



JETS Training Grant Funding Policy

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2. Purpose

This policy outlines how the Jockeys Education & Training Scheme (JETS) allocates charitable funding for training, education, and professional development.

It has been created to make sure that decisions are fair, transparent, consistent, and aligned with JETS' charitable purpose: supporting the long-term career development and transition of Professional Jockeys, whilst ensuring that resources are used proportionately and deliver demonstrable impact.

3. Scope

This policy applies to all applications for financial support towards the cost of training.

For the purpose of this policy, 'training' refers to structured learning activities delivered by a recognised provider that have clear learning outcomes and provide new knowledge, skills, or qualifications relevant to career development or transition and may include:

- Short courses
- Workshops
- Accredited professional qualifications
- Vocational training
- Academic programmes.

'Training' does not include:

- Professional memberships, subscriptions, or registrations
- Licensing or re-licensing fees
- Insurance costs
- Medical, fitness testing, or mandatory occupational assessments
- Travel, accommodation or subsistence
- Equipment, clothing, software, or materials not directly included in course fees.
- Costs related to professional practice or employment requirements.

This definition has been applied to make sure that funding is used for activities that directly contribute to learning, skills development, and improved employability, in line with JETS' charitable objectives.

4. Principles

JETS' funding decisions are guided by the following principles:

1. **Impact:** Priority is given to training that supports candidates gain employment and supports long-term career development.
2. **Fairness and equity:** Decision making will be based on the consistent application of criteria and decisions will be made without any discrimination.
3. **Value for money:** Decisions will consider the cost effectiveness of any training and may require multiple quotes for comparison. Professional accreditation checks and proportionality thresholds may also apply.
4. **Accountability:** Candidates will be required to demonstrate commitment and accountability by contributing towards the cost of any training and by providing evidence of completion.
5. **Proportionality:** Higher-value grant applications will require stronger evidence and elevated scrutiny.
6. **Conflicts of Interest:** JETS is committed to ensuring that all funding decisions are fair, impartial, and free from undue influence. Any staff member or Trustee involved in assessing an application must declare if they have a personal or professional connection to the applicant. Where a conflict is identified that individual will not take part in the assessment or decision-making process for that application.

5. Eligibility

To receive funding towards the cost of training, candidates must meet one of the following criteria:

1. Candidates are currently licenced as a Professional Jockey (Apprentice, Conditional, Flat or Jump) by the British Horseracing Authority (BHA) and have had a minimum of 50 rides as a Professional Jockey.
2. Candidates are a former BHA licensed Professional Jockey and had a minimum of 50 rides as a Professional Jockey since 1st January 1995.
3. Candidates are a beneficiary of the Injured Jockeys Fund and have been deemed eligible for support through their review process.

Candidates who have not yet had 50 rides as a Professional Jockey, but hold a current Apprentice or Conditional license, may apply for a Professional Development Grant (PDG) of up to £250. Please see section 6.1 for more information.

Rides as an amateur jockey will not contribute towards the 50 professional rides requirement.

5.1 Disqualified or Excluded Individuals

Any individual who is disqualified or excluded by the BHA will not be eligible for funding towards the cost of training but may still receive advice and support from JETS.

If an individual who is disqualified by the BHA successfully applies for permission to be employed in a racing stable, pursuant to the current Rules of Racing, then they will become eligible to apply for funding towards the cost of training, based on the eligibility criteria above.

Once any period of disqualification or exclusion has ended, an individual will be eligible to apply for funding towards the cost of training, based on the eligibility criteria above.

Important note: Meeting the eligibility criteria does not guarantee funding. All applications are assessed against evidence requirements, proportionality thresholds, and availability of charitable funds within the financial year.

JETS reserves the right to apply discretion to any decision to award or decline training grant applications and may consider exceptional circumstances where strictly applying criteria would be unreasonable or inconsistent with JETS' charitable purpose.

5.2 Exclusions

The following type of application will not be eligible for financial support:

- 1. Retrospective applications:** JETS will not fund training that has already started or been completed. Training costs paid before receiving JETS approval will not be reimbursed.
- 2. Non-accredited hobby courses:** Courses taken for personal interest, leisure or recreation that do not lead to a recognised qualification or support a clear career outcome. Examples may include creative, lifestyle or general fitness classes unless they form part of an identified career pathway.
- 3. Employer-mandated training:** Any training that an employer requires as part of employment, induction or compliance must be paid for by the employer.
- 4. Travel or accommodation costs:** Costs such as mileage, transport, overnight stays, meals, or subsistence while attending training are not normally funded.
- 5. Repeat applications without evidence of progress or completion:**

If an applicant has previously received funding, they must provide evidence of completion, progress, or a valid reason for non-completion before applying again. JETS may decline applications where this evidence is not provided.

6. Applying for funding

Before applying for funding, candidates should discuss their career aspirations with a member of the JETS team, who will be able to give support and guidance and help identify suitable training opportunities (if necessary).

Training should be mutually agreed and complimentary to the candidate’s career aspirations and plan, and once a training option has been agreed on, an application must be submitted.

Candidates should complete the relevant JETS Training Funding Application form which are available on our website, or from a member of the JETS team, and provide all information required to support the relevant decision-making process.

