

ACHIEVEMENT AWARDS TOOLKIT

Applicant Number:

Borough:

If you think you can, you can!

Welcome to the Jack Petchey Foundation's Achievement Award Scheme

The Jack Petchey Achievement Award Scheme is the flagship programme of the Jack Petchey Foundation and it currently operates across 1,600 different schools, groups and organisations within London and Essex.

The scheme contributes millions of pounds each year and to date has donated over £124 million to support youth programmes.

The Achievement Award Scheme aims to enable schools, colleges and youth organisations to recognise, reward and celebrate the achievements of their young people.

Sir Jack Petchey CBE wants young people to raise their aspirations, believe in themselves and make a contribution to their society.

Achievement Awards are designed to recognise a wide range of achievements. It is not just about being clever, or gifted, but about putting the effort in and doing your best. The success of the award scheme arises from empowering young people to nominate their peers and select the Achievement Award winner. The award winner also chooses how their award money is to be spent (further details are in the spending your grant section).

This handbook provides all the information Coordinators need to get started in running the Achievement Award Scheme.



The role of the Coordinator

The Coordinator is responsible for the administration of the award scheme within the organisation/group or school.

The administration of the programme has been designed to be easy to manage.

The Coordinator is responsible for ensuring that:

- The scheme is run efficiently and effectively and as outlined in this toolkit
- That grant reports are submitted on time as required
- Communication with our Grants Officers is maintained
- Any changes of Coordinator are reported to your JPF Grants Officer*

*A change of Coordinator or contact details **MUST** be reported to your Grants Officer and a new agreement form completed and returned to us. (**See Section 13**)

Contents

1. The Achievement Award Scheme	6
2. Getting started	7
2.1 Who can be nominated?	7
2.2 Selecting Achievement Award winners.....	7
2.3 Nomination Forms and boxes.....	7
2.4 How to spend the grant	7
2.5 Wish list.....	8
2.6 Spending agreement.....	8
3. Spending guidelines	9
3.1 Examples to help you	9
4. Grant period and grant reporting	10
Grant period 1: 1 st January – 30 th June	10
Grant period 2: 1st September – 30th November	10
4.1 Submitting your grant report	10
4.2 Online grant report	10
5. Resources to help you run the scheme.....	12
5.1 Certificates & frames.....	12
5.2 Notes from Sir Jack Petchey.....	12
5.3 Congratulations letter	13
5.4 Pin badges.....	13
5.5 Roll of Honour.....	14
5.6 Nomination box.....	14
5.7 Jack Petchey display boards.....	14
6. Celebration events	15
6.1 Schools.....	15
6.2 Youth clubs & organisations.....	15
6.3 Umbrella organisations.....	16
6.4 Events & dates	16
7. Achievement Award Scheme monitoring visits	17

8. The Leader Award	18
8.1 Who is eligible to win an award?	18
8.2 How the award works	18
9. Small Grants Fund	19
9.1 Who can apply?.....	19
9.2 How to apply	20
Other programmes run & supported by the Jack Petchey Foundation	21
10. Educational visits	21
10.1 How to apply	21
10.2 Payment of grant.....	21
11. Individual Grants for volunteers	22
11.1 Eligibility.....	22
11.2 What is the maximum grant available?	23
12. Partnership programmes	24
12.1 Jack Petchey's "Speak Out" Challenge!	24
12.2 Step into Dance.....	24
13. Forms	25
13.1 BACs.....	25
13.2 Spending guidelines	26
13.3 Nomination forms	27
13.4 Change of Coordinator Agreement forms	28

1. The Achievement Award Scheme

You will be allocated to a scheme based on the numbers of young people in your group, the frequency of contact and work undertaken.

Once you have been approved to operate the Achievement Award Scheme you will be allocated a number of awards to give out each year.

There are three levels of participation in the Achievement Award Scheme:



Bronze Level

Three young people's Achievement Awards to allocate each year – Grants totalling £750 per calendar year



Silver Level

Six young people's Achievement Awards to allocate each year - Grants totalling £1500 per calendar year



Gold Level

Nine young people's Achievement Awards to allocate each year – Grants amounting to £2250 per calendar year

2. Getting started

The Achievement Award Scheme is designed to enable young people to be actively involved in the running of the scheme from deciding which young people to nominate to how to spend the grant awards.

