

Volunteer Workforce Grant 2023 Prospectus

Purpose

The Volunteer Workforce Grant aims to support Jersey-based sport organisations to develop by providing financial assistance towards the costs associated with training, qualifications and upskilling opportunities for their local volunteer workforce.

Criteria for 2023 Volunteer Workforce Grant

All eligible sport organisations can apply for a Volunteer Workforce Grant should their application be able to meet **both** the following criteria;

1. **Training, qualifications and/or continued professional development (CPD)*** are sought for volunteers that will support the development of your sport.
2. The individual grant recipients **volunteer** for the equivalent of **one hour per week** for at least six months (e.g. minimum of 24 hours), in a twelve-month period.

*CPD may include mentoring, upskilling, or relevant additional training. These opportunities can be delivered online or attended in person on- or off-island.

Eligibility of the Applying Sport Organisation

Applications are welcomed from;

- Jersey-based Sport Associations
or
- Jersey-based Sport Clubs (if applying in this category the Club must confirm why there is no Association within their Sport)

Should an individual athlete feel that they do not have reasonable access to a sport organisation (Association or Club), then they should contact the Jersey Sport Team at grants@jerseysport.je in the first instance to discuss further.

To be considered eligible for funding the applying sport organisation must also;

1. Adopt the definition of a Sport as per the Council of Europe's European Sports Charter 1992 (as revised in 2001). "Sport" is defined as all forms of

physical activity which, through casual or organised participation, are aimed at maintaining or improving physical fitness and mental well-being, forming social relationships or obtaining results in competition at all levels.

- i. For more information and support on this topic visit: [Revised European Sports Charter](#)
2. Be a non-government, not-for-profit Jersey-based sport organisation.
3. Have satisfactorily met reporting requirements on any previous grants received from Jersey Sport (if applicable).
4. Fully complete the online application form and process.
5. Be able to provide evidence of a comprehensive constitution, or equivalent governing document relevant to the sport organisation.
 - i. For more information and support on this topic visit: [Structure and Decision Making • Jersey Sport](#)
6. Be able to evidence an appropriate safeguarding policy; including the appointment of a welfare officer, off-island travel procedures, suitably completed DBS/CRB checks and safeguarding training for coaches and chaperones working with children and adults at risk.
 - i. For more information and support on this topic visit: [Safeguarding and Welfare • Jersey Sport](#)
7. Confirm suitable and appropriate insurance provision is in place, including appropriate for travel.
 - i. For more information and support on this topic visit: [Insurance and Affiliations • Jersey Sport](#)
8. Provide details of the sport organisation's independent bank account with two independent signatories.
 - i. For more information and support on this topic visit: [Financial Assurance • Jersey Sport](#)
9. Comply with regulatory and recommended practice for all matters regarding data collection and retention.
 - i. For more information and support on this topic visit: [Safeguarding and Welfare • Jersey Sport](#)
10. Comply with, and support, relevant anti-doping regulations, including any recommendations by the Government of Jersey (if applicable).

Timescales for Submissions

2023 Quarter	Dates of the Quarter	Claim submission deadline – <i>for events that take place within the corresponding quarter</i>
1	1 January – March 31 2023	16 April 2023
2	1 April – 30 June 2023	16 July 2023
3	1 July – 30 September 2023	15 October 2023
4	1 October – 31 December 2023	7 January 2024

Volunteer Workforce Grant Assurance

By accepting a Volunteer Workforce Grant from Jersey Sport you are confirming;

1. All activities meet the criteria set out in Volunteer Workforce Grant prospectus above.
2. The grant is provided on a restricted basis and must be used **exclusively for the purpose of subsidising or funding the upskilling of eligible volunteer workforce.**
3. The amount claimed will not exceed the costs associated for any upskilling opportunity.
4. Any Volunteer Workforce Grant funding will not be used to double-fund associated costs or displace other funding. (Note: this does not prevent organisations seeking other sources of funding to help cover the remaining costs associated with upskilling opportunities).
5. Submission of the online application is considered acceptance of this criteria and of the Terms and Conditions contained within this document.

Terms and Conditions

1. Jersey Sport will conduct **spot checks**, at its discretion, and reserves the right to **audit** the sport organisation with regards to the Volunteer Workforce Grant and the information provided as part of the grant process. **Proof of attendance must be retained by the organisation for up to twelve months from the date the grant is received.** When requested, organisations will have a maximum of **two 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 in 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 may 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 in the application, 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 sport organisation is unable to use the awarded 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 sport 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 by agreeing to these Terms and Conditions.
9. If your sport 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 the funding 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 sport organisation **undergoes a merger**, consideration will be given, on receipt of a written request, to the grant being transferred, subject to the merged sport organisation being eligible to receive funding. This is only at the sole discretion of the Jersey Sport Grants Advisory Committee.
11. Jersey Sport reserve the right to **visit your sport organisation to see and discuss** the work supported by the grant. Jersey Sport also retain the right to require your sport 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 sport organisation to **monitor** or **publicise** the grant and/or **evaluate** our grant programme.
14. **Information regarding your sport organisation and the grant received may be published** by Jersey Sport on its website and social media channels. Jersey Sport reserves the right to use the information in any other printed or digital information it produces.
15. Your sport organisation will **acknowledge the Jersey Sport Grant** in its financial accounts as '**restricted funding**' and the source of the grant as '**Jersey Sport – Volunteer Workforce Grant Funding**'. The grant should also be specially acknowledged in your sport organisation's annual accounts for each year it was received. References to this grant in your sport 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 sport organisation to **acknowledge support in the publication of all core materials** that your sport organisation produces, in print and digital, that refer to the post or project for which your sport organisation has received funding. Jersey Sport require your sport 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 sport organisation and if you wish to use our logo, please contact the Jersey Sport Marketing Team at: **marketing@jerseysport.je**.
17. Jersey Sport holds the **contact details** of your sport 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 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 us at: 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 received 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.