

BJA Eastern Area
Funding Application Policy

Version 20230613

1. About this policy

The intention of this policy is to provide our members with details of how to apply for funding from the British Judo Association (BJA) Eastern Area (EA).

Within this document you will find eligibility criteria for applications and details of expectations should your application be successful.

2. About the Programme

This program is designed to be open to all area members who aspire to progress through the ranks to meet their potential in all aspects of Judo, such as (but not limited to) competitive Judo, Coaching, Kata, Officiating & Refereeing. There is also a provision for hardship funding.

This funding will assist in supporting access to events and opportunities that individuals may not be able to access without additional financial support. All registered members within the BJA's Eastern Area are eligible and can apply for funding support up to a maximum of £500 on a single application. There will be 4 application windows throughout the year. There is no limit on the number of applications that an individual member can make.

The above will be reviewed by the EA committee on an annual basis.

3. Programme Objective

The objective of this programme is to support Eastern Area members to reach their potential within the sport.

4. When will the funding be available?

The programme will be launched on 1 October 2022. There will be 4 application windows as laid out below:

- October to December
Outcomes will be advised in writing by the end of February
- January to March
Outcomes will be advised in writing by the end of May
- April to June
Outcomes will be advised in writing by the end of August
- July to September
Outcomes will be advised in writing by the end of November

5. Budget

Following the Annual General Meeting, the Executive Committee will allocate a proportion of the previous years' revenue to this programme. Each years' budget will be determined independently from previous years' allocation and will be set at a level of at least 40% and no more than 60% of the Area's net income.

6. Application process

Applications must be received on the application form. These forms should be sent to the Area Funding committee by the last day of the funding window. Any applications received outside of this period will be reviewed in the next funding window.

7. Minimum Funding Standards

All awards must be accounted for. Original receipts for expenses to the level of awarded funds must be provided to the EA Funding Committee.

Funding may be used for travel, accommodation, testing, fees & out of pocket expenses etc but not for onward travel or other personal expenses unless agreed in writing prior to the spend.

8. Eligibility

The Funding Programme is open to all members of the Eastern Area.

- The funding application must be completed by one of the following:
 - The applicant (if over 18 years)
 - Members parent/guardian (under 18 years only)
 - Members coach on behalf of the member (any age). Note: If the member is under 18 years, the application must also be endorsed by the members' parent/guardian.
- The applicant must have held a BJA license in the name of an Eastern Area club for a minimum of 2 years prior to making an application.
- Where an applicant is seeking funding to support their progression to the 'next step', they would be expected to be able to evidence recent success, experience and/or justification for their funding request. For example,
 - If an applicant requested funding support for a European Open, they would be expected to have a degree of experience at European Cup level.
 - If an applicant requested funding for a European Cup they would be expected to be on a Home Nations programme or have recent podium finishes at National level. For officials/referees the equivalent standard would apply.
 - Hardship funding & other types of application will be reviewed on a case by case basis.

9. Funding Priorities

Applicants with what the funding review panel deem to be in the greatest need or have the best chance of success will be prioritised should there be a high number of applications or insufficient funds available.

10. Application Process & Assessment

Your funding request should be received within the funding window(s) laid out in clause 4 to prevent delays in processing your application.

Funding will be paid retrospectively. In certain circumstances, we may provide the award in advance. If this is something you wish to request, full details should be disclosed in your application.

Details of funding requests will not be discussed outside of the review process and the review panels decision will be final. Reviews will be completed in line with the timings detailed in clause 4.

The application process will follow the guidelines laid out below:

- Once all applications are received as per the schedule in clause 4, members of the Area Funding committee will confirm eligibility within 2 weeks
- Applicants who are unsuccessful at this stage will be contacted by the Area Funding committee. Where appropriate, an opportunity to provide further information will be given thereby enabling their application to meet the eligibility criteria. This must be provided within 5 days of the request. If the requested information is not available, the application will be withdrawn.
- Successful applicants at this stage will be put forward to the Area Funding committee for consideration
- The Area Funding committee will meet approximately 6 weeks after the closing date
- Applications will be assessed under the following criteria:
 - Future potential of the applicant
 - The need of the applicant
 - Likelihood of success
 - Resilience & determination
 - Commitment to personal development
 - Commitment to the Eastern Area (supporting events etc)
 - Funding priorities in clause 9 (if appropriate)

11. Payment of Funding Awards

We will endeavour to make payment within 14 days of notifying you that your application has been successful.

Funding awards will be paid in one instalment of the amount awarded. Payment will be made by BACS into the applicants (or parent/carer for under 18's) bank account, unless otherwise agreed.

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 or bring the Eastern Area into disrepute.

12. Reporting

We have a duty to ensure that funding awards are used for the purposes that they have been applied and agreed for. You should therefore be able to supply receipts & evidential documentation relating to monies spent from funding award allocation as requested by the EA Treasurer. The Eastern Area Treasurer will report on awards made at the Annual General Meeting.

13. Evaluation

Successful applicants are expected to participate in any evaluation exercise(s) carried out by the EA that may enable us to measure the impact and value of the funding that has been awarded.

14. Assistance

Should you require any assistance in completing your application, please contact the Area committee with any queries you may have around the application process, or related matters.