

Southern Counties Archery Society Grant and Loan Policy

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Introduction

Southern Counties Archery Society (SCAS) aims to promote and encourage archery within the Region. The society therefore offers grants to non-profit making archery groups, who may also be offered loans, and individuals. This scheme is not intended for Judges or Coaches who may apply for funding through the relevant SCAS Committee.

Please note the following in relation to grant and loan applications:

- All requests will be dealt with by the SCAS Review Panel, and, if necessary, the Panel will take the request to the SCAS Executive and/or Council. Further details of how the Review Panel functions is detailed later in the document.
- Any request made without the corresponding form and supporting documentation will be automatically rejected.
- Any request which may bring archery, in a wider context, or SCAS into disrepute will be rejected.
- All references to a 'year' within this document refer to the SCAS Financial Year, which at the time of policy creation runs January to December.
- Whilst the grants and loans come with certain restrictions (detailed later), exceptions may be applied in special circumstances. Any individual or group who may require an exception should include details of why they require it when applying.

Any questions on the Grants and Loans process should be referred in the first instance to the SCAS Review Panel.

Individual Grants

Purpose

- The individual grant is to support SCAS archers who have been chosen to represent England or the United Kingdom at an event, which is run under the rules of World Archery or Archery GB; or archers who have been selected to attend a talent pathway or Academy or similar.
- Individuals who are needed to accompany an archer to an event, such as an agent or helper for VI or Para archers, may apply for an individual grant themselves.
- Grants will not be awarded to attend events which are open to all archers, only to events where the archer has been invited/selected.
- They are available to all SCAS archers regardless of age, discipline, bow style or disability.
- Each application for an individual grant will be assessed on its own merits.

Criteria

- Individuals requesting a grant must be a member of a SCAS affiliated club or be a direct member of SCAS.
- They must have been a member of SCAS for at least one year or be able to provide proof of permanent relocation to the SCAS area.
- All applications for a grant must be on the correct form with all the supporting information and documentation as required.
- It is requested that any individual who receives a grant will thank SCAS along with their other sponsors for the event, which the grant is being used. For example, through the use of the hashtag #SCASArchery.
- Individuals will also be requested to let the SCAS Review Panel know how they got on at the event, so this can be fed back to the SCAS membership through the website and social media.
- All grants will be considered on an individual case by case, first come basis. Individuals would be expected to secure additional funding streams in addition to the SCAS application and notify the Review Panel of applied for streams. This will not form a main constituent of the panel's review; however, applicants are advised that funding from SCAS is not guaranteed.
- If SCAS does not have sufficient funds for all requests, then priority will be given to juniors and developing archers and then to the disciplines which receive no funding from Archery GB. In such an event the SCAS Council will decide and publish a budget.
- If an individual fails to attend the event that the grant was given for, they will need to re-pay the grant in full in a mutually agreed timeframe.
- All applications must be submitted electronically as per the instructions on the application form.
- All applications should be made by the individual themselves or, in the case of a junior archer, by their parent or guardian.
- Where an application is being made for a Junior archer, the grant money will be paid to a parent or guardian (Junior is defined as under 18).

Limits

- The maximum value of a grant application is £400, with a maximum of 3 requests awarded in any one year.
- This can be doubled for Para or VI archers who are required to take an agent or helper with them, providing that SCAS has received a dual application.
- Applications from Juniors to attend an Academy or similar are limited to £100 a year; this is separate to any other grant applications (such as attendance at an International event).
- Depending on the application the grant may be made for a different amount than requested at the SCAS Review Panels discretion.
- All limits will be reviewed as required by the SCAS Council; the latest Policy and limits will be available on the SCAS website or via the SCAS Review Panel.

