

The Travers Foundation

Helping achieve your potential

A Guide to Grant Funding from The Travers Foundation

Grant Funding from The Travers Foundation

Introduction

The Travers Foundation is a volunteer run Charity that provides financial support to local 13 to 30 year-olds and help them to realise their dreams in sport, music and arts.

We help by nurturing the talent of local teams, groups and individuals in Rutland, Leicestershire and Northamptonshire.

What support is available?

Coaching Support - providing funding for the direct cost of coaching and professional support for groups or individuals including sports, creative arts and the performing arts.

Studio Support - providing funding for recording studio time for aspiring singers and musicians both groups and solo performers.

Competition Support - providing funding for competition costs including travel expenses, accommodation expenses and competition entry fees for sporting teams or individuals.

Performance Support – providing funding for pre-production costs for groups planning a production or event. This can include Auditions, Rehearsals and People costs.

This document is designed to make an application as straight forward as possible and includes the following information;

- 1) Details of the scope of each of the types of support.
- 2) The terms of any funding we may provide.
- 3) Specific details of which costs may be claimed.
- 4) An explanation of how these claims are made.

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Funding Criteria

Residence

The Travers Foundation can provide support for 13-30 year old residing* in Northamptonshire, Leicestershire or Rutland.

*Residence means living full time with a home postal address in Northamptonshire, Leicestershire or Rutland. The only exception is to permit support for young people whose parental home is in Northamptonshire, Leicestershire or Rutland and they are in full time school or college education outside the area.

Categories of support

All applicants will qualify for **Coaching Support**.

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| <p>Coaching support</p> <p>We will provide funding for the direct cost of coaching and professional support for groups or individuals including sports, creative arts and the performing arts. Coaching support does not include travel or accommodation expenses.</p> |
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In addition the following specific support is available to help groups or individuals including sports, creative arts and the performing arts.

| Sports | Singers and Musicians | Performers (Actors, Dancers) |
|---|---|--|
| <p>Competition Support We will provide funding for competition costs including travel expenses, accommodation expenses and competition entry fees for sporting teams or individuals.</p> | <p>Studio Support We will provide funding for recording studio time for aspiring musicians both groups & solo performers.</p> <p>Performance Support We will provide funding for crew costs during Auditions and Rehearsals for a production including Musicians and Singers.</p> | <p>Performance Support We will provide funding for cast costs during Auditions and Rehearsals for a production including Actors, Dancers.</p> |

**The Travers Foundation, (Registered Charity No 1154203)
Barn House, 74 High Street, Gretton, Northamptonshire, NN17 3DF**

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Producers, Directors

Performance Support

We will provide funding for pre-production costs for groups planning a production or event which is led by a figurehead or Producer who meets our Residence criteria.

We will provide support for **Audition and Rehearsal costs** including premises, musicians and hire of musical or amplification equipment.

We will provide support for **Cast and Crew costs** including Actors, Dancers, Singers, Directors, Stage Managers and Musicians during Auditions and Rehearsals. Cast and Crew costs may only be claimed for any individuals who meets our Residence criteria.

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Exclusions from our funding

We are unable to consider applications to cover the following;

Funding for School, College or University Courses

We receive a number of applications for support to cover school, college or university fees. These are usually termed a Bursary, this is a grant, awarded to someone to help pay their fees to study at university or college.

Bursaries, unfortunately, fall outside our terms of reference and we are unable to consider these applications.

If an application is for a Bursary we will unfortunately reject these by return.

Marketing

Marketing in all forms is excluded from the scope of our funding. This includes Marketing an event, exhibition, recording or a performance.

Purchasing Equipment

The cost of purchasing equipment is excluded from the scope of our funding. This includes sports equipment, musician's instruments, amplification, cameras, sets, costumes or props.

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Terms of our Grant Funding

If you are successful in receiving a Grant from The Travers Foundation this will be subject to these standard funding terms.

Your letter of offer explains the scope, the time frame and the level of funding support we have provided for you.

In return for our support you agree to the following.

- To provide the Funding team with **a regular progress report**, including photographs, covering your coaching, progress and achievements.
- To allow us to **publicise this funding**, to use your name in this regard and to providing press comment and photographs to assist these activities.
- To **act as an ambassador** by taking media opportunities to talk about The Travers Foundation and about the support you are receiving.
- To submit any **Claim for Funding or reimbursement of expenses in a timely manner**. To ensure these claims are accurate and adhere to our Grant Funding and Expenses Policy below.
- Please confirm your bank details as payments will only be made electronically.
- To **support our fundraising efforts** with family and friends including selling raffle tickets, promoting our fundraising campaigns and attending events.

Your letter of offer is valid for 30 days only. If we do not receive your signed acceptance in this time you will need to reapply for funding and support.

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Claiming your Grant

Our Funding and Expenses Policy

Application for reimbursement of expenses, up to your limit, can be made at any time during your time frame.

To claim reimbursement for your expenditure, please send the Funding Team, applications@travers-foundation.org.uk, copies of receipts for relevant expenses as detailed below.

Coaching & Mentoring Fees - A copy of an invoice is required identifying the Name of your Coach or Mentor providing the service. If a company provides these services, the name of your Coach or Mentor must be identified within the invoice.

Studio Support - A copy of an itemised studio invoice is required.

Performance Support - A copy of an itemised venue invoice is required.

Competition Entry fees - a copy of a receipt/invoice for the entry to the event is required.

Accommodation - a copy of a receipt/invoice is required. Funding covers accommodation up to a 3 star/ travel lodge grade of hotel. Where a room is shared with one or more persons not receiving our funding support only a proportional claim may be made. For example, if two persons share a room and only one is funded, only half the room cost may be claimed.

Train Travel- a copy of a receipt is required. Funding covers travel costs up to standard class travel.

Flights – a copy of a receipt/invoice is required. Funding covers flight costs up to economy class travel.

Car Mileage – a claim for petrol mileage (based on a Google Map mileage) is required payable based on HMRC advisory fuel rates which may be found here (<https://www.gov.uk/government/publications/advisory-fuel-rates/advisory-fuel-rates-from-1-march-2016>).

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Current rates as of February 2022 are

| Engine Size | Petrol claim per mile |
|------------------|-----------------------|
| 1400cc or less | 13 pence |
| 1401cc to 2000cc | 15 pence |
| Over 2000cc | 22 pence |

| Engine Size | Diesel claim per mile |
|------------------|-----------------------|
| 1600cc or less | 11 pence |
| 1601cc to 2000cc | 13 pence |
| Over 2000cc | 16 pence |

Subsistence and meals – are not included within any of our funding support programmes

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Submitting your Claim

Expenses should be submitted in electronic format using the "Expenses Reimbursement Request" form in the appendix, **together with your supporting progress report**. This should be emailed to applications@travers-foundation.org.uk.

Expenses incurred outside the agreed scope and time frame or above the agreed levels will only be considered by prior arrangement.

Please note

Invoices or receipts are necessary for all claims (except Mileage)

No Receipts, No Payment – No Excuses

Last revised 22nd February 2022

