

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 aspirational students. 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. |
| ADDITIONAL CHARITABLE ACTIVITIES & PROJECTS | | |
| THF | Facility Funding Projects | Funding for capital projects to improve facilities for vulnerable and disadvantaged young people. |
| Other | | Acting on opportunities and needs to support vulnerable, disadvantaged young people and their families experiencing poverty. |

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 period -> 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.
- THF support 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 policies

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 |
|--|--|---|
| <ul style="list-style-type: none"> • Programmes delivered in the most deprived areas with the highest rates of poverty. (See deprivation and poverty criteria below). • Schools who have Free School Meal rates above the National average. (22.5% in June 2022). • Delivered with inspiring and dedicated community-led organisations (host partners and delivery partners). • With 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). • On the special educational needs & disabilities (SEND) register. • 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 a: <ul style="list-style-type: none"> - Financial need - Gap in provision |

We aim to deliver our programmes in the most deprived areas with the highest rates of poverty. To the bottom 26% most deprived LSOA areas (local areas) and bottom 17% most deprived local authorities. This equates to areas with poverty of 40% and above.

| 6. WHAT THF WILL FUND | | |
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| <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 Facility hire Equipment costs Supporting expenses | School fees External/extra-curricular activities Courses/qualifications Paid work experience Ind coaching costs / training fees Specialist services Equipment costs Supporting expenses | Specialist equipment Specialist services Teacher/coach training Alternative provision |
| MENTORSHIP PROVISION | | |
| ADDITIONAL CHARITABLE ACTIVITIES & PROJECTS | | |
| 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 |