

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 1,800 different schools, groups and organisations within London and Essex.

The scheme contributes millions of pounds each year and to date has donated over £130 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 advised to us via the Jack Petchey Community area.*

**If the coordinator has left then contact jpf@jackpetchey.org.uk and we will send a link for the update to be made.*

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1. The Achievement Award Scheme

You will be allocated to a scheme based on the number 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 £900 per calendar year.
First grant paid in January and second grant paid in September.



Silver Level

Six young people's Achievement Awards to allocate each year -
Grants totalling £1800 per calendar year
First grant paid in January and second grant paid in September.



Gold Level

Nine young people's Achievement Awards to allocate each
year – Grants amounting to £2700 per calendar year
First grant paid in January and second grant paid in September.

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 who to nominate to how to spend the grant.

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 here.

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 them to make the decision spending the grant.

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 please [click here](#) to view it. **(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. Please [click here](#) to download the form.

The form 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.

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: 1 January – 30 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: 1 September – 30 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

The scheme should require very little administration.

4.1 Submitting your grant report

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

4.2 Online grant report

As soon as you have received your grant for that period you may start completing your grant report via the Community Area. This needs to be submitted no later than 30 June and 30 November.

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**).

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.

If your Grants Officer has any queries, they will contact you via the Community area.

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:

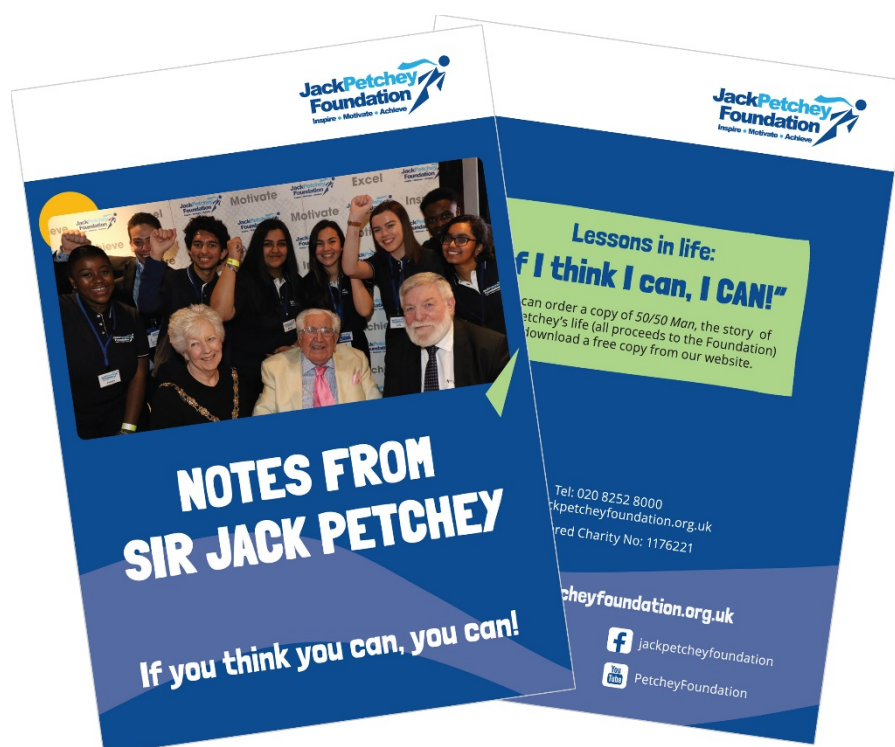
- Certificates (relevant number for the scheme that you are operating)
- Frames for the certificates
- Copies of 'Notes from Sir Jack Petchey'
- Congratulations letter for each award winner
- Pin badges
- Roll of Honour Wall Chart (sent in September only)
- Nomination box (sent when you join)

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.

