



BRITISHROWING

# School Grant Programme

Criteria and application form  
1 March 2021

TEAMWORK | OPEN TO ALL | COMMITMENT



## Introduction

British Rowing is committed to the growth of state school rowing activity, as detailed in our 2019-2023 School-Age Rowing Strategy.

Unfortunately, many state school programmes, the majority of which are based in community rowing clubs, have been severely affected by COVID-19. Whilst some have continued to provide online fitness training during recent lockdowns, the majority have not been running. Even when on-water school rowing programmes were officially allowed to resume towards the end of 2020, the majority of state school programmes were not able to return. The reasons are varied and include coaches being furloughed, community clubs being closed, the challenges of delivering COVID-secure environments, transport challenges and resources being withdrawn.

There is now significant concern that, despite the easing of restrictions over the coming months, many of these programmes will not be prioritised by schools or their host clubs when rowing returns, due to the challenges of providing COVID-secure activity/ travel, reduced funding and/or an immediate focus on club members. This would result in many state school programmes not restarting until September 2021 at the earliest and there is a real risk that some programmes will stop entirely.

## School Grant Programme

With the aim of supporting schools and clubs to prioritise the return of state school rowing programmes, once restrictions allow, we have established a School Grant Programme.

The aim of this time-limited grant programme is to provide financial support to cover the costs of coaching, transport and providing COVID-secure environments for existing state school rowing programmes to resume before the next school year.

The grant programme has been made possible thanks to Sport England Satellite Club Funding.

## Fund criteria

Details of who can or cannot apply to the School Grant Programme, as well as what will or won't be funded, are provided below. Please only apply if you meet the criteria specified and have read the terms and conditions.

If you are not sure if you meet the criteria or have any questions, please contact Ashley Wyatt, Community Support Manager, at [ashley.wyatt@britishrowing.org](mailto:ashley.wyatt@britishrowing.org).

Please note that we reserve the right to change these criteria if deemed appropriate.

## **Who can apply for funding?**

Any community or state school rowing club that meets all three of the following criteria:

1. Is affiliated to British Rowing at the time of applying (with no fees or balances outstanding to British Rowing or their Regional Rowing Councils).
2. Delivers existing indoor and/ or on-water rowing activity for secondary school aged pupils from the state school sector. This can include curricular or extra-curricular activities and holiday schemes.
3. Can provide evidence with regards to the inclusivity of their programmes eg number of pupils within the participating schools that are eligible for free school meals/ pupil premiums.

## **What will be funded?**

Eligible clubs can apply for grant funding support to cover costs associated with the delivery of:

- Indoor and/ or on-water rowing activity.
- Curricular, extra-curricular activities and/or holiday schemes including learn to row activity.

It is expected that the funding will primarily be used to cover:

- Coaching costs.
- Transport costs.
- Costs associated with providing COVID-secure environments (eg hygiene/safety equipment).

Other costs that will be considered, where these might otherwise act as barriers, include:

- Incidental costs associated with these initiatives.
- Coaching courses for teachers.
- The costs of providing suitable clothing for participants.
- The costs of providing meals for participants (eg on holiday programmes).
- Adaptive equipment (eg fixed seats and active hands).
- Upgrades to PM5's to support virtual challenges/ racing.

In light of the programmes aim to support an early return to rowing activity, only costs incurred from 8 March to 3 September 2021 will be (subject to activity being permitted under government COVID guidance).

## **Which programmes will be prioritised?**

- Programmes for schools where a high number of the pupils are eligible for free school meals/ pupil premiums.
- Programmes that engage students from ethnically diverse backgrounds.
- Programmes that may be at risk without financial support.
- Programmes that include indoor and on-water rowing activity.

## How much can be applied for through the grant?

- Most single school programme grant awards are expected to be for a maximum of £1000.
- Where clubs work with multiple schools, or for larger school programmes, the maximum grant award available is £2000.

Please note that a small number of larger grants will be available for rowing organisations that have a track record of delivering extensive state school rowing activity. These organisations have been contacted directly.

