

# Jack Petchey Foundation - Coordinator Agreement Form for Youth Groups

**How we will coordinate the scheme:**

1. **Jack Petchey Coordinator** - We will appoint a Jack Petchey Coordinator in our organisation who will take responsibility for managing the scheme and we will notify you immediately of any change in coordinator.
2. **Selection Process** - We will establish a selection process for choosing an Award Winner aged 11-25 which will be clearly explained to young people and staff. We will ensure that young people are involved in the decision-making process.
3. **Making Awards** - We will give the correct number of Awards at regular intervals throughout the year in accordance with the scheme type. Gold-9 awards, Silver-6 awards, Bronze-3 awards per year. Winners can only receive the award once at your organisation.
4. **Presenting Awards** - We will present a framed certificate, pin badge, notes from Sir Jack Petchey CBE and Congratulations letter with membership card (all provided by the Foundation) to the chosen winner in front of their peers, preferably on an occasion when parents, carers and relatives are present.
5. **Grant Spending** - We will enable each Award Winner to choose how their grant (currently £250) is spent. The grant is a restricted fund and can only be spent within the Jack Petchey Foundation guidelines. (Current guidance is available on the website). Grants are not for personal use or for use on general running/core costs.
6. **Noticeboard** - We will have a Jack Petchey Achievement Award Winners' Noticeboard (using the Jack Petchey Foundation Logo) in a prominent position in the club and regularly update this with Award Winners' names, photographs, citations etc.
7. **Presentation Events** - We will ensure that Achievement Award and Leader winners attend a Jack Petchey Foundation presentation event to receive their medallions or we will hold our own medallion presentation event. ( A presentation event is a mandatory part of the scheme)

**Reporting and administration of the scheme:**

8. **Grant report** - We will keep a record of the name, age, reason for award and what the grant was used for. We will use this to complete the Achievement Award grant report by 30<sup>th</sup> June and 30<sup>th</sup> November each year. **Failure to complete and return the grant report by the deadline may result in withdrawal from the Scheme.**
9. **Grants** - We will ensure that funds received from the Foundation are treated as restricted funds in accordance with charity guidance and recorded as such in our accounts. All unspent grants will be returned to Jack Petchey Foundation.
10. **Receipts/Invoices** - We will keep receipts/invoices for expenditure relating to the grant and will provide copies to the Jack Petchey Foundation if requested.
11. **Monitoring** - We understand that periodic reviews are an essential part of ensuring the quality of the scheme and we undertake to participate in such reviews when requested by Jack Petchey Foundation staff.
12. **Publicity** - Where possible the Jack Petchey Logo (downloadable from the website) will be used to publicise the support of the Jack Petchey Foundation for our club.
13. **GDPR** - We will ensure that we comply with GDPR guidelines and have the appropriate consent in place to administer the scheme and share details of the Award Winners
14. **Privacy Policy** - I confirm that I have read and understood the Jack Petchey Foundation privacy policy and the guidance notes about how data will be used

**I have read the terms and conditions and sign below to confirm my agreement to these conditions.**

**Organisation Name:**

**Who is co-ordinating the scheme at your group: Mr/Mrs/Ms/Miss**

**Email Address:**

**Signature:**

**Address for materials and correspondence:**

**Borough/District:**

**Postcode:**

**Contact Number(s):**

**Date:**

**Your Managers Name:**

**Signature:**

**If your organisation has been on the scheme previously – please tick the appropriate box below.  
As the new coordinator I feel ...**

I have been given a good handover and am confident running the scheme.

I would appreciate a telephone conversation with my grants officer to answer any questions I have.

I would appreciate a grants officer visiting my club to explain the operation of the scheme.

OFFICE use only: Updated AA request

Updated other open requests

Please return to The Jack Petchey Foundation, Dockmasters House, 1 Hertsmere Road, London E14 8JJ  
or email to [mail@jackpetcheyfoundation.org.uk](mailto:mail@jackpetcheyfoundation.org.uk)