

Jack Petchey Foundation Achievement Award Scheme Coordinator Agreement Form for Umbrella Organisations



Coordination of the Scheme:

1. **Jack Petchey Coordinator** - We will appoint a Jack Petchey Coordinator in our organisation who will take responsibility for managing the scheme across our catchment area and we will notify you immediately of any change in coordinator.
2. **Selection Process** - We will advise and assist units to 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 advise and assist units to 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 ensure that units enable each Award Winner to choose how their grant (currently £250) is spent. We understand that grants are not for personal use or for use on general running/core costs.
6. **Noticeboard** - Where possible we will ensure that units 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. The presentation event is a mandatory part of the scheme.

Reporting and administration of the scheme:

8. **Grant report** - We will ensure that units keep a record of the name, age, reason for award and what the grant was used for. We will use this information to complete a whole area grant report by 30th June and 30th November each year. **We understand that failure to complete the grant report by the deadline may result in withdrawal from the Scheme.**
 9. **Grants** - We will ensure that funds received from the Jack Petchey Foundation are treated as restricted funds in accordance with charity guidance and recorded as such in our accounts. All unspent funds will be returned to Jack Petchey Foundation.
 10. **Receipts/Invoices** - We will ensure that all units 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 by units and the organisation to publicise the support of the Jack Petchey Foundation.
 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:

Address for materials and correspondence:

Borough/District:

Postcode:

Jack Petchey Co-ordinators name at your group: Mr/Mrs/Ms/Miss

Email Address:

Signature:

Contact Number(s):

Date:

Senior Representatives Name:

Signature:

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

Jack Petchey Foundation Company No: 10872145. Registered Charity No: 1176221

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