

PROGRAMMES & FUNDING GUIDANCE

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

1. It explains the difference between the two methods in which we achieve our charitable objectives:
Service-provision programmes and grant-giving
2. With a breakdown of the programmes that are provided
3. The process to implement these
4. A set of criteria around who THF partners with, where THF operates and who THF seeks to support
5. Funding policies
6. The specific funded items involved
7. A delivery cost guide
8. And the compliance requirements

Linked charity - Performance Plus Sport UK (1161964-1) - adhere to the same Programmes & Funding Guidance outlined in this document.

1. HOW WE ACHIEVE OUR CHARITABLE OBJECTIVES

SERVICE-PROVISION PROGRAMMES	GRANT-GIVING
Direct delivery programmes in areas of deprivation and specific programmes for individuals in need.	Financial assistance to other charities and registered community groups in order to fund specific items.
Designing the delivery of an ongoing programme in collaboration with a host partner and delivery partner.	A partner will apply to THF for a grant (one-off projects, facility improvements , specialist equipment).
Active and direct relationship with the partners.	In-direct relationship with the partners.
Payments made directly to the service-provider / service-user on invoice.	Payments are made to the grantee in 1/2 sums who manages the funding.
THF actively collects data and records impact.	Report is provided upon completion of the grant.
'Spot-funding' - tailored services (and funding) to meet specific needs.	
Mentorship is provided	

2. THF PROGRAMMES

SERVICE-PROVISION PROGRAMMES

SPORTS PROGRAMMES

Sports programmes which breakdown access and financial barriers to allow young people the opportunity to participate and progress.

THF	Community Activity Programmes	Creating regular activity and further opportunities for young people so they can experience the benefits of sport.
THF	Inclusive Activity Programmes	Creating inclusive activity for young people with special educational needs and disabilities so they can experience sport in a way that is accessible and relevant to them.
PPS	Group Advancement Programmes	Supporting groups of young people who wish to advance but need funding for training and extra coaching, as well as assistance for the delivering coaches.
PPS	Individual Advancement Programmes	Support for aspiring athletes who have a positive attitude and winning mindset but need extra support to progress to an elite/professional level.

EDUCATION PROGRAMMES

Education programmes to provide opportunities for students who require extra support and young people who wish to progress their career path.

THF	Scholarships	Providing a first class education at Reed's School for young people at risk.
THF	Opportunity Fund	Funding extracurricular opportunities for aspirational students.
PPS	Career Path Programmes	Training and educational opportunities to create a pathway to employability.

MENTORSHIP

An additional source of support to provide positive guidance.

Mentorship workshops	Enhancing and educational group workshops and experiences.
Individual mentoring	Unique relationship to help provide support to individuals.

GRANT-GIVING PROGRAMME

THF	Grants	Financial assistance to other charities and registered community groups in order to fund specific items with a sport and/or educational element.
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ADDITIONAL CHARITABLE ACTIVITIES & PROJECTS

Acting on other opportunities and needs to support disadvantaged young people and their families experiencing hardship and poverty.

3. PROCESSES

INTERNAL ANNUAL PROCESS	
September	YEAR-START Programmes continue from the previous year -> renewal agreement Or, new proposed programmes start -> programme agreements in place
December	Programme proposal preparation
January	Programme reviews Grant application deadline
February	Programme planning based on: - Budget update, - Existing programmes reviews, - New programme proposals
March	6-MONTH POINT Programmes continue from the previous period. Or, new proposed programmes start -> programme agreements in place
May	Programme proposal preparation
June	Programme reviews Grant application deadline
July	Programme planning based on: - Annual budget, - Existing programmes reviews, - New programme proposals

PROGRAMME PROCESS	
SERVICE-PROVISION PROGRAMMES	GRANT-GIVING PROGRAMME
<ol style="list-style-type: none"> 1. Planning <ul style="list-style-type: none"> - Designing programmes based on criteria - Building into budget 2. Approval <ul style="list-style-type: none"> - Propose/recommend programmes to trustees - Programme agreement, renewal 3. Implementation <ul style="list-style-type: none"> - Coordinate programmes, ongoing logistics - Work with partners to ensure compliance and delivery - Facilitate mentorship provision 4. Review <ul style="list-style-type: none"> - Asses Impact & Engagement - Data collection - Recommend to continue / pause / stop 	<ol style="list-style-type: none"> 1. Grant applications (Annual deadlines: end-June & end-January) 2. Approval <ul style="list-style-type: none"> - Propose/recommend applications to trustees - Grant agreement 3. Review <ul style="list-style-type: none"> - End of grant report, case study - Data collection

