Company Registration Number: 6272889

Registered Charity Number: 1122080

# **British Olympic Foundation**

(Limited by Guarantee)

**Report and Financial Statements** 

For the year ended 31 December 2014

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# Report and financial statements 2014

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# **Report and Financial Statements 2014**

#### Reference and administrative information

#### **Trustees and directors**

Mr J C U James OBE (Chairman)
Dr N W Townshend (Vice Chairman)

Dame Diana M Ellis (appointed 4 March 2014)

#### **Chief Executive**

Jan Paterson MBE

# **Company Secretary**

Kevin Shouler

#### Legal status

The British Olympic Foundation ("the Foundation") is a company limited by guarantee with company no. 6272889 and registered charity no. 1122080.

#### **Charity address**

60 Charlotte Street London W1T 2NU

#### **Bankers**

Lloyds Bank PLC 4<sup>th</sup> Floor 25 Gresham Street London EC2V 7HN

#### **Solicitors**

Withers LLP 16 Old Bailey London EC4M 7EG

#### **Auditor**

Moore Stephens Chartered Accountants & Statutory Auditor 150 Aldersgate Street London EC1A 4AB

# **Report and Financial Statements 2014**

#### **Report of the trustees**

The trustees submit their report along with the financial statements of the Foundation for the year ended 31 December 2014. These financial statements have been prepared in accordance with the provisions applicable to small companies entitled to the small companies' exemption and in accordance with the accounting policies set out on page 11.

The financial statements comply with the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (2005). The financial statements have been prepared under the historical cost convention, in accordance with United Kingdom applicable accounting standards and the Companies Act 2006.

#### Structure, governance and management

The Foundation is the successor to two predecessor charities - the British Olympic Foundation (originally named the British Olympic Education Trust) which was established as a charitable trust in 1982 with registered charity no. 286106 ("Former BOF") and the British Olympic Medical Trust which was established as a charitable trust in 1986 with registered charity no. 327386. Following a review of these trusts and in light of an anticipated increase in charitable activity before and after the London 2012 Olympic Games, the Foundation was incorporated on 7 June 2007 with the legal form of a company limited by guarantee (company no. 6272889) and registered as a charity (charity no. 1122080). The assets of the Former BOF and the British Olympic Medical Trust were transferred to the Foundation on 1 April 2008 and 23 May 2008 respectively.

The charitable objects of the Foundation include the objects of its two predecessors, as well as other related objects relevant to the place of sport in modern society and the proposed work of the Foundation, such as the promotion of health through participation in sporting activities and advice on nutrition and lifestyle.

The Foundation has continued the trade of the former BOF with the same controls, risks and charitable aims and objectives.

The trustees have overall responsibility for the direction, management and control of the Foundation. The appointment of trustees must be made by the current trustees at a special meeting. All appointments must be approved by the British Olympic Association (BOA). There is an induction and training process in place for new trustees.

The Foundation is assisted in performing its duties by two personnel, employed by the British Olympic Association and part seconded to the Foundation, who carry out its objectives and deal with the day-to-day administration and management of the Foundation under the guidance of the trustees.

The major risks the charity is exposed to, as identified by the Trustees, are grant fraud and reputation risk. These are subject to regular review. The nature of those risks and the systems to mitigate them are also subject to regular independent management review.

#### **Trustees and directors**

The company is limited by guarantee and the liability of the trustees on winding up is limited to £1 per trustee.

The directors in the period were:

Mr J C U James OBE (Chairman) Dr N W Townshend (Vice Chairman) Dame Diana M Ellis (Director)

# **Report and Financial Statements 2014**

# **Report of the trustees**

The directors are the charity trustees of the Foundation.

Mr J C U James OBE was a trustee of the Former BOF and Dr N W Townshend and Dame Diana M Ellis were trustees of the British Olympic Medical Trust; Mr J C U James OBE and Dr N W Townshend were appointed on 7 June 2007. Dame Diana M Ellis was appointed a trustee and director on 4 March 2014.

