

Volunteer Workforce Grant 2024 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, informal upskilling, and mentoring opportunities for their local volunteer sport workforce.

Criteria for 2024 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, informal upskilling, and mentoring opportunities*** are sought for volunteers that will support the development of your sport.
2. As a minimum, 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.

*These opportunities can be delivered online or attended in person on- or off-island.

Weighting/Prioritisation

The total fund size for the Volunteer Workforce Grant in 2024 is £20,000 which will be split into two equal funding rounds. Due to the volume of applications to this fund, eligible applications **may** receive a **contribution** towards the costs of upskilling activities. In the event that the fund is significantly overwhelmed with applications, grants **may be** capped for each sport to ensure we can fairly support all sports with eligible applications.

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)

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, Jersey-based sport organisation which is registered as a not-for-profit or charitable organisation.
3. Have satisfactorily met reporting requirements and any conditions of award for any previous grants received from Jersey Sport (if applicable).
4. Have completed and submitted Jersey Sport's annual Sport Survey for the previous year (2023).
5. Fully complete the online application form and process.
6. 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](#)
7. Be able to evidence an appropriate safeguarding policy; including the appointment of a welfare officer (who has received formal training within the last 3 years), off-island travel procedures, suitably completed DBS/CRB checks and safeguarding training for coaches and chaperones working with children and adults at risk. N.B. Sports who adopt their National Governing Bodies Safeguarding Policy, should be able to demonstrate how they integrate these practices within their sports organisation and share their local safeguarding contact information with their members.
 - i. For more information and support on this topic visit: [Safeguarding and Welfare • Jersey Sport](#)
8. 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](#)
9. 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](#)

10. Have registered their sports organisation with the Jersey Office of the Information Commissioner and 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](#)
11. Understand and apply the relevant anti-doping regulations for your sport, in line with the GOJ Anti-Doping Policy and NGB/WF guidelines. Provide access to appropriate education and training for all sports personnel, as appropriate.
 - i. For more information and support on this topic visit: [Anti-Doping in Sport • Jersey Sport](#)
12. Confirm that we will advise the Government of Jersey's Anti-Doping Lead should we become notified of any sanction imposed on an athlete or athlete support personnel in connection with an anti-doping rule violation under the World Anti-Doping Code.
 - ii. For more information and support on this topic visit: [Anti-Doping in Sport • Jersey Sport](#)

Timescales for Submissions

The 2024 funding cycle will be split into two equal funding rounds where sports will apply for activities taking place between January – June in the first round and July – December in the second round. Sports organisations with upskilling activities taking place throughout the year may apply to both funding rounds.

Once a grant has been approved, sports will have the opportunity to retrospectively claim for activities which have taken place. Sports may choose to claim month by month, or at the end of each quarter. Activities can only be claimed for retrospectively within the quarter they occurred in. Each monthly claim period will open from the last day of the month, until the 7th day of the following month.

As a condition of award for all successful Volunteer Workforce Grant applications, sports will be required to report back on the impact of their upskilling opportunities towards the development of their sport. Sports organisations applying to both funding rounds will be required to produce a separate report for each round.

Round 1 Timeline-

Sports should apply to Round 1 for all upskilling activities taking place between January – June 2024.

FUND OPENS - Monday 27 November 2023 at 09:00.

FUND CLOSES - Wednesday 3 January 2024 at 12:00.

Applications will undergo an assessment period with final awards for Round 1 being made by the end of January 2024. Sports will be notified of the outcome of their application through our SmartSimple grants management system.

2024 Quarter	Inclusive Dates	Claim submission deadline – <i>for events that take place within the corresponding month / quarter</i>
1	1 January – 31 March 2024	7 April 2024 – Final deadline for all Q1 claims
2	1 April – 30 June 2024	7 July 2024 – Final deadline for all Q2 claims and Round 1 grant report

Round 2 Timeline-

Sports should apply to Round 2 for all upskilling activities taking place between January – June 2024.

FUND OPENS - Monday 20 May 2023 at 09:00

FUND CLOSES - Wednesday 26 June 2024 at 12:00

Applications will undergo an assessment period with final awards for Round 2 being made by the end of July 2024. Sports will be notified of the outcome of their application through our SmartSimple grants management system.

2024 Quarter	Inclusive Dates	Claim submission deadline – <i>for events that take place within the corresponding month / quarter</i>
3	1 July – 30 September 2024	7 October 2024 – Final deadline for all Q3 claims
4	1 October – 31 December 2024	7 January 2025 – Final deadline for all Q4 claims and Round 2 grant report

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 sport 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 any 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. Sports may only claim for formal qualifications (e.g., coaching, officiating or refereeing qualifications) once individuals have completed all aspects of the course to successfully gain their certification. Sports must present proof of certification when claiming for **all** attendees on the course. If any individuals fail to complete their qualification after attending the course, sports should split the total cost between the total number of participants and deduct their portion of the cost from their claim.
2. 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.**
3. 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.
4. **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 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.
5. The Volunteer Workforce Grant is provided on the basis that **the costs this funding is meeting will not be used to double-fund associated costs or displace other funding that is secured elsewhere**. This does not prevent organisations seeking other sources of funding to help cover the **remaining costs** associated with upskilling activities, but in the event that part or full financial support is sourced elsewhere, organisations must disclose this to Jersey Sport immediately. In some cases, the grant amount may be reduced to a lesser amount, or to zero. Any other sources of funding must otherwise be stated in the initial grant application.
6. 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.
7. 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.
8. 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.
9. 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 set out in this prospectus and use the grant solely for purposes awarded by agreeing to these Terms and Conditions.
10. 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.
11. 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.
12. 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.

13. **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.
14. Jersey Sport may use information provided by your sport organisation to **monitor** or **publicise** the grant and/or **evaluate** our grant programme.
15. **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.
16. 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.
17. 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 activities 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: marketing@jerseysport.je.
18. 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.
19. 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
20. **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.
21. The grant applicant should **inform Jersey Sport if they receive any appeal** related to the grant.