



# ASSIST FUND GUIDE

---

A BASKETBALL ENGLAND  
MEMBER GRANTS FUND

**#TOGETHERWEAREBASKETBALL**  
**[WWW.BASKETBALLENGLAND.CO.UK](http://WWW.BASKETBALLENGLAND.CO.UK)**



# Contents

---

- 01 Introduction and purpose of the 'Assist Fund'
- 02 Who Can Apply?
- 03 What We Want to Fund?
- 04 Preparing & Submitting Your Application
- 05 Application Process
- 06 Contacting Us

## 01 INTRODUCTION & PURPOSE

---

### **Welcome**

Welcome to our guide to help you access funding to support our young Basketball England members who are in need of financial support. This guidance is designed to help you consider how to apply for the '**Assist Fund**' and give you the best chance of success.

It is very important that you refer to this guide before and during your application to make sure you don't waste time applying for things we don't fund and that you meet our minimum standards for the fund. This helpful guide also provides details on our policies and application process and what happens if your successful.

In designing the guidance and application process, we have tried to get a balance of simplicity and having sufficient checks in place to ensure the money is spent on the neediest people and we can account for the spending to the membership. If you need assistance with your application, please contact us on 0300 600 1170 or email [assistfund@basketballengland.co.uk](mailto:assistfund@basketballengland.co.uk)

### **Purpose of the 'Assist Fund'**

In conjunction with every Regional Management Committee, Basketball England is piloting a new policy on promoting access by creating a small grants programme for the 2018/19 season for young people who are finding it difficult to continue to play or engage in basketball due to their inability to afford the growing costs to participate in the sport.

We want to help young members of Basketball England to keep playing and getting the most from their basketball involvement, regardless of age, background, level of ability and family income. Our members have provided feedback about some of the financial challenges for some young members and have asked Basketball England to respond with ways of helping young people and families to overcome this. We will evaluate the success of the pilot after our first round of grants and communicate any further developments or changes to improve accessibility to the membership in due course.

The '**Assist Fund**' aims to provide funding to support young people aged 18 years or younger that find it difficult to afford to play and develop within the sport.

The grants programme has been designed to help young people stay in the sport and achieve more through basketball in terms of:

1. **BE ACTIVE:** Continue to stay active by helping people avoid dropping out of basketball
2. **DEVELOP IN THE SPORT:** Develop lasting sporting habits and skill development
3. **DEVELOP THEIR POTENTIAL AND WIDER SKILLS:** Continue to benefit from their playing and learning experiences in the sport, helping them to develop life skills through basketball
4. **IMPROVE THEIR PERFORMANCE:** Improve progression and inclusion among members wishing to improve and get involved in the talent programmes

## 02 WHO CAN APPLY?

---

***“Before you consider applying for a grant you need to be sure that your organisation and individual beneficiaries are eligible to apply for a small grants award”***

### ***Eligible Applicants***

Eligible Applicants will be **Basketball England Registered Clubs only** (as of 1<sup>st</sup> October 2018) who are either:

- a not-for-profit, voluntary or community club or organisation with a formal constitution; or
- registered charity, not-for-profit company or community interest company (CIC)

For the avoidance of doubt, we **cannot accept applications** from:

- other social enterprises
- schools
- individuals
- sole traders
- companies that are aimed at generating profits primarily for private distribution
- organisations based outside England
- applications made by one organisation on behalf of another (i.e. a consultancy on behalf of a club)

### ***Number of Applications***

In order to manage an expected demand, we will limit applications to one per club per funding round (and a maximum of 3 individual beneficiaries per application). If clubs are submitting more than one application, we ask that the club assesses the need carefully and include their view on the priority order for its submissions by completing the application in order of priority. This will be applied should the fund be oversubscribed with eligible applications.