2.1 Who can be nominated?

It is not about the fastest, the smartest or being the best. The award is designed to recognise outstanding individual achievements. These achievements can include:

- Helping others over and above expectations
- Being a good role model/mentor
- Showing bravery
- Overcoming a personal challenge
- Volunteering
- Trying really hard
- Breaking through a personal barrier

2.2 Selecting Achievement Award winners

The Achievement Awards have been designed to empower young people to recognise the achievements of their peers; therefore young people should be involved in the nomination process.

Every group/school or club will have their own nomination process but some resources have been produced to help the nomination process.

2.3 Nomination Forms and boxes

We will provide each group/school or club with a nomination box, which can be used to collect young people's votes (*see section 5.7*).

There are also Nomination Forms which can be downloaded from the Website.

2.4 How to spend the grant

The award winner **MUST** be able to choose how their award grant is spent.

To make things simple, the Foundation has created some resources that will help ensure that the award winner gets their chosen product or trip.

2.5 Wish list

We encourage the organisation to create a wish list of items that the young people would like. The award winner is then able to choose from the 'Wish list', making it simpler for the Coordinator to manage.

If the winner would like to purchase something that isn't on the list, this is acceptable so long as it meets the Foundation's Spending Guidelines (available in the Coordinators' Area of our website).

(See section 3)

2.6 Spending agreement

This form has been created and can be adapted by the organisation to clearly detail the award winner's request.

The form also provides you with a clear record of spending, and you can collate and attach your receipts of purchase/services. We require all organisations to keep proof of purchases, trips and services as we can request them at any time.

3. Spending guidelines

The Achievement Awards are designed to enable young people to make a contribution to their group/school or club, and for many young people to benefit.

The grants are offered to fund those additional or extra special items that the organisation cannot fund. ***It is NOT to fund core or essential items.***

E.g. A football club cannot purchase footballs as this is a core cost. However, if the group were seeking to purchase an 'away kit' (which all players would be able to use) this would be approved. But the same purchase cannot be requested repeatedly.

E.g. If a school photography club wanted to hire a professional photographer to deliver a teaching session for specialist techniques, this could be approved. However, payment for a weekly teacher would NOT be approved.

We will therefore be looking to see different items are purchased every grant period. If an organisation repeatedly requests the same purchases, this may indicate it is an essential or core cost.

We frequently receive queries about which items are acceptable, so we have some examples to help you, but please also refer to our Spending Guidelines (***see section 13***).

3.1 Examples to help you

- **Social trips** - Go Ape, Thorpe Park, concert, theatre, circus skills training, Nando's, Pizza Hut, the beach or countryside
- **Art activities** - Graffiti art class, specialist drama or dance workshops
- **Kit** - Must be retained as a pool kit for all young people to access – not for individuals to keep and must remain property of the organisation
- **Training** - One off or a short set of specialist training and workshops
- **Sports events and tours** - Football, basketball, tennis matches, stadium tours, museums
- **Equipment** - Cameras, table tennis, games consoles, art materials or others which aren't usually affordable for the organisation
- **Events** - Resources for disco, bouncy castles, quiz nights, general fun days
- **Coaching** - For young people to undertake training, but the training must be put back into the organisation to help other young people
- **Fundraising** - The award cannot be donated to a charity, however if the young people wish to run a charity event, like a cake sale, the award grant can be used to purchase ingredients and monies raised can be donated to a registered charity.

4. Grant period and grant reporting

The award scheme has two grant periods.

Grant period 1: 1st January – 30th June

This is the longest grant period and you will receive 2, 4 or 6 awards during this period depending on the scheme.

- **Bronze Level:** 2 awards will be given during this grant period
- **Silver Level:** 4 awards will be given during this grant period
- **Gold Level:** 6 awards will be given during this grant period

Grant period 2: 1st September – 30th November

- **Bronze Level:** 1 award will be given during this grant period
- **Silver Level:** 2 awards will be given during this grant period
- **Gold Level:** 3 awards will be given during this grant period

4.1 Submitting your grant report

The scheme has been created to be a manageable scheme to run and should require very little administration.

