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NB: All recommendations are shown in appendices of GSAC minutes which are circulated to Sports Associations and available on the GSLA website annually.

Key

HMGOG – His Majesty' Government of Gibraltar.	GSAC – Gibraltar Sports Advisory Council.
GSLA - Gibraltar Sports and Leisure Authority.	GNGB's – Gibraltar National Governing Bodies of Sport (Sports Associations).

1. Eligibility for Financial Assistance for Recognised and Registered Governing Bodies of Sport.

Only GNGB's (Sports Associations) which are recognised and registered who meet all annual registration criteria are eligible to benefit from HMGOG/ GSLA Financial Assistance Scheme. The purpose of the Financial Assistance Scheme is to promote the development of sport locally and in the international arena. The GSLA administers the Financial Assistance Scheme on behalf of HMGOG. GSAC offers recommendations on eligibility and applications from recognised and registered Governing Bodies of Sport.

1.1 GNGB (Sports Association) Sports Development Plans.

All Sports Associations are required to have a development plan. Development plans to include SMART objectives that encompass a minimum of three years and a maximum of five years planning for the development of their sport. Updated development plans are a pre requisite for eligibility to financial assistance.

NB: Gibraltar National Governing Bodies of Sport (GNBG) also commonly referred to as Sports Associations.

1.2 GSLA Safeguarding Criteria.

All recognised and registered National Sports Associations are required to ensure that all their coaches, leaders and volunteers meet HMGOG & the GSLA Safeguarding criteria (i.e. coaches must possess accredited coaching qualification, be Police Vetted and Safeguarding trained (GSLA Safeguarding Children and Young People in Sport or the Care Agency Tier 1 Safeguarding Training). Sports Associations attending events/initiatives funded by GSAC with children or young adults under the age of 18 are required to have a designated Welfare Officer to accompany them on all trips who must meet the GSLA/HMGOG Safeguarding criteria.

1.3 GSLA Eligibility Criteria

Only those individuals with a Gibraltar Identification Card, a utility bill that is under their name or an active work contract or work permit as proof of employment within Gibraltar are eligible to claim GSAC funding.

2 The Financial Assistance Application Process.

2.1 Form A – GNGB (Sports Associations) Annual Registration.

- a. Sports Associations to complete their annual registration (Form A) in full, outlining and prioritising their proposed events/ initiatives in line with development plans (Section 1.1). Financial assistance (section 2) is required for the following financial year (1st April to 31st March).
- b. Once successful financial applications (Form A) are recommended/approved, Official Financial Assistance (Form B) must be completed and supported with confirmation of entry, official receipts/quotes and all other relevant information and submitted to the GSLA one month prior or after the event takes place. It is this Form B that releases funds.

NB: All applications will be scrutinised to ensure reasonable costs. If financial assistance applications are not included in Form A, they will be omitted from the budget process and funds will not be included in annual estimates bid to HMGOG.

2.2 Form B - Completing the Form that Releases the Funds for Approved Finance.

- a. Form B must be completed in full and signed by a registered official from the Governing Body using the latest version of the Form. Only applications submitted on the latest version of the Form B will be considered.
- b. All funding will be paid to the Sports Association's bank account – no personal bank accounts.
- c. All official application forms must be supported with official receipts/quotes.
- d. Details of all events/initiatives for which applications are submitted must cover the period of the financial year (April to March) following the annual registration.
- e. Event/initiative evaluation and results must be forwarded to GSLA on the Form B if the event has already taken place at the time of application. Alternatively a Form C (Event initiative/evaluation and feedback form) is required to be submitted if the Form B has been submitted prior to the event.
- f. All those who have attended the event/initiative are required to be named and meet the GSLA eligibility criteria.

2.3 Form C – Event /Initiative Evaluation and Feedback.

- a. Form C to include details and a copy of official results, special achievements, benefits of the event and contacts made.
- b. If claiming funds via a quote prior to the event/initiative, Form C must include official invoices of all expenses claimed via GSAC funding.
- c. GSLA to be informed, if for any reason an athlete or team did not finish or participate in the competition/ event.
- d. Failure to submit information on evaluation and feedback (Form B or C) will affect future applications.

2.4 Additional Criteria taken into consideration.

- a. It is recommended that priority be adopted towards participation in Official International Competition. Development competitions will be considered on an individual basis if there is a valid argument to participate

at a development level leading to developing standards to participate at full international competition in the future.

- b. Sports Associations receiving financial assistance from HMGOG who acknowledge support (if allowed) by prominently displaying www.visitgibraltar.gi logo may be eligible for financial support towards printing costs.
- c. GSAC do not fund veteran athletes and will always prioritise the development of aspiring athletes.

NB: All financial assistance applications will be considered on their own merits and in line with development plans and HMGOG priorities.