Process – Application/Pre Event

1. On receipt of an application it will firstly be reviewed by the Chairman or Deputy Chairman of the Review Panel to ensure the form has been completed correctly. If there is any missing information the applicant will be contacted and asked to supply the information. If they do not supply the information within 28 days the application will be dismissed.
2. The application will then be reviewed by selected members of the Review Panel to ensure that it meets the relevant criteria of the SCAS Policy.
3. In some circumstances, the application may be referred to the SCAS Executive Committee or the SCAS Council for additional review and authorisation. If this is the case, then the applicant will be kept informed.
4. If the application is rejected, the applicant will be informed in writing with an explanation as to why. If the applicant wants to appeal the decision they must do so in writing to the SCAS Executive within 28 days explaining why they believe the decision is incorrect.
5. If the application is successful the applicant will be informed, and arrangements made to pay the grant, either by cheque or bank transfer.

Process – Post Event

- Once the applicant has attended the event the grant was awarded for they are requested to thank SCAS along with their other sponsors, for example through the use of the hashtag #SCASArchery.
- The applicant will also need to contact the SCAS Review Panel to let them know how they got on at the event. This information may then be publicised on the SCAS website and SCAS social media. If the SCAS Review Panel does not hear from the applicant, they may contact them directly to request the information.

Group Grants

Purpose

- The group grant is to support non-profit archery groups, such as Clubs and Counties, with exceptional projects which could benefit either the whole SCAS Region, or a strong proportion thereof.
- Examples of such projects would be large infrastructure projects.
- Each application for a group grant will be assessed on its own merits.

Criteria

- A group requesting a grant must be either registered to SCAS or based within the SCAS area.
- All applications for a grant must be on the correct form with all the supporting information and documentation as required.
- It is requested that any group who receives a grant from SCAS will thank SCAS along with any other sponsors, for example through the use of the hashtag #SCASArchery. groups will also be requested to let the SCAS Review Panel know how the project is progressing, so this can be fed back to the SCAS membership through the website and social media.
- All applications must be submitted electronically as per the instructions on the application form.

Process

1. On receipt of an application it will firstly be reviewed by the Chairman or Deputy Chairman of the Review Panel to ensure the form has been completed correctly. If there is any missing information the applicant will be contacted and asked to supply the information. If they do not supply the information within 28 days the application will be dismissed.
2. The application will then be reviewed by selected members of the Review Panel to ensure that it meets the relevant criteria of the SCAS Policy.
3. In some circumstances, the application may be referred to the SCAS Executive Committee or the SCAS Council for additional review and authorisation. If this is the case, then the applicant will be kept informed.
4. If the application is rejected the applicant will be informed in writing with an explanation as to why. If the applicant wants to appeal the decision they must do so in writing to the SCAS Executive within 28 days explaining why they believe the decision is incorrect.
5. If the application is successful the applicant will be informed, and arrangements made to pay the grant, either by cheque or bank transfer.
6. The applicant will need to contact the SCAS Review Panel to let them know how the project is progressing. This information may then be publicised on the SCAS website and SCAS social media. If the SCAS Review Panel does not hear from the applicant, they may contact them directly to request the information.

Group Loans

Purpose

- The group loan is to support non-profit making archery groups, such as Club and Counties, in the SCAS Region to help fund improvements.
- Examples of such improvements are the purchase of equipment or improvements to facilities.
- The group loans are interest free and need to be repaid over a maximum term of 5 years.
- The group loan is not intended for profit making organisations such as archery shops or archery experiences.
- Each application for a group loan will be assessed on its own merits.