## 03 WHAT WE WANT TO FUND?

---

***“The focus of the grant spend should be on basketball related expenditure for the individual beneficiary where they are struggling to afford”***

### ***Young People - Low Family Income Backgrounds***

The main purpose of the fund is to help young people from low family income backgrounds to afford playing and staying involved in basketball. Therefore, the fund will only be eligible to support young players and/or coaches and officials who are:

1. **UNDER 18:** under 18 years of age on or after 01 September 2000
2. **BASKETBALL ENGLAND & CLUB MEMBER:** Registered as a member of Basketball England and at the Basketball England Registered club (the applicant)
3. **LOW INCOME FAMILIES:** as the simplest indicator of low income:
  - is currently in receipt of free school meals; or
  - if aged 16-18 and an only child, was on free school meals when leaving school; or
  - if aged 16-18 and has a sibling family member that is currently in receipt of free school meals

Beyond the basic eligibility criteria, we will ultimately judge the application based on your need, what you are going to spend the money on and why. The story about the individual involvement in the sport and what difference this fund will make to the individual applicant will be considered when deciding to award the fund. So, the final criteria will be:

4. **THE BENEFITS TO YOU AND BASKETBALL:** that you tell us what difference this will make to the young person receiving the financial support and the impact on their continued involvement and progression in basketball

### ***How much can we apply for?***

There are 3 levels of grants which you can apply for each individual: £50, £75, £100

### ***What can the fund be spent on?***

Our focus in deciding what we are able to fund is what difference you make with our funding, not what things you buy with it. However, there are things that we will not fund.

The fund can be spent on the following items to support the ‘individual’:

- **CLUB FEES:** club membership fees
- **BASKETBALL TRAVEL:** travel costs towards participating in games
- **DEVELOPMENT FEES:** payments towards RDTs and Aspire/England/GB programmes where they haven’t secured money from their school for the same things

- **PLAYING KIT:** playing kit where the club can demonstrate they can't afford to buy or access playing kit through the club
- **BASKETBALL QUALIFICATIONS:** coaching and/or officiating education and qualifications

For the avoidance of doubt we **can't fund**:

- Organisational overheads or running costs
- Club equipment or building/refurbishment costs
- Paying someone else to write your application
- Food and drink
- Medical treatment
- Unrelated travel costs
- Salaries
- For bursaries, sponsored places, fees or equivalent
- Financial costs such as loans, endowments or interest, recoverable VAT
- Political or religious activities
- Profit-making/fundraising activities
- Expenditure incurred prior to the grant award date (retrospective funding)
- Expenditure unable to start within 3 months of the grant award date
- Sharing the grant with others or people not named in your application
- Any unspecified expenditure

This is not an exhaustive list. If you are unsure about whether items of expenditure are eligible for funding please contact us (see section 6).

## 04 PREPARING & SUBMITTING YOUR APPLICATION

---

***“There are various aspects to consider and details we need but the focus of your application should be the difference it will make to the individual beneficiary participating in the sport”***

### ***How to Apply***

Plan and prioritise your application carefully so the young people with the greatest need benefit from the available support. You will need to ensure that they meet the criteria and decide who has the best case for funding.

Use our **online application form** to complete your application and submit additional information required accordingly.

**A common reason applications for small grants are unsuccessful is because all the required extra information is not included.** If you have any questions about what you need to submit, please contact us (see section 6). We have designed this so you don't have to spend a long time preparing your case for funding. However, we do need the right information by which we can be sure the fund is going to the people who need it the most and they meet the criteria. This is a members' fund and we have a duty to spend it wisely and help people stay in the sport.

We are unable to assess applications that are:

- **ineligible** including applying for items we won't fund.
- which have **information missing**
- with **questions that are not answered** on the application form

### ***When to Apply***

We will be implementing the first pilot round in the current season (2018/19). All applications will be verified and checked for eligibility nationally by Basketball England. The assessment of the applications detail, including your story and reasons you need the financial support, will be reviewed by each Regional Management Committee relevant to the applicant.

- Applications open: Friday 8 February 2019
- Closing date for applications: Monday 4 March 2019
- Assessment & Decisions: 4 March – 24 March 2019
- Applicants notified of decisions: by 31 March 2019

Applicants will be notified if there are any changes to these timelines.