Reports **MUST** be submitted by **30th June & 30th November** every year.

4.2 Online grant report

The grant report is completed online and should take no more than 30 minutes to finish. One month before the end of every grant period, we will email all scheme Coordinators providing a link to the online report.

The log in details will be your **Applicant Number** and **Borough**.

We require the following information on each young person that received an award:

- Name of the winner
- Age of the winner (aged between 11 -25)
- Reason for the nomination
- What the award grant was spent on (*see section 3*).

If your Grants Officer has any queries, they will contact you via our message thread system which will notify you by email and generate a safe URL to follow from your email inbox.

Please ensure that you provide as much detail as possible and note that failure to submit a grant report on time could result in suspension from the scheme.

5. Resources to help you run the scheme

We will supply you with a range of resources that will help you run an efficient scheme.

The resource packs are sent at the start of every grant period and consist of:

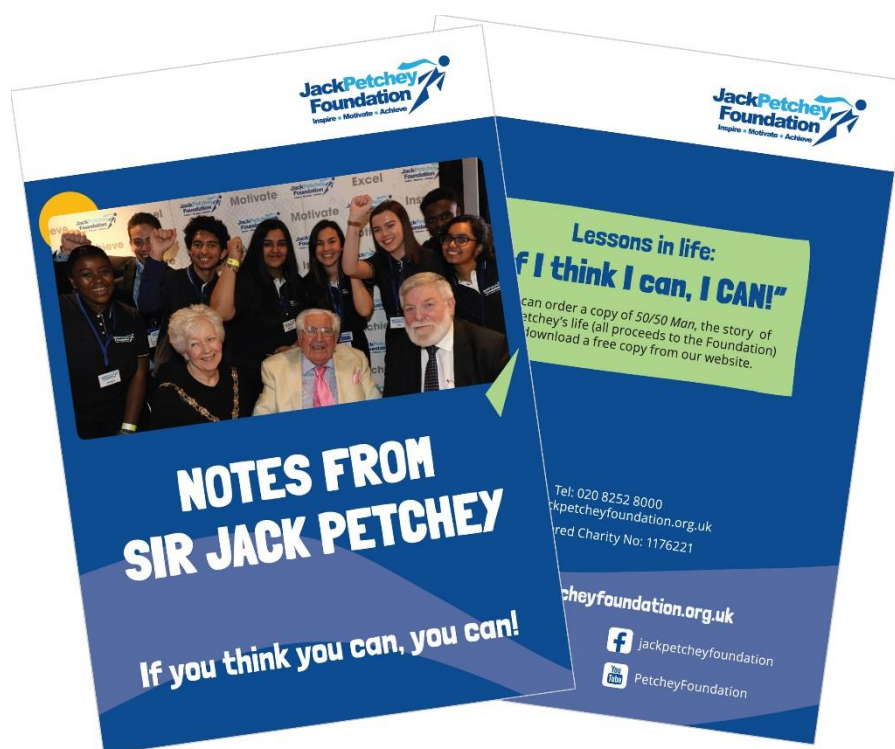
- Certificates (relevant number for the scheme that you are operating)
- Frames for the certificates
- Copies of 'Notes from Sir Jack Petchey'
- Congratulations letter for each award winner
- Pin badges
- Roll of Honour Wall Chart
- Nomination box (sent to all new starters)

5.1 Certificates & frames

Every award winner receives a framed certificate which is to be presented to them following their nomination. We suggest that each organisation present their nominated award winners as soon as possible in front of their peers and make them feel special.