#### Objectives and activities

The Foundation is a registered charity. Its main objectives include the promotion and advancement of public education and the increase of knowledge in all aspects of the Olympic Movement, sport, sporting activity and other forms of physical education and recreation.

#### **Public benefit**

In shaping our objectives for the year and our planning activities, the trustees have considered the Charity Commission's guidance on public benefit, as stated in Section 17 of the Charities Act (2011). The Foundation relies on donations from the general public and the British Olympic Association and public benefit is derived through the public involvement in sport, physical education and the Olympic Movement regardless of age, background or social status. Our activities during 2014 to further the charitable purposes for public benefit have been reviewed under the heading "Achievements and performance" below.

#### Achievements and performance

The Foundation's youth engagement programme went from strength to strength in 2014 enhancing the offering from 2013 with new investment from a number of sources. 24,380 schools have engaged with Get Set since the end of London 2012, which is 92% of UK schools. Through extensive research conducted in 2014, the programme continues to have a significant impact on schools; 62% of teachers say that Get Set has a positive impact on PE with schools offering a wider range of sport, more young people taking part in sport, more hours of sport on offer and more young people doing sports leadership qualifications. 79% of teachers say that Get Set builds students' team work skills, while more than three quarters say that it drives pupil motivation and raises aspirations.

The 'core' of Get Set has reached approximately 5,821,000 pupils since London 2012 and in 2014 featured several campaigns throughout the year, which included:

- Sochi 2014 the campaign aimed to generate excitement and support for Team GB and Paralympics GB competing at the Sochi 2014 Olympic and Paralympic Winter Games.
   Various cross-curricular resources were created to reinvigorate schools' commitment to the values, and engage pupils.
- Queen's Baton Relay encouraging schools to celebrate the Glasgow 2014
   Commonwealth Games Queen's Baton Relay based on the Olympic value of friendship and the Paralympic value of equality. New resources encouraged schools to follow the Baton on its journey across the UK, and to learn about its design and the message held within it.

# **Report and Financial Statements 2014**

### Report of the trustees

- International Olympic Day Schools were encouraged to celebrate International Olympic Day on 23 June and resources, informed by the IOC's guidance, were available through the website to support them in doing this.
- Manderville Place Orchard a competition for schools to name the new apple to be planted in Manderville Place Orchard in the Queen Elizabeth II Olympic Park, promoting the Paralympic Legacy.

In 2014 the Get Set + programmes, which are initiatives which benefit from external funding, continued to develop and further investment was secured.

Get Set to Make a Change, funded by the Big Lottery Fund through their 'keeping the spirit alive' campaign, moved from the first phase of 17 roadshow events across the country to the second phase with groups all over the country running their community events led by approximately 8000 'Legacy Leaders', aged 14 – 19. A reward system was set up for groups reporting on their events online to win, money can't buy experiences such as trips to the Commonwealth Games, white water rafting with Olympians and many other exciting prizes. In November 2014 the programme moved into its third and final stage when the Legacy Leaders were invited to Celebration events which again took place in 12 cities around the country, the events acknowledged the tremendous work done by the young people, celebrated the success and helped with exit routes from the programme.

Get Set to Play, funded by Procter and Gamble, uses the Olympic values and Team GB to support primary schools in making playtimes more positive and more active, is now in its second year and with a registered number of teachers of approximately 39,000. The programme delivered new resources around Sochi 2014 with exciting winter play ideas and will now focus towards the Rio 2016 Olympic Games.

The largest investment and development in the programme was 'Get Set's Road to Rio', match funded by the Spirit of 2012 Trust and a donor, a new digital platform was launched in the autumn of 2014, which enabled the website to be; mobile optimised, feature a Get Set community, encouraging users to share best practise, and act as a hub for news and information about the broadest range of Olympic and Paralympic opportunities available to schools and youth groups.

The Foundation also fulfilled its obligation on the international stage with British delegates participating in the annual International Olympic Academy in Olympia Greece, ensuring the Foundation's role of supporting the principles of Olympism. The attendees were selected from a wide range of backgrounds from sport including teachers, lecturers, students and administrators and they took part in seminars on 'The Olympic Values in Education' and 'Olympic Values; Respect for Diversity'.

