

# Guidance for Supporting Organisations (when acting to support an Individual Application)

## ➤ Introduction

Young people between the ages of 7 and 17 years old are eligible to apply for support from the Geraint Thomas Cycling Trust. To protect and support the successful applicants and to protect the interests and reputation of the Trust, the Trust requires that all young people who make individual applications to the Trust nominate a **Supporting Organisation** that will support their application. Typically, a Supporting Organisation will be a school, a sports or youth club or similar organisation.

## ➤ Eligibility – Supporting Organisations

- To be eligible to act as a supporting organisation the applicant must have been known to the organisation for a significant period – ideally at least 6 months.
- The supporting organisation must be an official entity or body e.g., a school, or a sports or youth club that a). has a formal written constitution and b). ideally is affiliated to a National Governing Body or National “Umbrella” Association.
- The Supporting Organisation must be able to verify the information provided by the applicant and to maintain ongoing contact with her/him during their period of the agreement with the Trust.
- The Supporting Organisation must be able to nominate an individual to be the point of contact between the Supporting Organisation, the Trust and the Applicant. This person will be asked to provide support (mainly monitoring and reporting) at intervals during the period of the agreement between the applicant and the Trust and at the close of the agreement period.

## ➤ Supporting an Application

The applicant will have been advised to notify you in advance of making the application, that they will be asking you to act as their Supporting Organisation. The Trust asks that you complete the following steps:

1. Check that you meet the Trust’s requirements to act as a Supporting Organisation. If you have any questions or concerns, please contact the Trust [info@theGTCT.co.uk](mailto:info@theGTCT.co.uk)
2. The Trust will pass the completed Application form to you, it is important that you complete your information and return to the Trust within 14 Days to allow the application to progress.
3. Confirm the named individual to be the contact person for the Applicant and the Trust. If you can identify a deputy as well, please do so.
4. Review the information supplied by the applicant. If you believe that any information is missing, incorrect or unclear, please bring this to our attention on the form.

5. Complete the sections asking for comment on the applicant and the application: both verifying the information provided by the applicant and endorsing their application.
6. Attach any supporting information about the Supporting Organisation (e.g., Constitution) to the Application Package.
7. Return the completed application to the Trust on behalf of the Applicant.

➤ **Supporting a successful Applicant following the awarding of a Grant**

- Depending on the nature of the support requested by the Applicant:
  - participate in the “kick-off” meeting between the Applicant and a representative of the Trust to agree how the Applicant, Supporting Organisation and Trust will communicate / interact during the agreement period.
  - Potentially oversee storage, security and access to equipment supplied by the Trust.
- Monitor the involvement/commitment of the applicant and notify the Trust in the event of any concerns.
- Participate in occasional review meetings between the Applicant and a representative of the Trust.
- Support the completion of a Close-out Report at the end of the period of the agreement between the Applicant and the Trust.