## **What Information Will We Need?**

Below is the information you'll be asked to put in your application. Take the time to make sure you've got everything you need before you apply. If any information is missing, this may delay your application or give you less chance of your application being successful.

### **Club Contact details**

You'll need to give the names and contact details of **two club staff (e.g. Chair, Treasurer, Secretary etc)** from your organisation, one of whom will be the legally responsible contact for any grant awarded.

### **Organisation details**

What type of organisation are you? What is its full legal name and address and postcode?

### **Club Bank Account Confirmation**

To be eligible for an award, you will need to have a bank account in the name of the organisation (i.e. not a personal account). If you are successful, then we will require a copy of a recent bank statement (within the last three months) from your organisation at that stage to confirm the account and associated details.

### **Individual Beneficiary**

You'll need to prove the eligibility criteria of the individual with the following details:

- Name of the person
- Home Address & Postcode
- Date of Birth
- BE Membership Number
- Date Joined Club
- League & Division – i.e. the level the individual beneficiary is playing
- Parent/Guardian name and relationship to the individual beneficiary
- Equality & Diversity Information (for monitoring purposes so we can assess the access to the fund)
- Free School Meals confirmation. We will require evidence of your valid free school meal certificate or proof in another format such as a letter from the school on headed paper. We suggest you take a photo of this and add this to your online application.

### **What will you be spending the money on?**

Please provide a clear list of the costs involved against things that you eligible to apply for.

### **Why you need the fund - what difference the grant will make?**

You'll also have up to 300 words to tell us about what difference the grant will make to the individual beneficiary. Tell us more about the individual beneficiary and what they aim to achieve with the help of the grant. When completing this section, consider the purpose of the grant fund and its specific aims for individuals as detailed in section 1. You may also want to provide a supporting club statement with the application as to what difference it may make for the club.

### **Acceptance of Terms & Conditions**

Signatures of the two club representatives to confirm the acceptance of terms and conditions and that the individual meets the eligibility criteria.

## **Validity Checks of your Application**

As an organisation giving out grants, we will carry out some checks on the information you provide us, particularly around applicant organisation and eligibility criteria. This is to make sure that the information is correct and that the whole grant is being spent on the young person identified in the application.

We have a brilliant club affiliation at Basketball England, supporting thousands of young people. We know the intentions of the applications will be in the spirit of what we are trying to achieve from the fund. If for whatever reason the application isn't clear or we hear that the use of the grant isn't meeting the objectives of the fund, we will ask you for more information to ensure the money is being spent in the right way. As we are responsible for members and public money, we have a duty to assess the level of risk associated with any application or project that we fund. We therefore have a range of checks to help us assess risk.

We can't give specific details about all the checks we carry out as this would reduce how effective they are. However, we can give you some general information about the things we will look at and how we will handle any concerns we identify.

We want to play our part in helping disadvantaged young people achieve their ambitions and progress through the sport. To do this, we need to make sure that the grants we award go to clubs with the appropriate structures in place to make the most of the funding we have available and to the individuals in financial need and who will benefit the most. We will not award a grant or allow a current grant to continue if we identify a risk that our scarce funds will not be well managed.

Some of the things we will check and consider are:

- **Information Accuracy:** All information that you provide should be accurate, up-to-date and consistent with other information you've given us or information which is in the public domain (e.g. committee names match up, financial information matches account statement etc)
- **Governing documents:** Must be up-to-date such as your club constitution
- **Previous History:** We will review how your organisation has previously managed itself and there are no current underlying debts, unpaid fines or concerns
- **Applicants & Management Teams:** Although unlikely, we may identify concerns about a person named as a contact or who has a position within your organisation. These concerns may be raised by our history with your club, the individual's involvement with other organisations of concern or through information about them in the public domain.

