

Travel Grants 2022 - Terms and Conditions of Award

Travel Grant Assurance

This is a reminder of the Grant Assurance requirements for any claim made to the Travel Grant Fund;

1. All trips meet the criteria set-out in Grant Prospectus here:
www.jerseysport.je/grants/#travel
2. Funds will be used solely for the purpose of subsidising eligible travel costs.
3. The amount claimed will not exceed the travel costs incurred for any individual trip.
4. Evidence of event attendance will be available for all trips and will be retained for a full calendar year after the grant is received for spot check and audit purposes. Evidence will be available within 2 weeks of any request from Jersey Sport.
5. All chaperones and coaches will be appropriately qualified, trained and checked for safeguarding purposes at the time of the relevant trips.
6. The organisation maintains valid and current safeguarding of children and adults at risk, including a safeguarding policy, named welfare officer and DBS checks.
7. Grant funds will only be passed on to member/ affiliated clubs or organisations with adequate safeguarding in place.
8. The travel grant will not be used to double-fund trips or displace other funding. (Note: this does not prevent athletes or organisations seeking other sources of funding to help cover the remaining costs associated with trips.)

General Terms and Conditions

1. 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 **2 weeks to present relevant information.**
2. 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.
3. **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.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. **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.
13. Jersey Sport may use information provided by your organisation to **monitor** or **publicise** the grant and / or **evaluate** our grant programme.
14. **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.
15. 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.

16. 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 Marketing and Communications Manager.
17. 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.
18. 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 emailing: info@jerseysport.je
19. **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.
20. The grant applicant should **inform Jersey Sport if they receive any appeal** related to the grant.