

PROGRAMMES & FUNDING GUIDANCE

This document provides guidance and a framework for bringing the THF mission to life through its programmes.

1. It gives an outline and breakdown of the programmes that are delivered.
 2. The process to implement these.
 3. Funding policies around how we deliver and fund programmes.
 4. The compliance requirements for each programme.
 5. With a set of criteria around who THF partners with, who THF seeks to support and where THF delivers.
 6. What THF can fund and the items involved.
 7. And detailed information around the programme delivery costs
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1. THF PROGRAMMES

PARTNER PROGRAMMES Activity-based sports programmes delivered directly to areas of deprivation with community-led partners creating regular opportunities to participate and progress.		
THF	Community Activity Programmes	Creating sustainable activity for young people so they can experience the benefits of sport. Providing coaching delivery, associated equipment, teacher/coach training, progression into further opportunities. Within state schools and community settings.
PPS	Group Advancement Programmes	Supporting groups of young people who wish to advance but need funding for extra training & coaching, helping to increase work and provide qualifications for the delivering coaches and as an additional benefit working to help the host partner become more sustainable. Within clubs/academies.
BESPOKE PROGRAMMES Offering specific and specialist support for deserving and in need young people.		
THF	Scholarships	Providing a first class education at Reed's School for young people at risk.
THF	Opportunity Fund	Funding sporting and educational opportunities for young people to help them thrive. Within state schools targeting students on FSM/PP/SEND/in care.
PPS	Individual Advancement Programmes	Support for aspiring athletes who have a positive attitude and winning mindset but need extra support to overcome barriers and progress to an elite/professional level. Recommendations from PPS-GAP, referrals from other organisations.
PPS	Career Path Programmes	Training and educational opportunities to support a pathway to employability. Referrals from partners targeting those who need an opportunity to progress their career path.
SPECIAL NEEDS PROGRAMMES Providing collaborative & meaningful funding to specialist partners who are supporting profoundly disabled & life limited youngsters.		
THF	Special Grants	Providing greater financial support for areas of need within hospices and special schools.
THF	Inclusive Activity Programmes	Creating programmes to allow SEND students to experience sport in a way they deserve to. Providing specialist coach delivery, teacher/coach training in alternative sports provision, access to equipment and opportunities to come together and take part / compete in an accessible way. With SEND units within state schools, special schools.
ADDITIONAL PROVISION: MENTORSHIP		
Mentorship workshops		Enhancing experiences and education on areas in/around mental health.
Individual mentoring		Positive guidance to those we support.
OTHER		
THF	Facility Funding Projects	Funding for capital projects to improve facilities for vulnerable and disadvantaged young people.

2. PROGRAMMES PROCESS

September	YEAR-START Programmes continue from previous year -> renewal agreement and onboarding Or, new proposed programmes start -> programme agreements in place and onboarding	
November	CEO	Programme updates - Meetings with programme point-person
December	CEO	Programme proposal preparation
January	CEO	Programme reviews: - Meetings with programme point-person, - Feedback forms, - Input into Impact Measurement (M&E) database
February	Trustees	Programme planning based on: - Budget, - Existing programmes reviews (continue / intervene / stop), - Programme proposals (start new)
March	6-MONTH POINT Programmes continue from previous year -> renewal agreement and onboarding Or, new proposed programmes start -> programme agreements in place and onboarding	
May	CEO	Programme updates: - Meetings with programme point-person
June		Programme proposal preparation
July	CEO	Programme reviews: - Meetings with programme point-person, - Feedback forms, - Input into Impact Measurement (M&E) database
August	Trustees	Programme planning based on: - Budget, - Existing programmes reviews (continue / intervene / stop), - Programme proposals (start new)
April - July Oct - Feb	CEO	Meet potential partners, design potential programmes for proposals. Deal with partner/programme enquiries Ref: Partner Database, expression of interest form.