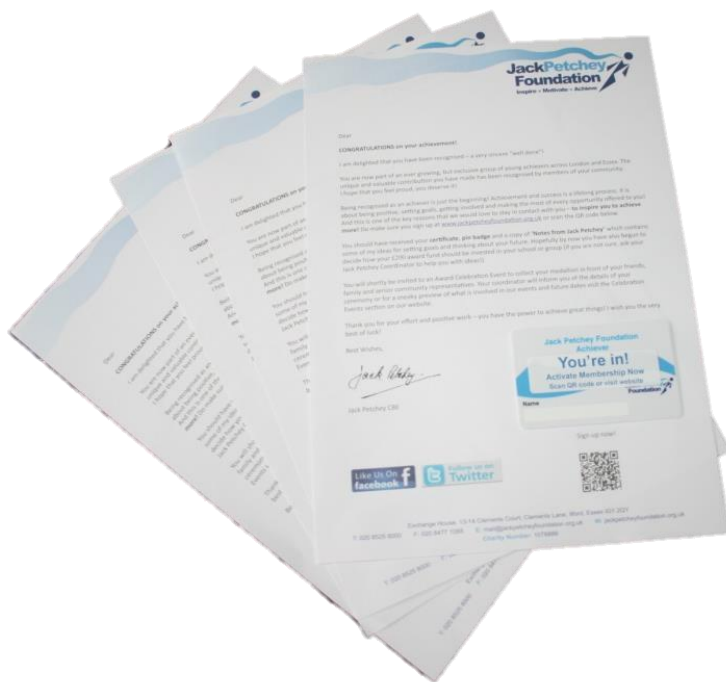
5.2 Notes from Sir Jack Petchey

Each award winner is to receive a copy of this booklet. It contains information about Sir Jack Petchey himself, inspirational stories and motivational exercises.



5.3 Congratulations letter

A copy of the congratulations letter is available for every award winner. Please encourage each award winner to sign up as we will keep them up to date with programmes, news and opportunities as well. If they register their details they will enter a free prize draw to win £50.



5.4 Pin badges

Each Award Winner is to be presented with a Pin Badge.



5.5 Roll of Honour

The Roll of Honour is a poster which can be displayed to proudly recognise your award winners.



5.6 Nomination box

A nomination box will be sent to all new groups to assist with the nomination process. If you require an additional or replacement box, please order from the resources section on our website. Nomination forms are downloadable from the website.

5.7 Jack Petchey display boards

To help showcase your winners we suggest you create a notice board which can be used to display photocopies of certificates, the winners' photographs, a Roll of Honour and the latest version of the school or organisation's wish list.

6. Celebration events

A compulsory part of the scheme is the invitation to a celebration event. Every year the Jack Petchey Foundation hosts almost 80 Achievement Award celebrations across London and Essex. They are designed to celebrate and publicly recognise just some of the many thousands of Achievement and Leader Award winners from the organisations that we support. The celebrations offer an opportunity to fulfil four very important goals:

- To publicly congratulate award winners in front of their family, friends and supporters
- To allow family, friends and supporters to be a part of celebrating winners' achievements
- To show society the good things young people achieve within their borough and organisation
- To give our award winners an evening they will always remember and to make them feel proud and confident to go forward and achieve more.

All four of these goals are important and, in these days of often relentless negative media coverage of young people, it really is an opportunity to try and correct this imbalance by showing the very many positives.

All award winners are made to feel very special and are awarded a medallion on stage in front of their family and friends. It is a great celebration! A professional photographer will be there to capture each Award Winner receiving their medallion in the presence of local celebrities and other important figures.

Each school/group/club in every borough or district that participates in the Achievement Award Scheme has the opportunity to attend a celebration in their area.

6.1 Schools

How to book tickets:

This is easy. We will contact the school Jack Petchey Coordinator when your event is coming up asking them to tell us the list of winners who will be attending. We will then send the tickets to the Coordinator who will pass them on to Award Winners.

If you have any questions concerning your schools participation in our JPF celebration event please contact your Jack Petchey Grants Officer or a member of the Events Team.

6.2 Youth clubs & organisations

Who can go?

Regional events take place six times a year and are open to any award winner from any youth organisation/group/club that participates in the Achievement Award Scheme. If you are a Jack Petchey Achievement Award winner you are entitled and welcome to attend one of these celebrations.

How to book tickets:

Every year we will send you details of the regional celebrations taking place – it is up to you to contact us if you want tickets. Once you do, we send the tickets to you to pass them to the award winners.

If this isn't happening in your club take a look at the celebration dates on the website and, if there is one you want to attend please contact your Grants Officer.

6.3 Umbrella organisations

Who can go?

These are designed for Scouts /Guides/Cadet forces and the Boy's and Girl's Brigades.