3. Financial Assistance Categories.

3.1. Official International Competitions

Athletes and teams earning the right to represent Gibraltar in Official International Competition. Increasing standards by competing locally and in the international arena and raising the profile of Gibraltar as a sporting nation.

- a. HMGOG considers that Official International Competition are the gauges by which sporting standards in Gibraltar can be measured with the aim of improving. Only official events will be supported under this category.
- b. Funding is available to support approvable expenses of those who are eligible and have earned the right to represent Gibraltar in Official International Competition.
- c. Sports Associations are required to declare any subsidy offered by their International Federation when participating/ hosting Official International Competitions/ events. Recommended GSAC funding will then be based off the balance of claimed fees.

NB: Club competition is not supported under GSAC funding.

3.2. Hosting of Official International Competitions

Sport Led Tourism, aiming to promote Gibraltar and their extensive facilities as a sporting destination for international competition and events.

- a. Considered as part of HMGOG commitment to Sports Led Tourism that brings economic and sporting benefits to the community and a gauge for measuring success of standards and association development.
- b. Applications to host Official International Competitions must be supported by official documentation from the International Federations highlighting terms for hosting the event and full costs to be met by the host nation. Applications for hosting to be directed to the GSLA CEO/ Minister.
- c. All bids for hosting are to be approved by the GSLA CEO/Minister before any agreement with the International Federation is confirmed.
- d. Criteria for hosting competitions is only considered if Gibraltar hotels and local transport utilised.

3.3. Sports Development

Aiming to support the development of standards and the infrastructure of their sport locally and abroad. (All applications considered on their own merit and in line with the development objectives stated in the Sports Associations development plans).

- a. Accredited coach education is prioritised. Unaccredited coach education will be considered if proven to be beneficial to the development of the sport and if no accredited alternative is available.
- b. Development competitions will be considered if official competition is not available or not appropriate for a developing sport/ level of athletes. However, if an association feels that there is value in attending tournaments/events as preparation to or in the lead up to a full international event for the same discipline, **applications will be considered in exceptional circumstances on a case-by-case basis**. Applicants will need to present their case to GSAC either electronically or in person (if required). If approved, financial support under this criterion would be capped at £1500 or 30% of the total approvable expenses, whichever is the lowest figure.
- c. Start up and junior sports development projects are prioritised. Additional support will be considered for developing Sports Associations.

3.4. Attendance at Official International Federation AGM/Congress

It is recommended that all recognised Sports Associations prioritise attendance at their International Federation AGM/Congress. A maximum of 2 delegates are eligible for GSAC funding. Where a congress coincides with an Official International Competition, Sports Associations are advised to consider efficiencies of scale and where possible officials taking on a dual role.

3.5. Elite Athlete Development

Development initiative aimed at supporting elite athletes to reach their full potential.

- a. Elite athletes are defined and proposed by their Sports Association.
- b. Applications to be supported with key performance indicators relating to international standards.

3.6. Improvements to GSLA Managed Sports Facilities

Aimed to improve GSLA facilities that are utilised by Sports Associations to train and host sporting events under the provision of Sport Led Tourism.

- a. All infrastructural improvements to facilities applications for facilities managed by Land Property Services to be directed to Land Property Services.
- b. Priorities for funding include safety, start-up equipment and equitable access to facilities and sports, within resources available.

3.7. Schools Mentoring

The Schools Mentoring Programme aims to support school community links and the development of teacher's sports specific skills, and an awareness and access to sport and recreational programmes in the community for all children and young people in Gibraltar. Applications are invited from eligible sports associations who have a clear development plan that promotes school community links.

- a. All associations wishing to work under the auspices of the Schools Mentoring Programme will need to contact the Department of Education for their approval in principle before making contact directly with School Head Teachers and Heads of PE.
- b. All Sports Associations must commit to meeting HM Government of Gibraltar Safeguarding Criteria before they can request for their junior development officers to work with teachers.
- c. All projects must include exit strategies.

4. Approvable Expenses.

There are approvable expenses within each category of financial assistance. There are also certain costs that will be considered on a case by case basis depending on developmental categories. Funding percentages vary from 30% to 50% and in certain circumstances a higher % may be considered. All applications for financial assistance are considered by the Gibraltar Sports Advisory Council, within guidelines and on their own merits. All financial support from International Federations to be declared in application.

- a. **Accredited Official Competition Entry Fees** – for those competing at Official International Competitions.
- b. **Travel Expenses** - for those that meet GSLA eligibility criteria when traveling to Official International Competition, International Federation AGM's/Conference and or approved coach education initiatives.
- c. **Accommodation** - when traveling to Official International Competitions, AGM's/Conferences, approved coach education initiatives (3* Bed and Breakfast will be considered).
- d. **Travel Insurance**- for participation in Official International Competitions, AGM/Conference, where travel insurance is not covered in entry/enrolment fees.
- e. **International Development Events/Initiatives**- where the benefit of participating can be demonstrated, funding normally available at a lower percentage than funding approved towards participation in Official International Competition.

