awarded.

3. COMPOSITION OF THE PANEL

3.1. The Panel comprises:

3.1.1. Head of BGF

3.1.2. BGF Head of Programmes

3.1.3. Two Trustees (one of whom must be an independent trustee)

4. MEETINGS

4.1. Where possible, the Panel will hold quarterly face-to-face meetings (which may include meetings by video-link) to assess grant applications.

4.2. Panel decisions can be made by telephone, where the Panel Chair deems it necessary to do so.

4.3. The quorum for Panel meetings is three, of which two must be Trustees. One of these trustees must be an independent Trustee.

4.4. No decisions can be made unless a quorum is present.

4.5. Unanimous approval is required for all decisions.

4.6. The Panel will be chaired by the Head of BGF; however, the Chair may delegate the responsibility to another Panel Member, should the need arise. Administrative support will be provided by the BGF Administrator.

4.7. Each member of the Panel will be expected to attend all meetings. If a member is unable to attend a meeting, then he/she should give at least one week's notice to the BGF Administrator.

4.8. Members of the Panel must declare any conflicts of interest and abstain from voting where a conflict of interest exists.

4.9. An independent Trustee may appoint a deputy from the remaining independent Trustees, if he/she is unable to attend an Awards Panel meeting.

HARDSHIP GRANT APPLICATION FORM

This Application Form should only be completed after reading the Criteria for Hardship Grants

1) Name: _____

2) BG Membership Number: _____

3) Date of birth: _____

4) Home address: _____

5) Daytime telephone no.: _____ Mobile telephone no.: _____

6) Email address: _____

7) Club name and address: _____

8) Hours dedicated to gymnastics each week: _____ hours per week

9) Number of times you attend your gym each week: _____ times per week

10) Tick the statements (see (a) to (e) below) which apply to you:

- a. I am a student/in full-time education
- b. I am employed full-time
- c. I am employed part-time
- d. I am self-employed
- e. I am seeking work
- f. Other, for example, not seeking work, retired

11) How are you currently raising funds for yourself? _____

12) How did you raise funds for previous costs associated with your participation in gymnastics? _____

13) How and why have these arrangements changed? _____

14) How much grant are you asking for? _____

15) Please provide a breakdown of how you would spend this money?

16) Please supply details of your anticipated gymnastics participation costs for the next 12 months:

Events and competition participation costs (broken down by event):

- Event Name _____ Date _____ £ _____
- Event Name _____ Date _____ £ _____
- Event Name _____ Date _____ £ _____
- Event Name _____ Date _____ £ _____
- Event Name _____ Date _____ £ _____

Gym fees _____ £ _____

Transport _____ £ _____

Other cost 1 (provide details) _____ £ _____

Other cost 2 (provide details) _____ £ _____

Other cost 3 (provide details) _____ £ _____

Other cost 4 (provide details) _____ £ _____

17) Please use the space below to tell us about your situation (including any financial support or help in-kind you receive) and why you are in need of financial support. Please also use this space to tell us what difference it would make to your life if you were awarded a grant.

18) What will be the outcome if you do not receive funding and what other options are available to you?

19) Please provide details of the person who you want to endorse your application:

Endorser's name: _____

Endorser's address: _____

Endorser's telephone number: _____

Please confirm that this person has agreed to endorse your application: Yes/No

NB Your endorser must be one of the following:

- (i) Head Coach of your gym
- (ii) Club Manager of your gym

I confirm that all information that I have provided on this form is, to the best of my knowledge, complete and correct. I agree that this information may be shared with BGF Trustees, BGF staff and BG staff, as required to assess my application and to further support me in the sport of gymnastics. I confirm that any award I receive will be used solely for the purpose outlined in my grant application and that, if requested by BGF, I will supply evidence of how the grant was spent. I confirm that I am happy for BGF to share the contents of this application form with my endorser. I agree to BGF contacting me in the future regarding any grant I may receive.

Signed by applicant (or parent/guardian if under 18): _____

Relationship to applicant (if applicable): _____

Name (in capital letters): _____

Date: _____

HARDSHIP GRANT ENDORSEMENT FORM

- 1) Name of applicant: _____
- 2) Club name and address: _____

- 3) Your name: _____
- 4) Your daytime telephone number: _____
- 5) Your relationship/connection to applicant: _____
- 6) How long have you known the applicant?: _____

- 7) Approx. number of hours/week the applicant devotes to gymnastics: _____ hours/week
- 8) Approx. number of times/week that the applicant attends the gym: _____ times/week
- 9) Approx. annual cost of gymnast's gym fees if applicable (before any reductions) £ _____
- 10) Financial support provided by club £ _____
- 11) Are you aware of any other funding/support which the gymnast has received in the last 12 months? If yes, please provide brief details in space below:

12) Please provide a brief statement in support of the grant application:

I confirm that I support the application of _____ (*please insert Applicant's name*) to receive a Hardship Grant from British Gymnastics Foundation and I confirm that the information given in his/her application form is, to the best of my knowledge, complete and accurate.

Signed: _____

Name: _____

Position in club: _____

Date: _____