How to book tickets:

Most of the umbrella organisations on the Achievement Award Scheme have a Jack Petchey celebration event. The Jack Petchey Foundation's Events Team will contact you when the date is fixed and will liaise with you directly about tickets and details. If you have not heard anything, or are worried that you may have missed it, or your organisation does not have a celebration and you think they should have, then talk to your Unit or Group Leader – or contact us here at the Foundation.

6.4 Events & dates

For more information about any of our events please go to the Foundation website.

Events: www.jackpetcheyfoundation.org.uk/events

7. Achievement Award Scheme monitoring visits

The Achievement Award programme is an important and valued part of the Jack Petchey Foundation. It operates in 1,600 organisations and thousands of young people benefit each year. Grants Officers are responsible for overseeing hundreds of schemes and it is not possible to maintain regular contact with all once the initial assessment has been completed.

The Achievement Awards are valued by thousands of people, and for some, the award has enabled them to make huge changes in their lives as a result of being recognised and rewarded leading to an increase in self-esteem. When the scheme fails to operate well, not only is our reputation damaged, but the value of the award is also diminished for the young people who really have achieved something in their lives.

We seek to ensure that;

- the scheme operates effectively
- the grants given are administered appropriately
- grants are being used in accordance with the spending guidelines
- grants are used to best effect
- there is a degree of consistency and quality in the way the scheme operates.

An essential part of the Grants Officers' role is to support groups in achieving consistently high standards across the areas. This is the main purpose of our monitoring visits.

A further aim of our monitoring visit is to help keep us informed about your experience of the scheme and what changes or improvements could be considered to make the scheme even more effective.

The visit should be a positive experience for both you and our staff, with an air of support and interest being shown in exploring together 'how we can get the best from the scheme'.

A Grants Officer can ask to complete a Monitoring Visit at any time; and we aim to visit all groups at least every two to three years.

8. The Leader Award

The Jack Petchey Foundation's Leader Award has been designed for young people to thank and celebrate the adults who support them.

The Leader Award is linked to the Jack Petchey Achievement Award Scheme, and enables organisations to honour the dedication and commitment of staff and volunteers – particularly recognising those 'who go the extra mile' to support young people.

Any organisation which has been running the Achievement Award Scheme **for at least one full grant period** can apply for an adult to receive a Leader Award.

8.1 Who is eligible to win an award?

The award is open to youth leaders, school teachers, community leaders, volunteer leaders, sports coaches and any other adults who:

- regularly work with young people
- are over 21 years old
- have been involved in your organisation for at least 1 year
- have demonstrated, in an outstanding way, an ability to encourage and motivate young people aged 11 - 25 within London or Essex.

Winners can receive the award **only once** during their time working for any single organisation.

8.2 How the award works

The awards work best when young people, other leaders, teachers and volunteers are all involved in choosing a winner. Running the award scheme is simple:

- **Select a winner:** encourage young people to nominate deserving adults, and maybe even consider a vote to select the final winner. Resources available include a "ballot-style" Nomination Box (*see section 5.7*).
- **Celebrate:** when we have approved your application your winner will be invited to a special presentation ceremony. Here they will be presented with a gilt medallion and certificate to recognise their outstanding commitment and dedication to young people. If your winner cannot attend our ceremony, we can send the certificate and medallion to be presented at your own event.

Please note that only **one Leader Award can be given per calendar year**. Applications must be submitted before the **31st December of each year**.

For more information: www.jackpetcheyfoundation.org.uk/coordinators-area/leader-wards/faq/

9. Small Grants Fund

The Jack Petchey Foundation recognises that a small grant can often go a long way to enhance a programme. Therefore this fund is in place to allow those organisations who are running the Achievement Award Scheme well (which includes timely report submissions and nominating a Leader Award) to apply for a small grant of **up to £750** to enhance their work with young people.

We encourage Achievement Award Coordinators to collaborate with the Leader Award winner to choose a project which is in most need of funding, and will be of greatest benefit to the young people in their organisation.

9.1 Who can apply?

Any organisation that is operating our Achievement Award scheme efficiently is eligible to apply for a small grant once* each year.

Please note that in order to be considered as *'operating the scheme efficiently'* you must be submitting your grant reports within the deadlines, awarding Achievement Awards to young people AND Leader Awards to adults within your organisation.