## Future grant programme support

Whilst this current grant programme is time limited and applies to existing activity only, please note that Love Rowing, British Rowing's Charitable Foundation, is in the process of fundraising to support a longer term grant funding programme for state school rowing activity. Further information on this programme will be communicated when it is up and running.

## Application Process

If you wish to apply for a school grant, the next steps are as follows:

1. Complete and submit the following grant form to [clubsupport@britishrowing.org](mailto:clubsupport@britishrowing.org) by 5pm Monday 22 March, confirming you have read and understood the terms and conditions.
2. Receipt of your application will be acknowledged by email.
3. Grant applications will be assessed on Friday 26 March.
4. Applicants will be notified within 3 days of their application being assessed.
5. Successful applicants will be asked to sign an acceptance form with terms and conditions.

**Please note that British Rowing reserves the right to monitor adherence to the terms and conditions of any award. It also reserves the right to seek recovery of any grant where inaccurate information or misrepresentation may have occurred.**

## FAQs

**Q How do I confirm if my club is eligible for funding support?**

A Please review the criteria provided. If you are still uncertain as to whether you are eligible, please contact Ashley Wyatt, Community Support Manager, at [ashley.wyatt@britishrowing.org](mailto:ashley.wyatt@britishrowing.org).

**Q We do not have experience of completing application forms. What support is available?**

A The process and application form aim to be simple and straightforward and we encourage concise, bullet point responses. If you require support please contact Ashley Wyatt, Community Support Manager, at [ashley.wyatt@britishrowing.org](mailto:ashley.wyatt@britishrowing.org).

**Q At the time of applying we are uncertain as to exactly what activity will be permitted over the coming months. What will happen if our plans change?**

A We understand that there is still some uncertainty regarding what activity will be permitted and/ or possible. Please complete the application form based on the information currently available to indicate your intended activity programme. Some flexibility will be permitted to reflect changing circumstances, subject to the objectives of the programme being met.

**Q What information is available for clubs on promoting inclusive programming?**

A British Rowing's Inclusive Club Guide, which was published in 2018, can be downloaded from the British Rowing website.

## School Grant Programme - Application Form

Please complete and submit the following grant form by 5pm Monday 22 March, confirming that you have read and understood the terms and conditions and submit to [clubsupport@britishrowing.org](mailto:clubsupport@britishrowing.org). We strongly encourage concise/ bullet point responses when completing the form.

Please contact Ashley Wyatt, Community Support Manager, [ashley.wyatt@britishrowing.org](mailto:ashley.wyatt@britishrowing.org), if you require a word version of this form.

Section A	Applicant contact details <i>(Please note that the applicant should be a member of the Club Committee and the application should be supported by the Club Chair).</i>
1.	Name (first name and surname)
2.	Title
3.	Email address
4.	Daytime phone number
5.	Postal address
6.	Contact's position within the Club/ Organisation
7.	Club Chair name and email address <i>(if different to applicant details above)</i>
Section B	Club details
8.	Club name
9.	Postal address
10.	Club type

Section C	School details
11.	Name of partner school(s) and the lead contacts at each school
12.	Please provide a summary of the state school rowing activity that was being delivered prior to March 2020 (prior to lockdown 1). Please confirm the programme objectives, how long they were running, whether activity was indoor or on-water, curricular or extracurricular and the scope of activity delivered.
13.	Please provide a summary of any state school rowing activity that has been delivered between April 2020 and March 2021.
14.	What are your current plans for the return of your state school rowing activity (without grant support and taking account of the government's current plans to phase out lockdown restrictions).
15.	Please provide, if relevant, evidence with regards to the inclusivity of your programmes eg number of pupils within the participating schools that are eligible for free school meals/ pupil premiums and/ or percentage of pupils from ethnically diverse communities.
Section D	Programme plans
16.	Please set out the total amount you are requesting from the School Grant Programme.
17.	Please provide details of the activity you plan to deliver using the school grant funding (on-water/indoor, curricular/extracurricular/holiday programmes) and when this will take place.
18.	Please provide details of the costs the school grant will be used to cover (ensuring that this reflects the fund criteria).
19.	If you are not successful in securing this grant funding, what impact would this have on your school activity plans?
Section E	Supporting information
20.	Please list below any other supporting information you will be submitting with your application. <i>Note: Community clubs will need to provide evidence of formal school-club partnership(s) eg Memorandum of Understanding (MOU) or a letter from the school.</i>

Please tick this box to confirm that you have read and accept the grant terms and conditions. Information contained within the form and any attachments will be treated with the strictest confidence and managed in accordance with our Privacy Notice.