Finally, the protection and development of Olympic history for educational purposes was realised as accessioning was completed for the London 2012 digital archive and descriptions are now available to the general public at The National Archive's Discovery Catalogue of the London 2012 Digital Archive. A Memorabilia Policy was also completed to ensure a structured approach

# **Report and Financial Statements 2014**

# **Report of the trustees**

to the management of the memorabilia items held from past London Games and specifically London 2012 was implemented.

#### **Financial review**

The statement of financial activities on page 9 summarises the activities of the Foundation.

The cost of the Foundation's activities of £1,809,858 (2013: £2,444,376) was part financed by grants of £1,671,014 (2013: £2,095,500) and general donations of £68,466 (2013: £66,311). £1,763,414 (2013: £2,385,752) of the total expenditure for the year was spent directly on Youth Education Projects, in connection with the Get Set Legacy programme which contributed towards the objects of the Foundation.

The net expenditure for the year was £70,118 (2013: £281,842) Restricted funds are received and utilised for particular projects, notably the Get Set programme of activities.

The Foundation retains adequate reserves to cover expenditure arising from day to day activity for a period of at least 12 months and therefore the financial statements are prepared on a going concern basis.

#### Plans for the future

The Foundation intends to continue its established format of activities and is actively pursuing additional sources of finance to enable it to extend and expand its present range of activities.

#### Statement of information given to auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- 1) so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- 2) the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of this information.

The confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

#### **Auditor**

The Trustees will appoint Moore Stephens LLP as auditors at the Foundation's forthcoming Annual General Meeting.

Approved by the Board of Trustees and signed on their behalf

J C U James OBE

Chairman

# **Report and Financial Statements 2014**

# Trustees' responsibilities statement

The trustees (who are also directors of The British Olympic Foundation for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company [and the group] and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

# **Report and Financial Statements 2014**

# Independent auditor's report to the members of the British Olympic Foundation

We have audited the financial statements of the British Olympic Foundation for the year ended 31 December 2014 which comprise the Statement of Financial Activities (incorporating an income and expenditure account), the Balance Sheet, and the related notes 1 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

# **Report and Financial Statements 2014**

# Independent auditor's report to the members of the British Olympic Foundation

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from preparing a Strategic Report or in preparing the Trustees' Annual Report.

Thomas Ward

Thomas Ward (Senior Statutory Auditor)

for and on behalf of Moore Stephens LLP - Statutory Auditor,

Chartered Accountants, London, United Kingdom

Date & September 2015

# Statement of financial activities incorporating an income and expenditure account Year ended 31 December 2014

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
Incoming resources from generated funds:					
Voluntary income					
Grant income	12	-	1,671,014	1,671,014	2,095,500
Donations		68,466	-	68,466	66,311
		68,466	1,671,014	1,739,480	2,161,811
Investment income					
Interest received		260	-	260	723
Total incoming resources		68,726	1,671,014	1,739,740	2,162,534
Resources expended					
Costs of charitable activities	2				
Museum costs		1,651	-	1,651	342
Youth education projects		1,511	1,798,049	1,799,560	2,429,537
Olympic Academy		4,863	-	4,863	9,197
		8025	1,798,049	1,806,074	2,439,076
Governance costs		3,784	-	3,784	5,300
Total resources expended		11,809	1,798,049	1,809,858	2,444,376
Net outgoing resources before transfers		56,917	(127,035)	(70,118)	(281,842)
Transfers		(127,035)	127,035	_	
Net outgoing resources and net expenditure for the year		(70,118)	-	(70,118)	(281,842)
Reconciliation of funds					
Funds brought forward		388,570	-	388,570	670,412
Funds carried forward	9	318,452	_	318,452	388,570

All amounts relate to continuing charitable activities and to unrestricted funds. The Statement of Financial Activities includes all gains and losses recognised in the period.

The notes on pages 11 to 15 form an integral part of the financial statements.

