

AIGA

Procedure for allocation of funds

Purpose of document:

To arrive at a fair and equitable scheme of allocation of AIGA funds.

General principles to be applied:

- Individuals can receive up to, but not in excess of, 100% of their eligible travel costs.
- Clubs that raise the most funds receive the most subsidy, and vice versa.

(a) Fund-raising phase

There is a 2-year lead up to each Games.

At the commencement of this 2-year period, 3 types of "pot" for the receipt of funds are established:

(i) General pot

- This is used for the benefit of the whole AIGA team.
- There will usually be a brought forward "reserve" from the fund-raising efforts prior to previous Games.
- Source of cash receipts include:
 - General grants, e.g. grant from the States of Alderney.
 - Donations, where the donor does not specify a beneficiary club.
 - Funds raised from events undertaken by the committee as a whole, e.g. the Auction of Promises.
 - 10% of funds raised by clubs (see below).
- Use of cash receipts include:
 - Defrayment of general expenses of AIGA, e.g. committee insurance
 - Defrayment of general expenses related to each Games, e.g. purchase of badges for distribution to other island spectators/competitors.
 - Part-subsidy of the travel costs for the AIGA Chairman and Secretary.

(ii) Sports club pots

- Each sports club has its own pot.
- Every time a club, or its individual members raise funds, e.g. from jumble sales, sponsored events, individual donations, 90% of these funds go into the pot for that club. The remaining 10% goes into the General pot (see above).

(iii) Individual pots

- The only circumstances where the individual pot would be used are where competitors receive sponsorship for themselves, e.g. a grant from their employer.

(b) Allocation phase

1. Determination of "eligible travel costs"

- For most Games, this will include just 3 elements:
 - Travel, from Alderney to the Games destination.
 - Accommodation for 7 nights.
 - Evening meal for 7 evenings.
- It will not include hire cars or lunches.

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- If an individual believes that they have incurred any other personal cost that should be reimbursed, then this should be raised with the committee before this expenditure is made.

- 2. Apportionment of General pot
 - Just before each Games, the General pot will need to be divided up as follows:
 - (a) An amount to defray the general expenses related to the Games
 - (b) An amount to be divided equally between all competitors.
 - (c) A “reserve” to be carried forward to the next Games

- 3. Disclosure of competitor costs
 - It is expected that the majority of competitors will be part of the team arrangements for travel and accommodation.
 - If individuals have opted to make their own arrangements, then their costs will also be eligible for reimbursement (subject to a “reasonableness check” by the committee). If they wish to have these costs reimbursed, then they are required to submit their receipts/booking confirmations to the committee.
 - Competitors staying in self-catering/B&B accommodation will be entitled to a £10 per day fixed allowance for evening meals if this is not included in the accommodation package.

- 4. Disclosure of donations
 - The committee trusts all competitors to declare all donations that they have received to fund their participation in the Games. Those who betray this trust and are found out will be “named and shamed”, especially if it leads to reimbursement of over 100% of their costs.

- 5. Mechanics of allocation
 - Fully armed with all information relating to income and expenditure, the allocation of funds to each competitor is performed in the following sequence:
 - (i) Allocation from Individual pots

This is allocated to the named individual in total. Clearly, the maximum possible would be 100% of costs.

 - (ii) Allocation from Sports club pots

This is allocated equally between all members of the club, subject to a ceiling of 100% of the costs of each individual. If the costs of each competitor in the club are covered 100%, then the surplus is carried over into the general pot.

 - (iii) Allocation from General pot

Once this has been used to defray the general expenses of the Games, and 50% of the Chairman and Secretary costs, this is split equally between all competitors, again subject to the 100% ceiling.

 - To promote a “culture of openness”, each competitor will be provided with a statement that shows clearly how his or her total subsidy has been calculated. They will also have the right of access to the statements of any other competitor.