Applications must be led by the **Achievement Award Coordinator** however we encourage involvement from Leader Award winners in deciding projects.

* If you operate multiple schemes or are an umbrella group then you will be eligible to apply for one small grant for every Leader you have awarded this calendar year. If you are unsure how many Leader Awards you are eligible to award please contact your Grants Officer.

In order to apply you must:

- Have been running the Achievement Award **efficiently** for one full grant period and continue to do so (this includes submitting reports on time)
- Have an **'active'** Leader Award; every time you recognise a Leader your organisation is then eligible to apply to the next two rounds of small grants. (Rounds open in the spring and the autumn). Each Leader can only be successful once (allowing you the opportunity to apply again if you miss or are unsuccessful in your first round)
- Have not already received a small grant in connection with your 'active' leader
- Be prepared to write a brief report on your project, activity or event.

The project, activity or event you want to fund must fulfil the following:

- The maximum grant available is £750 - there is no minimum value
- The **total project** cost must not exceed £5,000
- It must be good value for money

- It must benefit a group of young people (not just an individual)
- It must help young people **most in need** of our support
- The project must be completed within 12 months of funding being awarded
- Groups who raise a contribution to the project costs themselves will be assessed more favourably.

We will not fund:

- Groups who submit incomplete applications
- Projects where the **total project cost** exceeds £5,000
- Projects that have already happened
- Applications from organisations who have already received a small grant for their 'active' Leader
- Applications for projects where statutory provisions have been made
- Applications which are solely asking for funding for on-going staff costs.

9.2 How to apply

Each year we hold two Small Grant application rounds: spring & autumn.

- The spring round is open from 1st March until 31st March
- The autumn round is open from 1st September until 30th September
- The application process is an online form – accessible only when the rounds is open
- The form will ask you for: Information on your organisation, information on your Leader, details of the project you wish to fund, how many young people it will benefit, how it addresses the need of your young people, and the difference the project will make to them
- Only **ONE** application can be made in any round per organisation. If you are an umbrella group or you operate number of Achievement Award schemes then you can make one application for every 'active' Leader Award you have given
- Applications must be received by the deadlines set. Those received after the deadline will be unsuccessful.

Once the applications round has closed, a Grants Officer will assess your application and make a recommendation to the Jack Petchey Foundation Trustees. This decision is based on how well your application fulfils the criteria and the budget of funds available.

The assessment may involve an interview with you in person and / or a telephone call. We will aim to notify all applicants of their outcome within 8 weeks of the closing date.

Please bear this timeline in mind when planning your project as we cannot fund projects that have already commenced!

For more information: www.jackpetcheyfoundation.org.uk/coordinators-area/small-grants/faq/

Other programmes run & supported by the Jack Petchey Foundation

10. Educational visits

The Jack Petchey Foundation recognises that Educational Visits provide young people with a unique learning experience which develops personal and social skills.

This funding stream offers grants to facilitate such visits and trips and is available to all groups/schools and clubs which are currently running the Achievement Award Scheme well.

Organisations on our Achievement Award Scheme can apply for two grants of up to £300 each (£600 per year in total) to enhance their visit programme.

10.1 How to apply

Participating groups decide on an educational trip that they would like to go on. (Please note that uniform/umbrella groups are not eligible for this programme.)

Once decided the organisation puts together an application and send to by post or email to their Grants Officer.

The application will be assessed by a Grants Officer and the outcome of the decision will be sent to the group/school or club.

10.2 Payment of grant

Unlike the Achievement Awards, the organisation is required to undertake the visit and complete a report detailing the outcomes of the visit prior to funds being released.

For more information: www.jackpetcheyfoundation.org.uk/coordinators-area/educational-visits/

11. Individual Grants for volunteers

The Jack Petchey Foundation wants to support young people who volunteer their free time to help others in need.

The purpose of this fund is to give young people the opportunity to achieve more out of life, take on new challenges and develop their personal and social skills through volunteering.

This grant programme is not for Coordinators to apply for, we just ask that you are aware of this programme so that you can inform young people who may benefit.

