

What is the BJA Digital Transformation Fund?

The BJA Digital Transformation Fund exists to help organisations upgrade/enhance their digital infrastructure.

This could be related to digital education & any training/mentoring requirements, the implementation of new payment/online entry/booking systems, any hardware requirements (Laptops, monitors, tablets, cameras, printers, card payment devices, etc), processes to assist in professionalising onboarding services (Websites, Digital Marketing etc), assistance with the day-to-day management and utilisation of membership data.

We hope this will not only aid the recruitment and retention of members to organisations but also offer support to the valued volunteer workforce, by reducing time on tasks and providing opportunities to develop employability skills.

Who can apply?

All registered member clubs and providers within the BJA's English Areas are eligible and can therefore apply for a one-off award.

How much funding can I apply for?

Typically, we expect the awards to be in the region of £1,000 or less, however, in exceptional circumstances where a significant impact can be evidenced, we can consider applications up to £2,000.

When should funding be spent?

All funding must be spent by **30th November 2023**, Hardware purchases must be made within six weeks of receiving funding unless an arrangement is made with the funder to purchase equipment at a later date.

What if I have already received Sport England / National Lottery Funding?

You cannot apply for funding which has already been received for the same items.

Applications cannot duplicate any funding which has been received already from Sport England / National Lottery.

What costs can I apply for?

The following items may be claimed for in your request, you must itemise the cost in the appropriate place on the application form:

- Digital Hardware
- Digital Software
- Training courses for website, social media and general organisation marketing
- Website & Digital Marketing
- Digital media creation

Is there anything I cannot apply for?

There are certain items that are not eligible for funding they are as follows:

- Physical equipment which are not related to technology such as Judo or Club equipment
- Retrospective costs including purchase of digital equipment or software, where organisations have already purchased items prior to funding being agreed

This list is not exhaustive but gives a guideline on what not to ask for.

How can I apply, what is the process?

1. Complete the application form on our website
<https://www.britishjudo.org.uk/digital-transformation-fund/>
2. We shall send you an email confirming receipt of your application and will request further due diligence documentation if it is not provided on the form
3. You will send us an email with the further documentation as requested (if not provided on the form)
4. On successful completion of your application and further due diligence documentation received the BJA Approval panel will review your application within three weeks (this may be longer over the Christmas period)
5. You will be contacted by a member of BJA staff who sits on the Approval panel should any further information or amendments be required **or** advise your application has been declined by the BJA Approval Panel within four weeks of your full submission

6. If successful at point 5, you will be sent an Award letter and an agreement for you to complete. Once returned the agreed funding will be transferred to your specified organisation bank account within two to three weeks.
7. You will have until **30th November 2023** at the very latest to spend the funds received, Hardware purchases must be made within six weeks of receiving funding.

What further due diligence documentation do I need to send?

Sport England and the BJA require the following:

- Governance document such as a valid constitution
- Safeguarding policy
- Recent dedicated business bank statement for the organisation (must be in the name of the organisation and not a personal bank account)

These must be uploaded via the online application form.

What Monitoring and Evaluation is expected?

Organisations will be expected to keep BJA fully informed of progress on an ongoing basis throughout the term of funding, both in response to requests from BJA and on a pro-active basis.

Organisations must provide receipts for all items purchased to the Funder. Hardware receipts must be provided within six weeks of receiving funding and any other receipts must be provided by the end of November 2023. You need to keep all invoices, receipts, account records and any other relevant documents and these must be produced on request from the BJA.

An end point survey will be undertaken and a site visit could be arranged.

An online survey and evidence of total spend (receipts etc.) must be provided on request from the BJA. This is a fundamental condition of the BJA Digital Transformation Fund and if not this could result in the awarded funds being returned to the BJA.

Another key condition is that organisations will actively encourage and facilitate the completion of any surveying or feedback requests from the BJA or Sport England.

Organisations are also expected to participate in the activity of producing a case study on the request of the BJA.

Can I apply for funding anything already purchased?

No, we are not able to fund anything already purchased prior to funding being approved. All receipts must be dated after the date of award.

Am I allowed to appeal the decision of the BJA Fund Approval Panel or Sport England?

There will be no appeals, by entering the process applicants agree to this condition.