

Jack Petchey Foundation Achievement Award Scheme Coordinator Agreement

Should you join the Jack Petchey Achievement Award Scheme, the following Terms and Conditions will apply to how it is run within your organisation.

If you have any questions about these, please contact your Grants Officer or mail@jackpetchey.org.uk.

The organisation operating the Achievement Award Scheme will:

1. **Jack Petchey Coordinator** – We will appoint a Jack Petchey Coordinator in our organisation who will take responsibility for managing the Scheme and we will notify you immediately of any change in coordinator.
2. **Selection Process** – We will establish a selection process for choosing an Award Winner aged 11-25 which will be clearly explained to young people and staff. We will ensure that young people are involved in the decision-making process.
3. **Making Awards** – We will give the correct number of awards at regular intervals throughout the year in accordance with the Scheme type. Gold: 9 awards, Silver: 6 awards, Bronze: 3 awards per year. Winners can only receive the award once at your organisation.
4. **Presenting Awards** – We will present a framed certificate, pin badge, *Notes from Sir Jack Petchey CBE* booklet and Congratulations letter (all provided by the Foundation) to the chosen winner in front of their peers, preferably on an occasion when parents, carers and relatives are present.
5. **Grant Spending** – We will enable each award winner to choose how their grant is spent. The grant is a restricted fund and can only be spent within the [Jack Petchey Foundation guidelines](#). Grants are not for personal use or for use on general running/core costs.
6. **Noticeboard** – We will have a Jack Petchey Achievement Award Winners' Noticeboard (using the Jack Petchey Foundation Logo) in a prominent position in the organisation and regularly update this with award winners' names, photographs, citations etc.

7. **Presentation Events** – A presentation event is a mandatory part of the Scheme. We will ensure that Achievement Award and Leader Award winners attend a Jack Petchey Foundation presentation event to receive their medallions.
8. **Grant reports** – We will keep a record of the name, age, reason for the award and what the grant was used for. We will use this to complete the Achievement Award grant report by 30th June and 30th November each year. Failure to complete and return the grant report by the deadline may result in withdrawal from the Scheme.
9. **Grants** – We will ensure that funds received from the Foundation are treated as restricted funds in accordance with charity guidance and recorded as such in our accounts. All unspent grants will be returned to the Jack Petchey Foundation.
10. **Receipts/Invoices** – We will keep receipts/invoices for expenditure relating to the grant and will provide copies to the Jack Petchey Foundation if requested.
11. **Monitoring** – We understand that periodic reviews are an essential part of ensuring the quality of the Scheme and we be happy to participate in such reviews when requested by Jack Petchey Foundation staff.
12. **Publicity** – Where possible, the Jack Petchey Foundation Logo (downloadable from the website) will be used to publicise the support of the Jack Petchey Foundation for our organisation.
13. **GDPR** – We will ensure that we comply with GDPR guidelines and have the appropriate consent in place to administer the Scheme and share details of the award winners.
14. **Privacy Policy** – I confirm that I have read and understood the Jack Petchey Foundation [privacy policy and the guidance notes](#) about how data will be used.