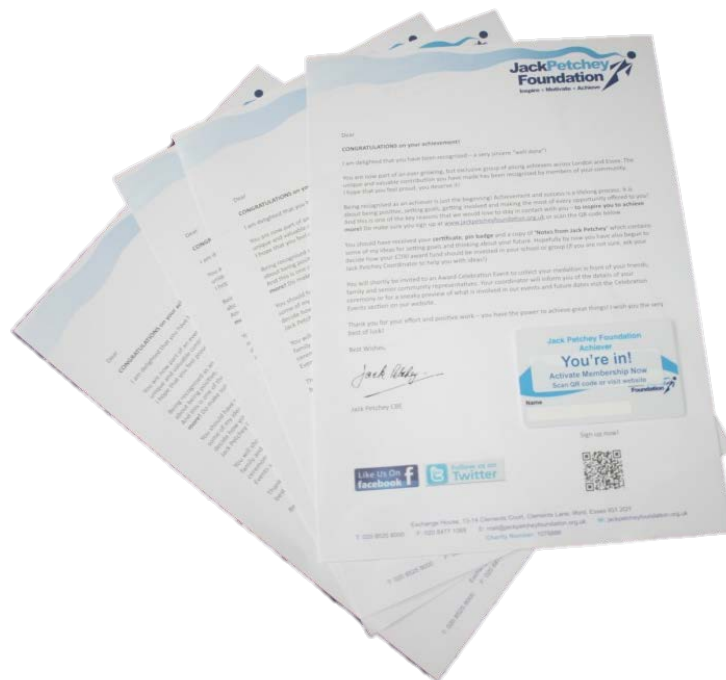
5.2 Notes from Sir Jack Petchey

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 by emailing jpf@jackpetchey.org.uk giving details of your organisation name. Forms are available by clicking here [Nomination forms](#).

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 attendance at 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 your 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 can have up to two guests, plus staff and they are made to feel very special when awarded with their 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. Our events team will contact the school Jack Petchey Coordinator when your event is coming up asking them to give 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.

For youth groups who wish to hold their own celebration we are able to send medallions to you. Please contact your Grants Officer for further details.

6.3 Umbrella / uniformed 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 / uniformed organisations on the Achievement Award Scheme have a Jack Petchey celebration event. Our Events Team will contact you when the date is fixed and will liaise with you directly about tickets and details.

6.4 Events & dates

For more information about any of our events please click on the link below.

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 1,800 organisations and thousands of young people benefit each year. As Grants Officers are responsible for overseeing hundreds of schemes it is not possible to maintain regular contact with you all once the initial assessment has been completed. So these visits form an important link.

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.
- There is a visible presence of the scheme at your organisation.

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. Leader Awards

The Leader Award programme has been designed for young people to thank and celebrate the adults who support them.

The Leader Award is linked to the 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 well can apply for one Leaders Award per scheme per calendar year.

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.
- **Celebrate:** Once approved remember to include them in one of our celebration events. Here they will be presented with a gilt medallion and certificate to recognise their outstanding commitment and dedication to young people. For youth groups if your winner cannot attend our ceremony, we can send the certificate and medallion to be presented at your own event.

Applications must be submitted before the **31st December of each year** via the Community.

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

9. Leader Award Grant

The Jack Petchey Foundation recognises that a Grant can often go a long way to enhance a programme. The Leaders Award Grant allows those organisations who are running the Achievement Award Scheme well to apply for a grant of **up to £1000** to enhance the work with young people.

Groups that operate more than one scheme are entitled to apply for one Leader Award Grant per active Leader Award.

We encourage you to work 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 well is eligible to apply for a Leader Award Grant. *'operating the scheme well'* means you must be submitting satisfactory grant reports to apply you within the deadline.

In order to apply you will need to:

- Have an active Leader Award approved within the last 6 months.
- Ensure that the total project cost does not exceed £5,000 and that it is for one project.
- Allow up to 8 weeks for your application to be assessed and note that projects should not start before your grant has been approved.
- Demonstrate that the project is good value for money
- Ensure that the project benefits young people aged 11-25.
- Ensure it helps young people most in need of our support
- Complete the project within 12 months of funding being awarded
- Provide a report and receipts within the agreed deadline in your offer letter.

*Groups who raise a contribution to the project costs themselves will be assessed more favorably.

We will not fund:

- Incomplete applications or where a costing breakdown has not been provided.
- Projects where the **total project cost** exceeds £5,000. We will consider funding a specific element of a project if the overall total is larger than £5,000
- Projects that have already happened
- 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:

- Applications are made via the Community

Once your application has been received we will assess your application and make a recommendation to the Jack Petchey Foundation Trustees. This decision is based on the quality of the application, how well your application fulfils the criteria and the budget of funds available.

We will aim to notify all applicants of their outcome within 8 weeks of the receipt.

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

Please Click [here](#) for Frequently Asked Questions.

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 operating 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 needs to apply via the community.
- The application will be assessed by a Grants Officer and the outcome of the decision will be sent to the coordinator within 14 days of your application being received.

10.2 Payment of grant

Within 7 days of the trip taking place a report should be completed via the Community and payment will then be raised.

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

There are a number of other opportunities available to organisations through our partnership programmes

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