



## Tenterden Town Council

### Tenterden Sports Bursaries Policy

Reviewed	Adopted
Reviewed by Grants & Donations sub-committee	10 <sup>th</sup> October 2024
Adopted by Finance & General Purposes Committee	
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## 1. Introduction

In April 2023, the Town Council approved the transfer of the residual funds from the Tenterden Leisure Centre Trust (TLCT) before being wound-up. The funds transferred were in the region of £60,000 and are only to be used for funding sports bursaries.

## 2. Tenterden Leisure Centre Trust Processing of Applications

Historically, two members of the Trust handled the detailed administration of the application process and made their recommendations to the Trust for approval.

## 3. Town Council Processing of Applications

The procedure for the Town Council to process applications will be as follows.

- Previous TLCT members to review the applications on receipt to ensure applicants meet the criteria, and submit their comments to the Grants & Donations Sub-committee for consideration.
- Grants & Donations Sub-committee to review the applications and comments and then make recommendations for approval at the next available Finance & General Purposes Committee meeting.
- TLCT members may be invited to attend the relevant meetings of the Grants & Donations Sub-committee to present applications and respond to any queries.
- For confidentiality reasons, particularly as applicants are under the age of 18, the Finance & General Purposes Committee will only be presented with the sport, amount and purpose when reviewing recommendations.
- Once applications are approved by the Finance & General Purposes Committee, bursary payments will be made to applicant.

## 4. Eligibility

The following eligibility should be followed for applicants.

- Have the potential to be selected for county, regional, or national team in their sport.
- Live in or attend school in the following areas: Tenterden, St. Michaels, Smallhythe, Appledore, Bethersden, Biddenden, Bilsington, Egerton, High Halden, Kenardington, Little Chart, Newenden, Orlestone, Hamstreet, Pluckley, Rolvenden, Rolvenden Lane, Ruckinge, Shadoxhurst, Woodchurch, Smarden, Stone, Warehorne, Wittersham.
- Be in full time education and be under the age of 18.
- Supply details of their supporting achievements to date together with supporting documents.
- Provide details of any financial support currently provided or potentially available from other sources.

Bursaries will be awarded depending upon how closely the applicant matches the criteria. The size of any award will vary depending upon what level of support is required and will normally be for a year. Repeat awards can be made in subsequent years providing sporting progress has been made.

If successful, the Town Council asks to be kept updated with any progress. The Town Council's judgement will be final in the decision of who receives a bursary award.

## 5. Previous Tenterden Leisure Centre Trust Members and Code of Conduct

The previous TLCT members assigned to assist with the administration and vetting of the applications will be required to sign Tenterden Town Council's Code of Conduct and Confidentiality Statement. Members who have a declaration of interest regarding an application will be unable to be involved in reviewing the application or making recommendations as per the Town Council's Declaration of Interest Chart.

## 6. Financial Arrangements

Tenterden Town Council will hold bursary funds in a separate accounting budget which will only be used for the payment of successful sport bursary applications.

## 7. Data Protection

The information given in the application form will be processed by the Town Council only for the purpose of considering the application for the award. If an applicant is successful, the application form and the information contained within will be retained for up to five years as per Tenterden Town Council's Retention Policy for Grant/Funding Applications.

Under the Data Protection Act and GDPR, applicants have specific rights including giving consent for the collection and processing of their personal data. Further information can be found in the Town Council's Data Privacy Statement and Policy on the website.

## 8. Complaints

Any complaints with regards to Tenterden Sports Bursaries, will be dealt with under the Town Council's Complaints Policy which is available on the website.