Criteria

- Groups requesting a loan must have been registered to SCAS for at least three years unless their County or local club is willing to act as a guarantor for the loan.
- All applications for a loan must be on the correct form with all the supporting information and documentation as required.
- In the application the group will need to state how long a repayment term they would like, up to a maximum of 5 years. And how they intend to pay back the loan.
- Whilst the loan is interest free SCAS may want to put agreements and penalties in place should the group fail to keep up with repayments.
- In exceptional circumstances the SCAS Council may decide to write off some or all of a loan. Such decisions will be made on an individual basis by the SCAS Council or SCAS Executive Committee.
- It is requested that any group who receives a loan from SCAS will thank SCAS along with any other sponsors for the project for which the loan is being used, for example through the use of the hashtag #SCASArchery.
- Groups will be requested to let the SCAS Review Panel know how the project is progressing, so this can be fed back to the SCAS membership through the website and social media.
- All loans will be considered on an individual case by case, first come basis. Groups would be expected to secure additional funding streams in addition to the SCAS application and notify the Review Panel of applied for streams. This will not form a main constituent of the panel's review; however, applicants are advised that funding from SCAS is not guaranteed.
- All applications must be submitted electronically as per the instructions on the application form.
- If a group fails to complete the project the loan was granted for they will need to re-pay the loan in full as soon as possible, in a timescale agreed with the SCAS Treasurer.

Limits

- The maximum value of a loan application is £5000, unless there are exceptional circumstances. A group can only have one loan in place at any one time.
- If a group would like a loan over the maximum value they may be asked to show that they have the support of their County.

- Depending on the application the loan may be made for a different amount than requested at the SCAS Review Panels discretion or it may be paid over in instalments.
- All limits will be reviewed as required by the SCAS Council; the latest Policy and limits will be available on the SCAS website or via the SCAS Review Panel.

Process

1. On receipt of an application it will firstly be reviewed by the Chairman or Deputy Chairman of the Review Panel to ensure the form has been completed correctly. If there is any missing information the applicant will be contacted and asked to supply the information. If they do not supply the information within 28 days the application will be dismissed.
2. The application will then be reviewed by selected members of the Review Panel to ensure that it meets the relevant criteria of the SCAS Policy.
3. In some circumstances, the application may be referred to the SCAS Executive Committee or the SCAS Council for additional review and authorisation. If this is the case, then the applicant will be kept informed.
4. If the application is rejected the applicant will be informed in writing with an explanation as to why. If the applicant wants to appeal the decision they must do so in writing to the SCAS Executive within 28 days explaining why they believe the decision is incorrect.
5. If the application is successful the applicant will be informed, and an agreement created between the group and SCAS outlining the re-payment terms (dates and amounts), the length of the term of the loan and what will happen if the group fail to keep up repayments.
6. Once the agreement has been made between the group and SCAS; arrangements will be made to pay the grant, either by cheque or bank transfer.
7. The applicant will need to contact the SCAS Review Panel to let them know how the project is progressing. This information may then be publicised on the SCAS website and SCAS social media. If the SCAS Review Panel does not hear from the applicant, they may contact them directly to request the information.

SCAS Review Panel

Purpose

The SCAS review panel is a Sub-Committee within the SCAS council and answers to the SCAS Council [and the SCAS Executive]. The panel's role is to assess applications for individual/group grants and group loans and either accept or reject the application. If required they will refer an application to the SCAS council or SCAS executive board for further input.

For the purpose of decision making the panel is to operate as an autonomous entity and need only report back to council and/or the executive board, as cases require, or at a minimum annually in the timeframes laid out below.

Make Up

- The SCAS Review Panel will be made up of a minimum of 4 elected members. There is no upper limit on the number of members, but an ideal is 7 members to avoid any potential conflicts of interest.
- All members of the SCAS Review Panel are elected on a bi-annual basis at the SCAS AGM, so each member will serve for a 2 year term. In each 2 year period half the members of the SCAS Review Panel should be elected in year 1 and the rest in year 2 to ensure there is continuity of work. The elections should be carried out using the same process as for other SCAS Council positions.
- One member of the SCAS Review Panel will be elected a Chairman and one member will be elected as Deputy-Chairman. The Chairman should be elected one year and the Deputy-Chairman the other year so both positions do not change in the same year.
- In extraordinary circumstances, for example due to the resignation of a member, a member may be elected for a 1 year or 3 year term to ensure continuity of work. The SCAS Executive may also co-opt a replacement until the next AGM.