# Balance sheet At 31 December 2014

	Note	2014 £	2013 £
Fixed assets			
Tangible assets	6	590	1,574
Current assets			
Debtors	7	-	75,144
Cash at bank and in hand		361,682	384,204
		361,682	459,348
Creditors: amounts falling due within one year	8	(43,819)	(72,352)
Net current assets		317,862	386,996
Net assets		318,452	388,570
Total funds at 31 December	9	318,452	388,570

These financial statements have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008.)

The financial statements of the British Olympic Foundation (registered company number 6272889) were approved by the trustees on 3<sup>rd</sup> September 2015 and signed on their behalf.

J C U James OBE

Chairman

# Notes to the accounts Year ended 31 December 2014

#### 1. Accounting policies

The financial statements are prepared in accordance with applicable United Kingdom law and Accounting Standards, Statement of Recommended Practice (SORP) 'Accounting and Reporting for Charities' (2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

The particular accounting policies adopted, which have been applied consistently in the current year and prior year, are described below.

#### **Accounting convention**

These accounts are prepared under the historical cost convention. Expenditure is recognised when it is incurred, not when physically paid.

#### Going concern

The trustees have considered the financial position and resources of the Foundation for the foreseeable future. Given the Foundation's net assets position and expected net incoming resources based on detailed future budgets, the trustees deem that the Company will be able to meet its future obligations as they fall due. Therefore, the trustees have concluded that the going concern basis of accounting continues to be appropriate.

#### **Fund accounting**

The Foundation's general fund is unrestricted and consists of funds which the Foundation may use for its purposes at the discretion of the trustees in the furtherance of the objects of the Foundation. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criterion is charged to the fund, together with a fair allocation of management and support costs. Where resources expended for restricted funds exceed incoming resources for a specific project, the shortfall will be met by a transfer from the General Funds.

#### Incoming resources

All grants are included in the Statement of Financial Activities ('SOFA') when the Trust is legally entitled to the income and the amount that can be quantified with reasonable accuracy. The following specific policies apply to categories of income:

Donations are recognised in the SOFA in the period in which they are received. Donated services relate to staff employed by the BOA. The value of these services is the cost to the BOA of employing those staff.

#### Cost of charitable activities

This includes all expenditure directly related to the objects of the Foundation. It also includes support costs and associated costs.

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

# Notes to the accounts Year ended 31 December 2014

#### 1. Accounting policies (continued)

#### **Governance costs**

Governance costs are the costs associated with the governance arrangements of the Foundation.

#### Cash flow statement

The Foundation is exempt from preparing a cash flow statement under the allowance given to small entities per the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### **Operating leases**

Rentals under operating leases are charged on a straight-line basis over the lease term.

#### irrecoverable VAT

Irrecoverable VAT is charged as an expense in the statement of financial activities.

#### Fixed assets

The Foundation's computer equipment is valued at cost less accumulated depreciation on the balance sheet. Computer equipment is depreciated on a straight-line basis over a useful economic life of three years.

#### 2. Support costs of charitable activities

	2014	2013 £
Support costs comprise: Administration costs Motor and travel	101,526 37,666	96,532 89,364
	139,192	185,896

The administration costs included two (2013: two) full-time employees of the British Olympic Association who donated £65,249 (2013: £52,576) of their services to the Foundation, and this has also been included in donations income.

Below is a further analysis of how the support costs, consisting of administration expenses and motor and travel, have been allocated across expenditure on charitable activities:

# Notes to the accounts Year ended 31 December 2014

Activity 2014	Activities undertaken	Administration expense	Motor and travel expense	Total expenditure
Museum cost Youth education projects Get Set Projects Olympic academy seminars	1,524 1,394 1,659,476 4,488	93 85 101,075 273	34 32 37,499 101	1,651 1,511 1,798,050 4,862
Totals	1,666,882	101,526	37,666	1,806,074
Activity 2013	Activities undertaken	Administration expense	Motor and travel expense	Total expenditure
Museum cost Youth education project Get Set Projects Olympic academy seminars	315 148,525 2,095,843 8,496	6,393 89,791 364	13 5,891 83,124 337	342 160,778 2,268,758 9,197
Totals	2,253,179	96,532	89,365	2,439,076

#### 3. Staff costs

The Foundation has no employees, however services are provided by some members of staff who are employed by the British Olympic Association. £65,259 (2013: £52,576) of these staff costs have been donated by the BOA to the Foundation, and are included in donations on the face of the statement of financial activities. There are no employees with emoluments above £60,000 (2013: None).