3. FUNDING POLICIES

- Programmes (and associated funding) are reviewed by trustees at two points in the year (February and August):
 - Programmes/funding will continue if fundraising and budget allows, and Impact & Engagement score is between 3-5 out of 5.
 - Programmes/funding will stop or pause for intervention if Impact & Engagement score is between 1-2 out of 5 (or if circumstances mean that the THF budget does not allow)
- THF will make payments against itemised invoices and on agreed items of spend, which are stated in a Programmes Agreement.
Must include reasonable supporting information, receipts, proof of purchase.
And will only pay-out on costs that are incurred, not on items that aren't provided (i.e. due to unforeseen weather or Covid-19).
- All payments to be paid in the financial year that they relate to, where possible (year-end 31/08).
- THF will make payments retrospectively to the costs incurred and the programme being delivered.
In certain circumstances, we can make payments in advance - to a maximum of 3 months.
- The amount, allocation and payment of any Financial Support, is in every case, determined and managed by THF in its sole discretion, acting reasonably.

4. COMPLIANCE

- Every programme has a 'Programme Agreement' in place.
- This is a commitment to deliver the described programme.
- Outlining conditions, time periods and associated funding, how it will be paid - referring to funding policies above.
- It also covers obligations for each party involved.
- This includes requirements for deliverers/coaches regarding qualifications, training and checks.
- Proof of these requirements need to be made available to THF on request.
- If a programme continues, a 'Programme renewal' email is sent.
- Outlining any changes to the original agreement.

5. CRITERIA

- Charity trustees must *'have regard'* to the Charity Commission's *'public benefit requirement'*.
<https://www.gov.uk/guidance/public-benefit-rules-for-charities>
- Programmes are delivered *directly with partners* and *directly to the beneficiaries*.

PARTNER PROGRAMMES	BESPOKE PROGRAMMES	SPECIAL NEEDS PROGRAMMES
<p>Programmes delivered with:</p> <ul style="list-style-type: none"> • Schools who have Free School Meal rates above the National average (19.7% in October 2020). • Community-led organisations that are in the: <ul style="list-style-type: none"> - Bottom 20% most deprived local areas. - Or, the bottom 25% most deprived local authorities. • Can demonstrate a financial need. • Coaches and mentors who THF consider to be 'role models' and will positively influence the participants holistically. 	<p>Measures for students in school:</p> <ul style="list-style-type: none"> • Receiving free school meals (FSM). • Pupil premium (PP) • Special educational needs & disabilities (SEND). • Those in care. • Those on Educational, Health & Care Plans (EHCP). <p>In other circumstances, young people can be:</p> <ul style="list-style-type: none"> • Recommended by: The point-person on a Partner Programme or; • Referred by another organisation. <p>A case for support is built on whether they:</p> <ul style="list-style-type: none"> • Deserve support: Through behaviours, attitudes, actions. • Need support: Vulnerable - marginalised, Single/no parent upbringing, special/complex needs, disabled. Disadvantaged - socio-economic hardship, deprived of opportunity, marginalised group. 	<ul style="list-style-type: none"> • Partner/unit is dedicated to supporting profoundly disabled and life limited youngsters. • The partner/unit can demonstrate: <ul style="list-style-type: none"> - Financial need - Gap in provision

* Using the Index of Multiple Deprivation (IMD) measure.

6. WHAT THF WILL FUND		
<ul style="list-style-type: none"> • Programmes that are in line with the THF mission and meet the programme descriptions and criteria above. <ul style="list-style-type: none"> • Programmes that are; 1) New, or 2) At risk of not continuing. • Items that will help to transform the lives of vulnerable and disadvantaged young people. 		
PARTNER PROGRAMMES	BESPOKE PROGRAMMES	SPECIAL NEEDS PROGRAMMES
Coach delivery costs Subsidised/funded memberships Mentor provision fees Facility hire Equipment costs	School fees External/extra-curricular activities Mentor provision fees Courses/qualifications Paid work experience Ind coaching costs / training fees Equipment costs Supporting expenses	Specialist equipment Specialist support roles Teacher/coach training Alternative provision
OTHER		
Facility funding projects.		

7. PROGRAMME DELIVERY COSTS

COACH / MENTOR / ITEM	COST
Paid work experience	Relevant minimum wage - £12.50 / hour
Assistant coaches	£12.50 - £15.00 / hour
Coaches (level 1-2)	£15.00 - £25.00 / hour
Coaches (level 3-5)	£25.00 - £50.00 / hour
Mentor meetings, workshops	£50.00 (or voluntary)
Half/full day charges	At market rate
Coaching/service providers additional admin fee	10% on top of coaching delivery costs
Facility hire Equipment Supporting expenses Facility funding projects	As agreed in Programme Agreements On proof of invoice/receipt