



# Henley Royal Regatta Charitable Trust

## FUNDING APPLICATION GUIDELINES

### Our Mandate

“To assist in the provision of facilities and resources to enable and assist and encourage young persons receiving education at schools, universities, colleges or similar in the United Kingdom to row or to scull thereby helping ensure that due attention is given to the physical education and development of such persons as well as the development and occupation of their minds.”

### Who do we support?

We support young people in education to learn to row or scull. Projects may be UK wide.

**The Trustees’ priority is to identify and support programmes that develop the coaching of rowing in state-maintained secondary schools that are in turn linked to a local rowing club or an appropriate charitable organisation.**

For example, HRRCT currently supports several programmes at London Youth Rowing, Warrington Youth Rowing and East Anglia Youth Rowing which have set up programmes to widen participation in deprived and culturally diverse communities where rowing has not traditionally occurred. These organisations are operating a hub and spoke model providing access and coaching to participating schools and then a pathway to a partnered rowing club.

When budgets permit, other applications will be considered for specific projects, including for events encouraging new participants to the sport.

## Application Schedule

The timetable for applications is designed to follow the academic year.

- Applications must be received by **31st January**.
- Decisions will be communicated to applicants by the **end of March**.
- Funding awards for September to July are normally made in **October**; **payments can be released at other times by agreement**.

Please note that occasionally the Trust may accept applications outside of this period and will be considered on a case-by-case basis. In this case, applications must be received by **30th September**.

## What sort of projects does HRRCT help to fund?

HRRCT supports the funding of coaches working with young people through a club or an appropriate charitable organisation. We also support annual events (such as NJIRC, the Henley Regatta for the Disabled and the Ball Cup Regattas).

We do not award funds to cover equipment, buildings or other capital expenditures.

Applications for the purchase of equipment should be directed to the Rowing Foundation which HRRCT supports to meet this need.

It is critical that applicants demonstrate an element of long-term sustainability and show how the HRRCT funding will eventually be replaced by alternative sources. The Trust is a catalyst to help start new projects and should not be considered a source of long-term support.

## What is the typical size of an award?

We generally award funding up to a maximum of 50% of the total required for the project.

Programmes may cover more than one year in duration but are not usually longer than three; in this case, funding will be paid for the first year, with subsequent payments being made subject to scheduled annual reviews as agreed.

One-off grants may also be made.

Applicants are required to commit to raising a proportion of the required funds themselves. We will ask applicants how the balance of the funds will be raised and which other funding bodies are being approached/have committed their financial support.

## Application Process

The Trustees invite free-form applications which should include details under all of the following headings:

1. **Introduction**

What is the challenge you are seeking to address?

2. **Proposal: Executive Summary**

What is the proposed solution to the above challenge? This might be a one-page summary including the “what, who, where, when, how much?”

3. **Operational Methodology**

How will the programme operate? How will it be staffed? *Expand on Section 2.*

4. **Financial**

How will the programme be funded over the next 3 years? Include all sources, not just the amount you are requesting from HRRCT. Note the Trust's funding dates and application schedule (above).

5. **Sustainability**

What steps are planned to ensure the programme is sustainable in the long term?

6. **Monitoring and Evaluation**

How will you measure the success of the programme?

7. **Background**

What is the background and purpose of your organisation?

8. **Safeguarding**

What are your current safeguarding procedures?

9. **Consultation**

Which organisations, in receipt of HRRCT funding, have you consulted?

### Attention should be paid to the following:

1. Applications should be received in accordance with the Trust's application schedule (above)
2. Applications should demonstrate how the programme fits the aims of the Trust's Mandate (above) and must not include requests for equipment, funding for buildings or capital expenditure.

3. It is strongly advised that applicants consult with at least one other body currently supported by the Trust to learn from their experience; this process will result in a greater chance of applications being successful. A list of such bodies willing to give initial advice is available on request; individual organisations may choose to charge for extensive consultation.

## Reporting

Organisations must submit reports, working with the schools in order to provide the right level of detail if appropriate. If following the academic year, this will typically be an interim report in February and an end of year report in September.

### Interim Report

The interim report should provide a snapshot of the last 6 months and include:

1. **Participation**  
The number of schools engaged and levels of engagement.
2. **Activities undertaken**  
e.g. indoor/on the water sessions.
3. **Budget**  
Is the spending on track?
4. **Any reassessment of the initial proposals**  
Any revisions required for the future.
5. **Plans for the next six months**

### End of Year Report

This **must** include details under each of the following headings and **might** include case studies, data, information and feedback from teachers, leaders and students where applicable.

1. **Overall impact**
  - a. **Participation:** Is participation in the programme (and other associated activities) reaching expected levels? Where relevant, is the programme having any noticeable effect on school attendance or truancy rates?
  - b. **Wellbeing:** How has the programme affected the mental and physical well-being of participants?
  - c. **Academic progress:** What impact is participation in the programme having on academic performance?

- d. **Social impact.** What is the effect on people and communities as a result of running the programme?
2. **Attendance**  
How many people are enrolled in the programme? Is the programme running at capacity? Breakdown by gender, ethnicity and eligibility for free school meals
3. **Value for money**  
Does the end justify the means? What is the cost to the invested club/school/organisation and how can any benefit be measured and demonstrated?
4. **Funding**  
How will the project be funded in future years? What are the plans for future sustainability?
5. **Awareness of HRRCT**  
How has the organisation helped to raise the visibility of the Trust during the past 6 months and what are the plans for the next 6 months?

### **Upon receipt of funding, applicants agree to:**

1. Welcome a visit from an HRRCT Trustee or their representative at least once during the first year of funding support.
2. Recognise HRRCT's award and help to raise the visibility of the Trust by mentioning HRRCT in all appropriate places, such as using the logo on team kit, website, social channels, marketing materials etc; usage must have prior approval of the Trust, for each instance of use.
3. Submit a full annual report at the end of each funding year and a briefer 6-monthly interim report, the purpose of which is to provide HRRCT with a consistent way of measuring impact and progress, as detailed below.
4. Confirm that the receipt of any funding from HRRCT does not imply any responsibility on the part of the Trust for the day to day operational running of the programme and that the Trust accepts no liability for wrongdoing or malpractice occurring within the programme as a result.

### **Application submissions**

Applications and all supporting documentation should be submitted by email to [hrrtrust@hrr.co.uk](mailto:hrrtrust@hrr.co.uk) for the attention of the Trustees.