



BRITISH JUDO'S CLUB GRANT SCHEME



CLAIM UP TO £500.00 FOR YOUR CLUB



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1. About this Guide

The intention of this guide is to provide our members with details of the British Judo Association (BJA) English Area/Sport England (SE) Grants Programme and how to apply for funding. It also sets out our expectations should your application be successful. The detailed terms and conditions of the programme are set out in the Grant Agreement that each grant recipient will sign once a proposal is approved.

2. About the Grants Programme

The Covid-19 pandemic has affected everyone in a sudden and dramatic manner, with an unprecedented impact on health and of course, daily life. We are therefore profoundly worried about the well-being of our members during this difficult time and recognise that the effects of this crisis will have extraordinary longer-term consequences on our clubs and members.

Working in partnership with SE, the BJA and English Areas have therefore introduced a one off, time-limited Grants Programme. This funding will primarily support the revival of clubs and the return of members within the nine English Areas, once the lockdown has been lifted.

All registered clubs within the BJA's English Areas are eligible and can therefore apply for a one-off grant award of up to £500.00. The grant will be available to support revenue funded activities such as coaching and member costs, as well as club running costs.

3. When will the Grants Programme be available?

The Grants Programme will be launched in October 2020 and clubs will be able to apply for grants from October through to January 2021. This period may be extended, subject to the availability of funding and demand.

4. Grant Programme Objectives

The objectives of the Grants Programme are to minimise the impact of Covid -19 on our clubs and members by:

- Supporting and encouraging our members return to judo
- Supporting coaches and their accessibility arrangements
- Providing resources that enable clubs to re-open
- Support coaches and members by enabling them to retain their coaching and other necessary qualifications (DBS, First Aid, Safeguarding).

5. Minimum Grant Standards

The Grants Programme will be run in line with our obligations as a publicly funded body and in accordance with any standards required by SE. Our primary concern is to have due regard to the way we account for our expenditure and value for money.

6. Eligibility

The Grants Programme is open to all registered clubs within the nine English Areas of the BJA together with BJA affiliates.

There is no minimum award, however the maximum award available is £500.00. The completed Grant Application must be completed by one of the following (authorised members):

- The Club Coach
- The Club Chair
- The Club Secretary
- The Club Treasurer

The person completing the Grant Application will be the lead applicant who will be responsible for managing and accounting for the grant awarded.

Generally, only one award will be made to a club. However, if there are exceptional circumstances, an additional award may be considered.

7. Duration of Grant Awarded

The expenditure associated with the grant award is expected to be utilised by no later than the end of January 2021. This assumes expenditure is incurred from Thursday 1st October, providing a 4 month window. If you are unable to spend the grant award by January, you must make this clear in your application setting out clearly the reasons why.

In exceptional circumstances, grant spend may be extended beyond January. The final date for grant submissions will be 15th January 2021 in order for any application to be assessed and approved by the end of January.

8. Funding Priorities - Allowable Expenditure

From the information we have available, the clubs in most need of financial support have taken appropriate steps to access the various Grant Programmes and other government initiatives available to them, enabling them to minimise their short and possibly longer-term financial risks.

We also know that most of the English Area Clubs, are unincorporated (they do not operate as a business) and from the information they have provided, have no financial issues at this time.

What we do know though, is that when the lockdown is lifted, paying fees to attend sports classes are unlikely to be a priority for low income/no income families. This will have a major impact on several of our clubs but will have a significant impact on clubs with a limited/mixed membership.

Grant applications requesting funding in relation to the following priorities will be considered.

Club Support

Providing a financial lifeline is vital if our clubs are to thrive. Not only will it enable our clubs to survive but it will also support the health and wellbeing of our members, many of whom may already be disadvantaged and who would otherwise be unable to continue their participation in our sport.

This fund enables clubs, including those that operate as a business to meet their obligations, in particular fixed costs. This includes costs associated with:

- Restart costs (Health & Safety Requirements)
- Facility hire
- Utility costs
- Insurances

Funding to coaches, technical officials, volunteers and other members (helpers) necessary to enable the delivery of judo sessions post Covid-19. This includes costs associated with:

- Updating qualifications
- Travel (to and from the club)
- Coaching support that enables another club to operate (the coach of that club may not be available)

9. Application Process & Assessment

Your Grants Programme Application Form must be completed in full online. All questions on the application form must be completed in full. All fields on the application marked with a (*) are mandatory fields and MUST be completed. The simple application form can be found on the BJA website and a link will be emailed to all clubs.

The application process will commence as follows:

- Initial sift (review) of applications to determine those that meet the eligibility criteria.
- Those that meet the criteria will be put forward for consideration by the Grants Panel.
- Applicants who are unsuccessful at this stage will be contacted. They will be given an opportunity to provide/amend information, enabling their application to meet the eligibility and other criteria. If information is not available, their application will be withdrawn. Applications that are successful following this exercise will be put forward for consideration by the Grants Panel.
- A list of applications that are unsuccessful will also be presented to the Grants Panel.

Applications will be assessed against the following criteria:

- Overall quality – the application has been completed in full and signed
- The application meets the Eligibility Criteria set out in Section 6
- The grant can be expended within the time limits set out in Section 7
- The application meets the funding priorities set out in Section 8.

10. Key Dates

Applications can be submitted from October onwards.

The first review of applications will take place in mid October, for those application received first. There will be an ongoing review process for subsequent applications.

Decisions will be communicated to application leads (named on the application form) by:

- Friday 30 October for those applications considered by the first Grant Panel meeting
- Dates will be made available for those applications considered by subsequent Grant Panels

11. Payment of Grant Awards

We will endeavour to make payment within one week of notifying you that your application has been successful and once we have received your signed Grant Agreement. Grant awards will be paid in one instalment of the amount awarded. Payment will be made by BACS into the club's bank account.

We reserve the right to withdraw funding and/or recover any funds already paid to you if you make any false representations in relation to your application.

12. Reporting Requirements

We have a duty to ensure that grant awards are used for the purposes set out in our Funding Priorities. You will therefore be required to submit the a Final Report including a receipts schedule

13. Evaluation

Successful applicants are expected to participate in any evaluation exercise carried out by us that will enable us to assess the impact and value of the grants awarded to your club and the English Areas.

14. Assistance with your application

If you require any assistance in completing your application, please email clubsupport@britishjudo.org.uk and email and we will be pleased to assist with any queries you may have around the application process, or any other related matters.

Also, please let us know if you require any reasonable adjustments to facilitate your application.

15. GDPR

The BJA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with our privacy statement. For more information about your rights and how you can exercise them, please go to our website where you can view or download a copy of our Privacy Policy.

GRANT PROGRAMME TIMELINE

Key Dates	Ongoing	Ongoing	1 Week	1 Day	1 Week	4 Days	14 Weeks (Including 2 weeks in December)				Dec 2020	Jan 2021	Feb/March 2021
	September				October	October							
Programme Duration	←————— 24 WEEKS —————→											Evaluation	
Marketing Commences September	→												
Application Period Commences September		→											
First Review then Ongoing as required													
1st Grants Panel & Decisions (applications from 1st Review)													
Notification of Decisions (from 1st Grants Panel)													
Payment of Grants													
Delivery													
Evaluation													



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