11.1 Eligibility

There are a number of eligibility criteria that young people must comply with:

- Live in London or Essex
- Be aged 11-25 at the time of their project
- The project must involve voluntary work
- Undertake their volunteering placement with a UK based organisation (educational establishments, youth groups, registered charities or organisations experienced in planning volunteering programmes)
- Apply at least three months, but not more than nine months, before the project's start date
- Make a financial contribution themselves by raising at least 50% of the cost
- Commit to submitting a report after the project, which may be used on our website/in local press.

Unfortunately, we cannot fund:

- Applications made on behalf of a group of young people
- Individuals who have previously received an Individual Grant for Volunteering
- Applications for a project that are not with a UK based organisation
- Applications where you are delivering the project with an organisation based or registered outside the UK.

The project that they are involved in must achieve the following objectives:

- Be of clear benefit to other young people/the wider community
- Help raise their personal aspirations and achieve more out of life
- Challenge and increase their personal or social development
- Volunteering must be the main focus of the project.

Unfortunately, we cannot fund applications that are for:

- Individual training or education courses
- Specialist equipment, clothing or items required for a specific event
- Attendance at local, national or international competitions (e.g. sports or dance)
- Personal holidays or student exchange programmes
- Projects that are established ONLY for the purposes of promoting a specific political or religious belief
- Note that you are less likely to be successful if your project is a trip that includes an expedition, trek, safari etc. and involves only a small element of voluntary work.

11.2 What is the maximum grant available?

We will fund up to 50% of the cost of the project and no more than £400 per person. We expect the young person to be committed to raising the balance. .

For example:

If the total project cost is £200, we may award a maximum of £100

If the total project cost is £1,000, we may award a maximum of £400

For further information please visit the Jack Petchey Foundation website

12. Partnership programmes

12.1 Jack Petchey's "Speak Out" Challenge!

'Jack Petchey's "Speak Out" Challenge!' is the largest speaking competition for young people in the world.

Over 80,000 year 10 students from 32 boroughs in London and 14 districts in Essex have now participated in the challenge.

The students have the opportunity to talk openly and honestly on any subject they feel strongly about. Every student receives up to six hours of training in the skills of public speaking and effective communication from professional trainers.

For more information: www.speakoutchallenge.com

12.2 Step into Dance

'Step into Dance' is a fully inclusive, open access dance programme funded by The Jack Petchey Foundation and led by the Royal Academy of Dance.

The programme offers weekly dance classes to secondary schools in selected London boroughs. The programme aims to widen participation in dance for secondary school students aged between 11 and 16 years old.

The programme aims:

- To provide a fully inclusive and sustainable dance programme
- To engage both students and in-school teachers in the benefits of dance
- To provide students with many performing and further training opportunities.

Aimed at 11-16 year olds, the programme runs over the full academic year. Schools pay a small commitment fee and in return have up to 2 hours of free dance classes for their students in a genre of their choosing. These are offered on an extra-curricular basis, unless otherwise requested.

For more information: www.stepintodance.org


For details of other partner programmes: www.jackpetcheyfoundation.org.uk/opportunities/partnership-programmes/

13. Forms

These forms are essential to the efficient management of the scheme within your organisation.

13.1 BACs

We aim to make as many of our Achievement Award grant payments via BACs transfer. If your organisation would like to be paid via BACs, we will need a completed form with an original bank statement. The form can be downloaded from our website:



BACS PAYMENT DETAILS FORM
(Please complete using BLOCK CAPITALS)

Please return this completed form along with an original bank statement.
If you are a school please send this form with either an original bank statement or an original letter from your Head Teacher on headed paper stating the bank details.

Organisation Name			
Account Name			
Account Number			
Sort Code			
Bank Full Name			
Bank Address			
Signed			
Position in Organisation			
Date			

FOR OFFICE USE ONLY		App No.	
Correct verification seen & above details verified by GO			
Date		By	
Added on Benefactor			
Date		By	
Details verified on Benefactor			
Date		By	

F25 April 2016

13.2 Spending guidelines

The spending guidelines will help you understand what the award grant can be spent on and it cannot. We specify that it cannot be spent on core costs and must be spent promptly.

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?" section overleaf 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 (not just one or two people)
- 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!