#### 4. Net expenditure for the year

Net expenditure for the year is stated after charging:

	2014	2013
	£	£
Depreciation	984	985
Operating leases – land and buildings	19,364	19,349
Fees payable to the company's auditor for the audit of the		
company's annual accounts	3,784	5,300

# Notes to the accounts Year ended 31 December 2014

# 5. Information regarding trustees

None of the trustees were remunerated in either 2014 or 2013 for their work for the British Olympic Foundation.

During the year no expenses were paid to trustees (2013: £nil) in respect of trustees' office and travelling expenses.

### 6. Tangible fixed assets

### Office equipment

	Cost: At 1 January 2014 Additions		5,087 -
	At 31 December 2014		5,087
	Depreciation: At 1 January 2014 Charge for year		3,513 984
	At 31 December 2014		4,497
	Net book value: At 31 December 2014	·	590
	At 31 December 2013		1,574
7.	Debtors		
		2014 £	2013 £
	Trade debtors		. 75,144
		<u>-</u>	75,144

£

# Notes to the accounts Year ended 31 December 2014

#### 8. Creditors: amounts falling due within one year

	2014 £	2013
T	_	0.404
Trade creditors Other creditors	8,561 12,500	8,604
Amounts due to the British Olympic Association	4,549	9,930
Accruals	18,209	53,818
	43,819	72,352

#### 9. Reserves

	As at				As at
	1 January 2014	Incoming resources	Outgoing resources	Transfers between funds	31 December 2014
	£	£	£	£	£
Restricted Funds: Get Set Core Activities	-	506,014	(535,477)	29,463	-
Get Set Make a Change	-	865,000	(937,521)	72,521	-
Get Set Plan Legacy	-	300,000	(325,051)	25,051	-
Total Restricted Funds		1,671,014	(1,798,049)	127,035	-
General reserves	388,570	68,726	(11,809)	(127,035)	318,452
Total funds	388,570	1,739,740	(1,809,858)	<u>-</u>	318,452

#### 10. Taxation

As a charity, the Foundation is exempt from tax on its income and gains under chapter 3 of part 11 to the Corporation Tax Act 2010 and s256 of the Capital Gains Act 1992, to the extent that such income and gains are applied for charitable purposes.

#### 11. Related parties

The Chairman is invited to attend the board meetings of the British Olympic Association. The accountant and CEO to the Foundation are employed by the British Olympic Association.

As at 31 December 2014 there was a balance due to the British Olympic Association of £4,549 (2013: £9,930).

# Notes to the accounts Year ended 31 December 2014

The Foundation pays the British Olympic Association a licence fee to occupy the premises and service charges in connection with its Charlotte Street offices. During the year amounts totalling £19,349 (2013: £19,349) including VAT were charged under this arrangement.

The Foundation received a donation of £65,249 (2013: £52,576) from the British Olympic Association in respect of staff who are employees of the BOA but who provide some of their services to the Foundation. This donation of staff time has not been shown on the face of the statement of financial activities but is disclosed in the notes above.

#### 12. Grant Income

Grant income of £1,671,014 (2013 £2,095,500) comprises £865,000 received from Big Lottery funding for the "Get set to make a change" youth education project; £158,514 received from Spirit of 2012 for the core "Get Set" youth education project; £50,000 received from the British Paralympic Association for the core "Get Set" youth education project; £300,000 received from Peter Davis for the core "Get Set" youth education project and £300,000 from the Department of Education for the "Get set to plan your legacy" youth education project. Grant income has been spent and allocated against the related projects.

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