Process

- All paperwork regarding applications should be received electronically to the email address for the SCAS Review Panel. All such paperwork should be saved on a shared electronic platform to which all current members of the SCAS Review Panel and the SCAS Executive have access.
- All applications and paperwork should be handled sensitively and with discretion.
- On the SCAS Review Panel shared platform there will be a master document detailing all applications, information on the application, who on the Review Panel is assessing the application and the current status of the application.
- On receipt of an application the Chairman of the SCAS Review Panel (or Deputy-Chairman if there is a conflict of interest for the Chairman or if they are unavailable) will ensure that the application is on the correct form. They will then log the application on the Master Document and save all documentation on the shared platform. The applicant should be contacted to confirm receipt.

- Once logged the Chairman (or Deputy-Chairman) will choose a minimum of 2 SCAS Review Panel members to assess the application in detail. If an application is complicated or in-depth then more members can be chosen. The members chosen will be logged on the Master Document
- The members should be chosen to avoid any potential conflicts of interest. If any member, on being asked to look at an application, thinks there could potentially be a conflict of interest they should declare it straight away and a replacement member of the SCAS Review Panel will be chosen.
- The chosen members will then review the application in depth. The items they will be checking may include, but are not limited to
 - That the application form is filled in correctly and all the relevant supporting documentation has been received
 - That the application meets the requirements as set out in the criteria for Individuals grants and group grants and loans
 - That the applicant is eligible to apply for a grant or loan
 - In the case of Individual grants that the applicant has not already been awarded the maximum of that year and for group loans that the group does not already have a loan in place. A record of previous grants and loans will be kept on the Master Document for checking purposes.
 - That the application will not bring SCAS or archery into disrepute.
- If the assessing members feel it is appropriate they will contact the applicant to ask for additional information to assist with the application.
- Once the members have assessed the application and updated the Master Document they will contact the Chairman (or Deputy-Chairman) with their decision. If they have rejected the application, they will need to document why they have reached that decision.
- If the members, in consultation with the Chairman (or Deputy-Chairman) feel it is necessary they may decide to escalate the application to the SCAS Council or the SCAS Executive for further guidance. If this happens the applicant should be kept informed.
- If the application is for a group loan then the members, through the Chairman, should liaise with the SCAS Treasurer to discuss the repayment options and the term of the loan. These need to be agreed with the group before the loan can be paid out.
- The Review Panel will then contact the applicant to let them know the result of their application, and if the application is successful they will liaise with the SCAS Treasurer to arrange payment of the grant or loan.
- Once the event the Individual grant was awarded for has passed or the project the group grant or loan was awarded for has finished the applicant should be contacted for feedback. This can then be published through the SCAS Council and any other pathways, such as websites and social media.
- Timeframes –
 - Chairman (or Deputy-Chairman) should acknowledge receipt of the application and allocate the application to the chosen members within 14 days of receipt.
 - The decision of the application should be communicated within 40 days of receipt. If more time is needed, then this should be communicated to the applicant as soon as it is known.

- If more information is required from the applicant than the response timeframe is paused until it is received. If the additional information is not received within 28 days, then the application will be rejected, and the applicant will need to reapply.

Reporting

- The Chairman or Deputy Chairman should create a report for each SCAS Council Meeting detailing at a high level the grants and loans that have been awarded and the outcome of the events and projects that the grants and loans have been awarded for since the last Council Meeting.
- The Chairman or Deputy Chairman should create a report for the SCAS Secretary on an Annual basis for the SCAS Year Book detailing at a high level the grants and loans that have been awarded and the outcome of the events and projects that the grants and loans have been awarded for during the year.
- The Chairman or Deputy Chairman should feedback the outcome of the events and projects that grants and loans have been awarded for to the relevant SCAS Committee/Council Member for inclusion in any SCAS publicity material, website, social media etc as appropriate.
- The SCAS Review Panel should create any additional reports and information as and when needed by the SCAS Council or SCAS Executive Board.
- All reports should be produced in a timely manner and in a suitable format, so the information is usable for the recipient.