If we have any concerns, we may contact you to try and resolve them but if we reject your application based on these checks, our decision letter will set out our concerns. If we can't give you specific advice, we will tell you in general terms the areas that you need to review. If you feel that our feedback is incorrect, you may ask us to reconsider our position. Please contact the named person in the decision letter. But you may not appeal simply because you disagree with our decision.

To protect the organisations internal risk and prevention mechanisms, we will not release any further specific information on our risk analysis process or the results of our checks.

If we later discover the applicant has provided false details we did not discover at assessment stage, we will require the money to be repaid back Basketball England.

## 05 APPLICATION PROCESS

---

***“Once you have submitted your application, we will assess it and if successful, you will receive an award letter and details of how to claim your grant”***

### ***What happens after we submit our Small Grant application?***

The process after your application has been submitted will be as follows:

1. ***Application Confirmation:*** After you submit your grant application, you will receive an acknowledgement email confirming receipt of your application. Please check that you receive the email from us confirming receipt of your application. If you have not received the email within 24 hours, please contact us on 0300 600 1170.
2. ***Eligibility Checks:*** We will do a basic check to see if you have submitted all the information we need, if your application meets our eligibility criteria and do any validity checks we feel are required.
3. ***Assessment:*** We will then assess your application, taking into consideration all the information you have provided around the amount of grant, individual beneficiaries and the difference the grant will make. The relevant Basketball England Regional Committee will be involved in assessing your application, particularly section three (what difference will your grant make), and then prioritise these based on need, the use of the grant and how the applicant is contributing to your club/basketball. Please note that they will prioritise all the applicants in their region as there is a limited amount of grant per region. Each region has the authority to top up their grant allocation from regional and local funds that may be available so they can support as many young people as possible.
4. ***Further Information or Clarifications:*** We may contact you to ask you any additional questions about your application to help us to better understand it.
5. ***Decision:*** A decision about whether or not to give you a grant will be made by the decision panel and an email sent to you confirming the decision. If your application is unsuccessful, this correspondence will give you brief reasons as to why your application was turned down.

### ***Can you Re-apply?***

No, not for the current round of funding but you can if we decide to release a future round of funding. In doing so, you should consider our reasons for not accepting your application on this occasion in the original round. Remember, our decision is unlikely to be different if you have not made any changes i.e. same application details and rationale, unless it was purely for a reason of demand exceeding supply of funds.

### ***Can I Appeal?***

No. We are unable provide an appeal process or provide further correspondence after this decision for this small grant fund. The cost of administering this would be greater than the grant programme and we also need to allocate our minimal resources to help run the governing body and service members. We hope you will appreciate this as a membership value for money matter.

### ***If you are Successful?***

If your application is successful, you will receive an email informing you of the decision. This email will give you more information on what happens next and any terms and conditions of your grant.

Essentially, there will be 3 things to do:

- Accept your award
- Provide club bank account details and statement to match
- Meet additional conditions, if any, that are detailed in your award letter. These could be changes that need to be made or things you will have to tell us before we can award you the funds.

Don't forget, you may not get the full award applied for if, as expected, demand outweighs supply.

You will have to start spending and allocating the money within 3 months of the date of the email informing you of the decision and complete expenditure within 6 months.

### ***Monitoring the Success of the Funding Allocated & Promoting the Fund***

If your application is successful, you will be asked to adhere to any follow up requests regarding spending and monitoring information. This won't take too much of your time at all but will help us understand the success, learnings and impact of the funding and improve any future small grants funding rounds we may implement to help people in our sport.

In addition, should you be successful on receiving the grant, you may be contacted to provide some information so we can promote your story and your club.

## 06 CONTACTING US

---

### ***What should I do if I have any questions?***

If you have any questions during the application process or following a decision on your grant, please contact the Basketball England Small grants fund in one of the following ways below. Please bear in mind the number of applications we get is anticipated to be far in excess of the funds available.



Email us at: [assistfund@basketballengland.co.uk](mailto:assistfund@basketballengland.co.uk)



Call our customer service team: 0300 600 1170



Write to us at: NSC, Gate 13, Etihad Campus, Rowsley St, Manchester, M11 3FF