

## Fund Procedures

June 2009



### SECTION 1: General Introduction

British Orienteering clubs and associations have two distinct funds available to them for the support of different areas of orienteering.

The names and details of the funds are as follows:

- THE 'O' FOUNDATION**-SUPPORTING JUNIORS DIRECTLY
- DEVELOPMENT FUND**-SUPPORTING THE SUSTAINED AND OVERALL DEVELOPMENT OF ORIENTEERING

Section 2 of these procedures gives details of general procedures applicable to the funds.

Details of who can apply and what the funds can be spent on are detailed in Section 3 of these procedures.

## SECTION 2: General procedures

Applications for all funds will be dealt with using the same standard procedure. Applicants must fill in an application form, filling all necessary details including copies of the budget for the project, copies of all sources of income including other grants and the club/association balance sheets. Applications will be assessed twice yearly. Applications to The 'O' Foundation are assessed by the charities trustees.

Applications to the Development Fund are assessed by the British Orienteering Development Committee.

Application deadlines are 27<sup>th</sup> August 2010 and 28<sup>th</sup> January 2011. All applications made throughout the year will be 'batched' and assessed at these deadlines.

Funding application forms can be found on the British Orienteering website ([www.britishorienteering.org.uk](http://www.britishorienteering.org.uk)) or by contacting Laura Martin at the British Orienteering National office.

The application dates are as follows:

Application Deadline	27 <sup>th</sup> August 2010
Pre-assessment	by 3 <sup>rd</sup> September
Assessment	by 24 <sup>th</sup> September
Payment	by 1 <sup>st</sup> October

Application Deadline	28 <sup>th</sup> January 2011
Pre-assessment	by 4 <sup>th</sup> February
Assessment	by 18 <sup>th</sup> February
Payment	by 1 <sup>st</sup> March

Applications should be submitted electronically to [laura@britishorienteering.org.uk](mailto:laura@britishorienteering.org.uk) (accompanying evidence must still be provided)

After applications have been received they will be collated and pre-assessed by The British Orienteering Executive Officer. If any further information is required at this stage, before assessment by the trustees, the Executive Officer will contact the applicant by telephone or email. The pre-assessment process will last two weeks and will ensure all the relevant documentation is in order before applications are sent to the trustees/Development Committee members.

Once decisions have been made, the Executive Officer will then send a copy of the completed application form to the British Orienteering Accounts Manager for a cheque to be drawn up.

Once the cheque has been drawn up it will be sent by the Executive Officer to the applicant together with a letter and details of the reporting back procedure.

British Orienteering now request that any club or association receiving funds report back on the usage and impact of the monies awarded. Enclosed with the cheques will be a standard reporting form that requires those receiving the

awards to complete the details of how the money was spent. This will need to be accompanied by a copy of the closing accounts for the project.

### SECTION 3: Individual fund issues

<b>Name</b>
<i>The Bertie and Elsie Ward Funds included in The 'O' Foundation</i>
<b>What it can be used for</b>
<i>The Junior Competition Enhancement Spend (TJCES)</i>
<i>The Junior Trips/Tours Spend (TJT/TS)</i>
<b>History</b>
<i>The Ward Fund was a Declaration of Intent and now forms part of the funds available in the 'O' Foundation charity.</i>
<b>Limits applicable (amount and time limits)</b>
<i>TJCES</i>
<i>TJT/TS - £25 per junior maximum</i>
<b>Who can apply</b>
<i>TJCES – Event Organisers for junior events</i>
<i>TJT/TS – Regional Squad Managers</i>

<b>Name</b>
<i>The Development Fund</i>
<b>What it can be used for and examples</b>
<i>Club and Association Development Project</i>
<i>e.g. The employment of a club development officer</i>
<b>History</b>
<i>The income to the fund consists of the British Orienteering share of the levy from multi-day events.</i>
<i>All Clubs and Associations are able to tender for support from the fund for development projects that they may be planning.</i>
<b>Limits applicable (amount and time limits)</b>
<i>Amount – None</i>
<i>Time limits – Deadlines mentioned above apply</i>
<b>Who can apply</b>
<i>Clubs and Associations</i>