# **Appendix 1**

## **School Grant Programme**

### **Terms and Conditions**

#### **Definitions**

“The club” refers to the British Rowing affiliated member club or organisation receiving the grant subject to these terms and conditions.

“Eligible costs” refers to the specific types of costs for which clubs can apply for grant funding.

“Financial need” refers to the amount of funding needed by the club to deliver the stated state school rowing activity.

“Fund criteria” refers to the criteria which all clubs must meet before applying for grant funding.

The “grant agreement” includes both the final version of these terms and conditions and the grant award letter.

#### **1. In general**

- 1.1. The club acknowledges that the School Grant Programme has been established to enable British Rowing affiliated clubs to resume their state school rowing programmes, once restrictions allow. It understands that grants will be paid using Sport England Satellite Club funding.
- 1.2. By submitting its application, the club/ organisation confirms that its grant application is consistent with the objectives of the School Grant Programme and meets the fund criteria.
- 1.3. The club will be available to meet with British Rowing as necessary in relation to the grant process and be open and transparent in any discussions with British Rowing and in any supporting information that is provided.
- 1.4. British Rowing reserves the right to vary these terms and conditions at its absolute discretion.

#### **2. Eligibility and financial need**

- 2.1. The club confirms that the details of its financial need and eligible costs, as detailed in its grant application, are accurate and consistent with the objectives of the School Grant Programme and stated eligibility criteria.
- 2.2. The grant will only be used for the purpose set out in the club’s application form and grant agreement or as may be otherwise agreed in writing with British Rowing.
- 2.3. The club will immediately inform British Rowing if its eligibility and financial need change and accept that this may result in part or all of the grant being withdrawn.
- 2.4. If the club spends less than the whole grant on the eligible cost, the club may approach British Rowing to seek agreement on the use of unspent funds for an alternative eligible cost. Such use is conditional on the prior written agreement of British Rowing. If requested, the club will return the unspent amount promptly.

- 2.5. The club agrees to provide British Rowing with access to all financial information of relevance to the grant application process, eligible costs and financial need.
- 2.6. British Rowing will not increase the grant if the club spends more than the sum set out in its grant agreement.

### **3. Club information**

- 3.1. The club will inform British Rowing of any changes to the club information provided on the grant application form and will make sure that such information is correct and up to date at all times.
- 3.2. The club will meet the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (2016/679) in its dealings with British Rowing.
- 3.3. The club will maintain adequate insurance at all times and, if asked, will supply evidence of insurance cover. This includes employee and public liability insurance.
- 3.4. The club will inform British Rowing if any legal claims are made or threatened against the club, trustees, directors, employees or volunteers which would adversely affect the clubs eligibility, financial need or the information provided in the application form.
- 3.5. The club will inform British Rowing of any investigation, including safeguarding investigations, concerning the club, trustees, directors, employees or volunteers carried out by the Police, the Charity Commission, HM Revenue & Customs, or any other regulatory body.
- 3.6. The club will inform British Rowing of any issues that may impact on its financial sustainability, club management or governance.

### **4. VAT**

- 4.1. The club acknowledge that the grant is inclusive of VAT and British Rowing has no further obligations with respect to the club's VAT liabilities in relation to the grant or at all.

### **5. Publicity**

- 5.1. The club will acknowledge the grant publicly as appropriate and practical, as well as in its accounts and annual reports or similar.
- 5.2. The club consents to British Rowing publicity and related marketing about the grant. The club will assist British Rowing with any reasonable press or media related activities as British Rowing requires.