4. CRITERIA

GENERAL	<ul style="list-style-type: none"> • Programmes that are; - New, or - At risk of not continuing. • And where there is; - A clear financial / socio-economic need, and - Gap in provision.
PARTNERS	<ul style="list-style-type: none"> • Delivered with the most effective and collaborative partners (host partners and delivery partners). • And inspirational coaches, teachers, mentors. • Who THF consider to be 'role models' and will positively influence the beneficiaries. • Host partners: Schools and community organisations (clubs / academies / providers / youth centres). With a disability focus: dedicated SEND units within schools, SEMH schools (social, emotional, mental health), special schools - with a range of more profound and complex disabilities, hospices/hospitals dedicated to supporting vulnerable young people. • Delivery partners: Providers and independent coaches, teachers, mentors.
WHERE	<p>We aim to deliver programmes in the most deprived areas with the highest rates of poverty. Our criteria for schools and community-based organisations is as follows:</p> <ul style="list-style-type: none"> • (Schools) with Free School Meal rates above the national average (22.5% in June 2022), and/or: • In the bottom 30% most deprived areas of England (deciles 1-3), and/or: • A deprivation variance from local authority to local area of 20% (2 deciles) or more. <p><i>* Deprivation data using The English Index of Multiple Deprivation (IMD) measure</i></p>
DIRECT TO INDIVIDUALS	<p>Criteria measures for students in school:</p> <ul style="list-style-type: none"> • Receiving Free School Meals (FSM). • On the special educational needs & disabilities (SEND) register. <p>In other circumstances, young people can be:</p> <ul style="list-style-type: none"> • Recommended by the point-person within an existing programme. 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, disabled) and/or disadvantaged (by socio-economic hardship, deprived of opportunity, marginalised group).
GRANTS	<ul style="list-style-type: none"> • Applications from charities and other registered community-based groups. • There must be a sport/activity and/or education element to the grant. • Benefitting disadvantaged children and young people up to the age of 25 who are disadvantaged by: Financial hardship and wider socio-economic issues and/or ill health and disability. • Grants will fit one of: Project grant - one-off grants where there is a clear start and finish within the grant period, rather than an ongoing programme. Specialist equipment - funding towards a piece(s) of equipment where its use will transform the lives of young people. Facility funding improvements - where improving a facility will increase access and enhance the experience for those who use it (predominantly young people).

5. FUNDING POLICIES

- Programmes (and associated funding) are reviewed by trustees at two points in the year (February and July):
 - Programmes/funding will continue if Impact & Engagement score is between 3-5 out of 5.
 - Programmes/funding will stop / pause for intervention if Impact & Engagement score is between 1-2 out of 5
- THF programmes (and associated funding) will cease if a partner/individual fails to adhere to their obligations, fails to engage in their programme or misuses any of the funds and/or THF funding policies.
- THF will look to fully-fund programmes (but will consider part-funding in exceptional circumstances).
- All agreed funding will be used and paid in the financial year that they relate to, where possible (year-end 31/08).
- The amount, allocation and payment of any agreed funding, is in every case, determined and managed by THF in its sole discretion, acting reasonably.
- Workers employment status:

By HMRC rules all delivery partners are hired to provide services and are considered self-employed contractors. The delivery partner invoices THF for their work.

There is no promise of work, only Partnership Agreements where there is a commitment to deliver a programme. There are no grounds for employment and no employment rights.

If HMRC were to dispute an employment status, the worker accepts all liability for any resulting tax and penalties.

SERVICE-PROVISION PROGRAMMES	GRANT-GIVING
<ul style="list-style-type: none"> ● THF will make payments against itemised invoices and on agreed items of spend, which are stated in a Programme 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). ● 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 2 months. 	<ul style="list-style-type: none"> ● Charitable grants will be paid at two points in the year (March and September). ● Never more than 50% of the total grant at one point.

6. WHAT ITEMS THF WILL FUND

SPORT PROGRAMMES	EDUCATION PROGRAMMES	GRANTS
Coach delivery costs Subsidised/funded memberships Facility hire Ind coaching costs / training fees Courses/qualifications (Teacher/coach training) Specialist services Equipment costs Supporting expenses	School fees Extra-curricular activities Courses/qualifications Paid work experience Supporting expenses	One-off projects Specialist equipment Facility funding improvements
Mentor fees		

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
Delivery partner additional admin fee	10% on top of coaching delivery costs
Facility hire Equipment costs Supporting expenses	As agreed in Programme Agreements On proof of invoice/receipt

8. 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 partners 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.