

Cambridgeshire Archery Association
Grant Policy

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Introduction

Archery GB have indicated that they will be providing a small grants programme that will *support clubs to acquire new members and retain existing members*. They have repurposed part of their funding from Sport England to enable them to do this, however, the funding pot is limited. At this time, AGB are looking at £15,000 and should clubs be awarded grants between £200-£400. As they acknowledge their funds will not go far AGB have contacted County Associations to consider financially support the above programme. While they have not specified a minimum or maximum amount, they think that if most Associations could provide £1000, they would be able to work with a fund of £40,000-£50,000. Any funding provided by a County Association would be guaranteed to be spent in that County.

While the Cambridgeshire Archery Association (CAA) aims to promote and encourage archery within the County, the CAA Executive Committee feels that it is better able to ensure CAA funds are allocated to support clubs within the county by providing a “Match Funding” grant to clubs ourselves rather than by releasing funds to AGB. To that end, this document sets out how the County will achieve that aim.

Please note that all requests will be dealt with by a CAA Review Panel, and, if necessary, the Panel will take the request to the CAA Council. Further details of how the Review Panel functions is detailed later in the document.

Purpose of the CAA Grant Scheme

- The CAA grant scheme is to support Archery GB in their efforts to support clubs acquire new members and retain existing members by making additional funds to those provided by AGB available to affiliated clubs in Cambridgeshire
- Each application for a grant under this scheme will be assessed on its own merits.

Criteria

- A club requesting a grant must be affiliated to the Cambridgeshire Archery Association.
- All applications for a grant must be on the correct form with all the supporting information and documentation as required. This should include confirmation of the application to AGB for funding under their scheme and details of the outcome of that application including amount awarded if appropriate.
- All applications must be submitted electronically as per the instructions on the application form.

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Overview of Claim Process

1. On receipt of an application it will firstly be reviewed by the Chairman of the Review Panel to ensure the form has been completed correctly. If there is any missing information the applicant will be contacted and asked to supply the information. If they do not supply the information within 28 days the application will be dismissed.
2. The application will then be reviewed by the Review Panel to ensure that it meets the relevant criteria of the CAA Policy.
3. In some circumstances, the application may be referred to the CAA Executive Council for additional review and authorisation. If this is the case, then the applicant will be kept informed.
4. If the application is rejected the applicant will be informed in writing with an explanation as to why. If the applicant wants to appeal the decision, they must do so in writing to the CAA Council within 28 days explaining why they believe the decision is incorrect.
5. If the application is successful the applicant will be informed, and arrangements made to pay the grant.
6. The applicant will need to contact the CAA Review Panel to let them know how their efforts to acquire new members/retain exiting ones are progressing. This information may then be publicised on the CAA website and CAA social media. If the CAA Review Panel does not hear from the applicant, they may contact them directly to request the information.

CAA Review Panel

Purpose

The CAA review panel is a Sub-Committee within the CAA council and answers to the CAA Council. The panel's role is to assess applications for club grants and either accept or reject the application. If required, they will refer an application to the CAA council for further input. For the purpose of decision making the panel is to operate as an autonomous entity and need only report back to council, as cases require, or on a quarterly basis.

Make Up of Panel

- The CAA Review Panel will be made up of a minimum of 4 of the CAA Executive Officers covering at least 3 clubs.
- One member of the CAA Review Panel will be elected Chairman.
- In extraordinary circumstances, for example due to the resignation of a member of the panel, another Executive Officer may be selected to ensure continuity of work.

The CAA Review Panel will via meet via an online conferencing platform to discuss and decide on each application.

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Review Process

1. All paperwork regarding applications should be sent electronically to the County Secretary using the email address on the web site.
2. All applications and paperwork should be handled sensitively and with discretion.
3. The County Secretary shall maintain a master document detailing all applications, information on the application and the current status of the application.
4. After registering the application, the Secretary shall forward the application to the Chairman of the CAA Review Panel (another Chair shall be appointed if there is a conflict of interest for the Chairman or if they are unavailable) who will ensure that the application is on the correct form. The applicant should then be contacted to confirm receipt.
5. The members should be chosen to avoid any potential conflicts of interest. If any member, on being asked to look at an application, thinks there could potentially be a conflict of interest they should declare it straight away and a replacement member of the CAA Review Panel will be chosen.
6. The chosen members will then review the application in depth. The items they will be checking may include, but are not limited to:
 - o That the application form is filled in correctly and all the relevant supporting documentation has been received.
 - o That the application meets the requirements as set out in the criteria for club grants.
 - o That the actions proposed in the application will not bring the CAA or archery into disrepute.
7. If the assessing members feel it is appropriate, they will contact the applicant to ask for additional information to assist with the application.
8. Once the members have assessed the application, they will document why they have reached their decision and advise the Secretary to update the Master Document.
9. If the members, in consultation with the Chairman feel it is necessary they may decide to escalate the application to the CAA Council for further guidance. If this happens the applicant should be kept informed.
10. The Secretary will then contact the applicant to let them know the result of their application, and if the application is successful, they will liaise with the CAA Treasurer to arrange payment of the grant.
11. Once the actions the Individual grant was awarded for has been concluded the applicant should be contacted for feedback. This can then be published through the CAA Council and any other pathways, such as websites and social media.

Timeframes

- Chairman should acknowledge receipt of the application and allocate the application to the panel within 7 days of receipt.

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- The decision of the application should be communicated within 21 days of receipt. If more time is needed, then this should be communicated to the applicant as soon as it is known.
- If more information is required from the applicant than the response timeframe is paused until it is received. If the additional information is not received within 14 days, then the application will be rejected, and the applicant will need to reapply.

Reporting

- The Secretary shall create a report for each CAA Council Meeting detailing at a high level the grants that have been awarded and the any outcomes of the actions taken for the grants awarded since the last Council Meeting.
- The Secretary should create a report for the CAA Council on an Annual basis detailing at a high level the grants awarded and the outcome of the events that the grants have been awarded for during the year.
- The Secretary should feedback the outcome of the events and projects that grants have been awarded for to the relevant CAA Council Member for inclusion in any CAA publicity material, website, social media etc as appropriate.
- The CAA Review Panel should create any additional reports and information as and when needed by the CAA Council.
- All reports should be produced in a timely manner and in a suitable format, so the information is usable for the recipient.

Approved – Council Meeting dated 16th June 2020