### **6. The club's annual report and accounts**

- 6.1. The club will show the grant and related expenditure as a restricted fund under the description "British Rowing School Grant" in its annual accounts. It will identify unspent funds and assets in respect of the grant separately in its accounting records.
- 6.2. The club will keep proper and up to date accounts and records after the award of the grant, including summary profit and loss accounts and management accounts, personnel and payroll records and invoices, which show how the grant has been used. It will make these financial records available to British Rowing upon request.

## **7. Measurement and evaluation**

7.1. The club will inform British Rowing immediately if there is to be any variation to the nature or amount of the payments covered by the grant agreement.

7.2. The club will keep all receipts and invoices relating to the payments covered by the grant agreement.

7.3. Within three months of the grant payment being made, the club will confirm:

- That the funds have been used in line with the grant application.
- The impact of the grant on the club.

7.4. The club will provide any further information asked for by British Rowing about the impact of the grant, the club and its activities, the number of users and other beneficiaries, or other information as required by British Rowing. British Rowing may use this information to monitor the project and evaluate the impact of the School Grant Programme.

## **8. Length of grant agreement**

8.1. These terms and conditions and the grant agreement remain in force for whichever of these is the longest:

- Two years following the date of payment of the grant.
- As long as any part of the grant remains unspent.
- As long as the club has outstanding obligations under these terms and conditions (this includes any outstanding reporting on grant expenditure or project delivery or any obligations to maintain records).

## **9. In agreeing to these terms and conditions and the grant agreement, the club accepts the following:**

9.1. In the event of any fraud relating to the club's stated financial need or other wrongful use of the grant, British Rowing will seek recovery of losses and, where appropriate, report the matter to the police or other authorities and pursue criminal prosecution.

9.2. The club accepts that British Rowing may share information about grants distributed via the School Grant Programme with any parties of its choice.

9.3. British Rowing may demand repayment of all or part of the grant if any of the following circumstances occur:

- The club fails to meet these terms and conditions or the terms of its grant letter.
- The club completed the application form dishonestly or significantly incorrectly or misleadingly.
- The club or any other person or organisation operating for the club gave British Rowing any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process.
- The club fails to comply with A Code for Sports Governance insofar as it relates to the club.

- Club committee members, volunteers or staff act dishonestly or negligently or in any way, directly or indirectly, to British Rowing's detriment.
- The club is subject to an investigation or formal enquiry by the Police, the Charity Commission, Companies House, HM Revenue & Customs, or other government or regulatory body.
- The club ceases to operate as a rowing club, merges or is taken over by a non-rowing related enterprise or is closed either voluntarily or compulsory.
- The club receives funding to cover all or part of the funding need as described on the application form from any other source.
- There is a significant change of club purpose, governance or management, such that British Rowing, in its absolute discretion, judges that the grant is unlikely to fulfil the purpose for which it was made.
- At any stage of the application process or during the period of the grant agreement the club does not provide British Rowing with information that may affect or have affected its decision to award, continue or withdraw all or part of the grant.
- The club is, or becomes, ineligible to receive a grant.

#### **10. Additional conditions**

10.1. British Rowing has the right to impose additional terms/conditions on the grant if:

- The club is in breach of the grant agreement and terms and conditions.
- British Rowing withdraws any part of the grant funding for any reason.

#### **11. By signing the grant acceptance form and associated terms and conditions, you have confirmed the following:**

- 11.1. That the two signatories are authorised by the club named in the application form to enter into a legally binding agreement on the club's behalf.
- 11.2. The signatories are authorised by the club to repay the grant from club funds, on its behalf, if the terms of the grant letter and/or these terms and conditions are not met.
- 11.3. The information given in the application form, on the grant acceptance form, and any supporting or updating documents is true and the enclosures are current, accurate and adopted or approved by the club.
- 11.4. The club understands that any offer of grant will be subject to the grant letter and these terms and conditions.
- 11.5. The club has not altered or deleted the original wording and structure of the application form as it was originally provided or added to it in any way.