



Achievement Award Spending Guidelines

The Achievement Award Scheme grant is designed to give the winner an opportunity to make a contribution to their organisation.

Do:

- ✓ Allow the award winner to decide how to spend their £250 grant
- ✓ Consult our “*What can I spend my Achievement Award grant on?*” poster and sample wish lists on our website for ideas about how they can spend their grant
- ✓ Enable young people to create their own wish list for your organisation so they can suggest items that would benefit or enhance their work
- ✓ Spend the grant as soon as possible and ideally by the end of the grant period
- ✓ Book and plan for activities or trips as soon as possible – this is because we want the young people to enjoy the pride associated with the award in a timely manner
- ✓ Ensure that the grants benefit as many young people aged 11-25 years as possible
- ✓ Keep a record of the date of trips and numbers attending (we expect a group to benefit from the trip – not just one or two individuals)
- ✓ Keep a breakdown of any equipment purchased
- ✓ Ensure all equipment purchased remains the property of the organisation
- ✓ Allow a maximum of two winners to combine their awards if they both consent to doing so
- ✓ Keep receipts as you may be asked to supply these to us

Do Not:

- ✗ Spend the grant on everyday essential costs such as core equipment, regular staffing, expenses or running costs
- ✗ Donate the grant to an external organisation or charity (however, you can use the grant to organise a fundraising project to generate funds for a registered charity)
- ✗ Repeatedly spend the grants on the same equipment
- ✗ Spend the grant on alcohol, tobacco or anything illicit
- ✗ Bank awards for future use

If you are unsure about a proposed spend or have any questions relating to your grant, we are always happy to help – just contact your Grants Officer!

What can I Spend my Achievement Award Grant on?

Here are some suggestions to help the winner decide how to spend their achievement award grant.

💡 Item for a specific activity:

- Table Tennis Table
- Games console
- Art Materials
- Sports Kit

💡 Enhancing activities already on offer with new equipment:

- iPads
- New games for games console
- Printing Press
- Projector

💡 Equipment for the organisation (must not be core costs):

- Novels for the library
- Sports equipment
- Outdoor Games
- Benches

💡 Holding an event for a local community group that young people organise:

- Concert
- Play
- Fun day
- Fundraising event for a local charity

💡 Hiring an external specialist:

- Specialist coach
- Author
- Guest Speaker
- Professional player

💡 Training courses for young people that will ultimately benefit the wider organisation:

- Coaching Courses
- Referee Courses
- Peer Mentor Courses

💡 Enhancing an event:

- DJ
- Refreshments
- Photo booth
- Decorations

💡 Trips or special experiences:

- Theatres, Museums or Cinema
- Theme Parks
- Training sessions in specialist venue e.g. Olympic Park
- Residential trips

This list is not exhaustive – your young people will have other ideas. If you are not sure about something – feel free to talk to us!