NB: International Federation Membership Fees are not approvable expenses.

4.1 Accredited Coach, Umpire and Official's Qualifications - are considered priority as required to meet GSLA safeguarding criteria.

- a. Continued Professional Development is also considered for qualified coaches, as long as developmental value demonstrated works towards achieving accredited coach education qualifications, higher coaching standards and keeping qualifications validated.

4.2 Junior Sports Development - initiatives with a proven benefit and exit strategies.

4.3 Tutor Trainer - expenses for those visiting Gibraltar to deliver accredited coach education, approved and/or continued professional development for qualified coaches. These could include: Travel, accommodation

expenses, tutor course fees, resources and daily allowance (agreed by the GSLA). Form B's must be supported by invoice/receipts.

4.4 Elite Athlete Development for Amateur Athletes - There is a ceiling of £3,000 per annum to support the development of elite athletes for up to a maximum of three years (annual Form B required). Applications are considered subject to a supporting letter from the Sports Association, KPI's, international rankings and expenses being claimed. If prize money is won, it is a requirement to return the corresponding amount received back to the GSLA. Approvable expenses could include specialist coaching identified as crucial to the athletes development, travel to and from specialist training where costs are not met by college/university or Sporting Association, physio fees and hotel accommodation when away from permanent residence.

4.5 Improvements to Facilities - Financial assistance applications for improvements to facilities to include full details (as stated in 3.6). Sporting facilities that generate income may have to pay a percentage towards their applications for improvement to their facilities.

4.6 Schools Mentoring - Initiatives where teacher mentoring and proven pathways from school to community are demonstrated with exit strategies up to a ceiling of £4,000. The Schools Mentoring Programme was recommended by GSAC to support the development of non-specialist P.E teacher's awareness on how to introduce fundamental sports specific skills and drills into their PE lessons, create school community links and an awareness and access to sport and recreational programmes in the community. Applications are invited from eligible Sports Associations who have a clear development plan identifying how they intend to work with schools and teachers to benefit sporting links between school and the community. All Sports Associations must commit to meeting HM Government of Gibraltar Safeguarding Children and Young People in Sport before they can request inclusion in the schools mentoring programme.

5. Extent of Financial Assistance and Approvable Costs.

- a. 50% towards approved Official International Competitions and Accredited Coach Education.
- b. 30-40% towards approved non Accredited Coach Education or CPD.
- c. 50% towards approved financial assistance towards attending official AGM/Congress. (Members will only receive funding towards the duration of the congress and one travel day prior and post congress. Congress schedule must be submitted when claiming funds).
- d. 30-50% towards approved Development Competitions considered towards flights, travel and hotel accommodation of eligible athletes and officials. (3* Hotel rate, bed and breakfast only, unless official organisers insist on the delegation utilising specific accommodation for insurance purposes, in which case, a breakdown of costs in accommodation package to be included in application as well as proof that the relevant International Federation imposes this).

- e. Up to 50% towards approved Official International Competition Fees.
- f. 30-50% towards approved transportation and hire of equipment deemed necessary to participate.
- g. Up to 50% towards insurance if not provided by organising body. It is recommended that athletes travelling abroad take out their own personal travel insurance.
- h. Up to 50% towards approved Development Competitions.
- i. Up to 100% towards approved Elite funding applications.

6. Late Applications.

Consideration will be given to Sports Associations whom at the time of annual registration were not aware of events that demonstrate considerable benefit to the development of the sport. Events that have previously been not recommended by GSAC are not eligible for a change of event. Late applications to be submitted in writing to the Sports Development Unit, accompanied by Form B and supporting information. If a late application is recommended by GSAC, it will be subject to availability of funds towards the end of the financial year (February/March).

7. Change of Event/Initiative.

In certain circumstances a Sports Association may not be able to attend an approved event, or feel that participation in another similar event is more beneficial to the development of their sport. In these instances, a letter requesting a change of event, giving a full explanation for the requested change must be forwarded to the GSLA CEO for consideration. This must be submitted before the event takes place. This request will then be considered by GSAC. Only approved level of funding or less will be considered.

If the Sports Association is requesting more funds, application will be considered as a late application.

General Notes

All expenses must be supported by official receipts and/or quotes. No payments will be made until official receipts/quotes are received to support financial assistance applications. Funding for accommodation will only be considered for the duration of the official competition to include a maximum one-day familiarisation training. If a Sports Association is receiving any funding towards approvable costs from International Federation, this must be declared as part of the application. Parents of junior athletes will not be funded unless they have a specific role as part of the official delegation. If attending as a safeguarding/ welfare officer, they must meet the GSLA safeguarding criteria.

All information on financial assistance and official Forms (A, B & C) can be downloaded from the GSLA Website www.gsla.gi

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