

# Lagan Valley Orienteers

## Junior Funding Policy 2018

The Club will support Junior members attending the following:

JWOC, EYOC, JHI, JIRCs, JEC.

Lagganlia training camp, Hawkshead training weekend.

Other events and activities, including selection races, are not normally supported. However, if you do wish to seek funding, it is important that a request is put to the Committee for consideration in good time before the event.

Please make every effort to secure funding from sponsors or local councils to reduce the burden on the club.

### Funding

LVO will normally refund ⅓ of eligible costs, which are:

- Event entry fees.
- Payments to IOA for trips organised by them such as EYOC, JWOC & JEC.
- Air/ferry travel.
- Vehicle hire. *See details below.*
- Fuel for hired and private vehicles (excludes any part of the journey within NI or RoI). *See details below.*
- Accommodation.
- Food, provided it is included in the cost of accommodation or organised tour package.

#### **Vehicle hire and private vehicle use:**

*The driver(s) should collect all their hire and fuel costs from the Juniors in the party. The Juniors meet all the costs; the drivers do not contribute. The Juniors then include these costs on their claim forms like any other expenses. The club will make a deduction from their claim for any part of the journey within NI or RoI.*

Travel costs incurred within NI or RoI are not covered (but entry & residential costs are).

The maximum refund will be £200 per Junior per trip. Refunds will be reduced if necessary to cap the total club subsidy for the year at £2000.

Support from other sources, e.g. sponsorship, must be declared and will be subtracted from your expenses before the refund is calculated. The standard ⅓ funding that you may claim from NIOA does not affect the support you receive from LVO and does not need to be declared.

Costs should be kept to a minimum, for example by using budget travel and accommodation. Non-essential spending is not covered.

Costs incurred by an accompanying adult are not eligible for LVO funding. Those expenses should be claimed in full from NIOA. Note, however, that vehicle costs you pay out should be collected directly from the Juniors – see the paragraph on vehicle hire and private vehicle use, above – and not claimed from NIOA.

Families who benefit from LVO funding are expected to be committed club members who assist with running events or other club activities.

### Claims

Claims must be made in writing (not by e-mail) within two weeks of the event finishing. The claim form is on the next sheet or is available from [treasurer@lvo.org.uk](mailto:treasurer@lvo.org.uk)

You may also be able to receive funding from NIOA but you will need to apply to them separately.

Please attach receipts to the claim form. Please explain if you no longer have the receipts because you have submitted them as part of a claim to another funding body.

Reimbursements will be paid in December.

If you have any questions please call Harry Bell on 07841 996555 or use the email address above.

*Claim form on next page*

# Lagan Valley Orienteers Junior Funding

# Expenses Claim Form 2018

Please complete one form per family for each event.

Eligible costs are specified in the Junior Funding Policy.

Please post completed form WITHIN TWO WEEKS OF THE EVENT to Harry Bell, 30 Danesfort, Moira, BT67 0SG. No claims by e-mail please.

Include receipts or other evidence of expenditure (please advise if submitted to another organisation). NO RECEIPT = NO REFUND

Event name:	Dates of event:
Name of Junior(s)	

Description	Amount	Receipt attached?	Notes

Please include details of any funding you have received, or might receive, from sources other than LVO and NIOA

Other information:

Name (Claiming on behalf of Junior)	Signature	Date
Please provide your bank details. (not required if you have previously received a bank transfer from LVO)	Account number	Sort code