13.3 Nomination forms

We have provided a nomination form template that you can download and print, simply to assist you and minimise your administration of the scheme. They are an internal resource for you to consider using if you hold a ballot style nomination using our nomination boxes.


Please note that they should NOT be returned to us.

Achievement Award Scheme nomination form

My Name is...

I want to nominate...

Because...

 **JackPetchey Foundation**
Inspire • Motivate • Achieve

If you think you can, you can!

13.4 Change of Coordinator Agreement forms

As a condition of running the Achievement Award Scheme, you are obliged to inform us of any changes to any contact details and Coordinator of the scheme within your organisation. Failure to do this could lead to miscommunication, and in some cases, suspension from the scheme. We prefer to be notified in writing and ideally with some notice. We ask that the new Coordinator and head of your organisation fill in and sign the relevant Change of Coordinator Agreement form and return a hard copy to us by post.

Change of Coordinator Agreement form: Schools

Jack Petchey Foundation - Coordinator Agreement Form for Schools & Colleges	
Coordination of the scheme:	
1. Jack Petchey Coordinator - We will appoint a Jack Petchey Coordinator at our school/college 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 students and staff. We will ensure that students 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-8 awards, Silver-8 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, Notee 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 in assembly or when parents/carers can be 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 school/college and regularly update this with Award Winners' names, photographs, citations etc.	
7. Presentation Events - We will ensure that Achievement Award and Leader winners attend the annual Jack Petchey Foundation presentation event to receive boxed medallions. Attendance 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 th June and 30 th November each year. Failure to complete the grant report by the deadline may result in withdrawal from the Scheme.	
9. Grants - We will ensure that grants 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 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 Foundation Logo (downloadable from the website) will be used to publicise the support of the Jack Petchey Foundation for our school/college.	
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.	
School/College Name:	
Jack Petchey Coordinator name:	
Head teacher's Name:	
Headteacher's Signature:	Date:
Contact Address:	
Borough/District:	
Email Address:	Contact Number(s):
If your school is currently participating in the Achievement Award Scheme - Please complete the section below	
I have been given a good handover and am confident running the scheme. <input type="checkbox"/>	I would appreciate a telephone conversation with my grants officer to answer any questions I have. <input type="checkbox"/>
	I would appreciate a grants officer visiting my school to explain the operation of the scheme. <input type="checkbox"/>
OFFICE use only: Updated AA request <input type="checkbox"/>	
Updated other open requests <input type="checkbox"/>	

Change of Coordinator Agreement form: Youth Organisations

Jack Petchey Foundation - Coordinator Agreement Form for Youth Groups	
<p>How we will coordinate the scheme:</p> <ol style="list-style-type: none"> 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-8 awards, Silver-8 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) <p>Reporting and administration of the scheme:</p> <ol style="list-style-type: none"> 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 30th June and 30th 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 <p style="text-align: center;">I have read the terms and conditions and sign below to confirm my agreement to these conditions.</p>	
<p>Organisation Name: _____</p> <p>Who is co-ordinating the scheme at your group: Mr/Mrs/Ms/Miss _____</p> <p>Email Address: _____ Signature: _____</p> <p>Address for materials and correspondence: _____</p>	
Borough/District: _____	Postcode: _____
Contact Number(s): _____	Date: _____
Your Managers Name: _____	Signature: _____
<p>If your organisation has been on the scheme previously – please tick the appropriate box below.</p> <p style="text-align: center;">As the new coordinator I feel ...</p>	
<p>I have been given a good handover and am confident running the scheme. <input type="checkbox"/></p>	<p>I would appreciate a telephone conversation with my grants officer to answer any questions I have. <input type="checkbox"/></p>
<p>I would appreciate a grants officer visiting my club to explain the operation of the scheme. <input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>OFFICE use only: Updated AA request <input type="checkbox"/> Updated other open requests <input type="checkbox"/></p>	
<p>Please return to The Jack Petchey Foundation, Dockmasters House, 1 Hertsmere Road, London E14 8JJ or email to mail@jackpetcheyfoundation.org.uk</p>	
<p>Jack Petchey Foundation Company No: 10872145. Registered Charity No: 1176221</p>	
<p>AA3 May 2018</p>	