Training requests are categorised according to financial support required and duration of the learning, as per the table below:

Route	Value of Training	Duration of training
1. Personal Development Grant	Up to £250	One off or single year
2. Standard Funding Route	Up to £1250	One off or single year
3. Enhanced Funding route	Over £1250	One off or single year
4. Scholarship Route	Variable	Multiple year, academic programmes

Important note: Scholarship applications are only accepted during designated application windows, which are 1st February – 31st March, and 1st July – 31st August. Applications will not be accepted outside of these windows.

Details of the supporting information required, and decision-making process for each funding route are below.

6.1 Personal Development Grant (PDG)

These request support early career development and are designed to help candidates shape longer term career plans.

Funding limits

- Up to £250 per candidate, per year

Supporting information required

- Evidence of engaging with JETS and Jockey Coaching Programme to develop a Personal Development Plan

Decision making considerations

- Alignment with initial developmental goals

Timelines

- Applications should be made at least 2 weeks prior to training start date
- Decisions typically confirmed within 5 working days

Frequency

- There are no restrictions on the number of PDG requests a candidate can make, but the total awarded per candidate will be capped at £250 per calendar year.

6.2 Standard Funding Route

Support for training that is aligned to career aspirations, with a clear link to current or future career direction.

Funding limits

- Applicable for training costs up to £1250
- JETS will contribute up to 80% towards the cost of training (maximum grant awarded £1000)
- Candidates will be expected to contribute the remaining 20% of the cost

Information required

- Training details and cost
- Clear rationale of link to current or future career direction
- Evidence that training has been researched and is appropriate

Decision making considerations

- Alignment with career aspirations
- Training value, relevance and applicant commitment

Timelines

- Applications should be made at least 3 weeks before the training start date
- Decisions typically confirmed within 10 working days

Frequency

- There are no restrictions on the number of Standard Funding Requests a candidate can make funding granted will be capped at £2000 per candidate, per year
- JETS will consider multiple applications that exceed this amount in exceptional circumstances

6.3 Enhanced Funding Route

Support for higher value, or professionally accredited training specifically required for a defined career path.

Funding limits

- Applicable for training costs over £1250
- JETS will contribute up to 80% towards the cost of training (maximum grant awarded £2000)
- Candidates will be expected to contribute the remaining 20% of the cost

Information required

- Training details and cost including a minimum of 2 comparable quotes to demonstrate cost effectiveness
- Clear rationale of link to current or future career direction
- Evidence of candidate commitment
- Evidence of candidates plan for managing workload, time commitments and financial sustainability alongside the training
- Evidence of requirement of professional qualification for chosen career path
- Accreditation details of training provider (if relevant)

Decision making considerations

- Alignment with long term career aspirations
- Comparability of value
- Requirement of qualification for desired career path
- Applicant commitment and ownership

Timelines

- Applications should be made at least 4 weeks before the training start date
- Decisions typically confirmed within 10 working days

Frequency

- Due to the in-depth nature of training that would typically be included in this category, candidates will be limited to one application per calendar year
- JETS may consider second applications in exceptional circumstances, and will only be considered where prior awards show completion, impact, and value for money.

6.4 Scholarship Route

Support for multi-year academic programmes that require significant financial and time commitment.

Funding limits

- No upper limit
- JETS will contribute towards a proportion of the costs per academic year based on duration and other funding mechanisms available to candidates

Information required

- Training details and cost including a minimum of 2 comparable quotes to demonstrate cost effectiveness
- Clear rationale of link to current or future career direction
- Evidence of candidate commitment
- Evidence of candidates plan for managing workload, time commitments and financial sustainability alongside the training
- Evidence of requirement of professional qualification for chosen career path
- Accreditation details of training provider (if relevant)

Decision making considerations

- Alignment with long term career aspirations
- Comparability of value
- Requirement of qualification for desired career path
- Applicant commitment and ownership

Timelines

- Applications will only be accepted during designated application windows which are **1st February – 31st March**, and **1st July – 31st August**. Applications will not be accepted outside of these windows.
- Decisions will be communicated to candidates following review by the JETS Scholarship Committee, once the application window has closed.

Frequency

- If scholarship funding is awarded, it will be applicable for the duration of the programme, subject to the receipt of satisfactory annual academic progress reports from the candidate.
- It is the candidates responsibility to submit academic progress reports for review by the Scholarship Committee during the application windows stated above

6.5 Multiple funding applications:

JETS will not ordinarily support simultaneous funding for a Scholarship alongside additional training, unless in cases where the additional training:

- is short, low-cost, and clearly complementary to the Scholarship.
- does not duplicate learning outcomes.
- is manageable and does not compromise academic progress or wellbeing.
- demonstrates strong value for money.

If a simultaneous application for funding towards the cost of training is to be made, then the appropriate application process should be followed from the above.

JETS will assess simultaneous applications carefully to ensure fairness, impact, and appropriate learner workload alongside career aspirations.

7. Payments, Accountability & Training for Individuals in Employment

The following principles apply to how training costs are assessed and how payments are made.

7.1 Training for Individuals in Employment

Where a candidate is employed, JETS will consider if the training primarily benefits the individual's long-term career development and whether it also benefits the employer's business, and will apply the following rules:

- 1. Employer-required training:** training that an employer requires for a candidate to carry out their current role, including mandatory, statutory, or operational training, must be funded by the employer. JETS will not fund training that is an employer's responsibility.
- 2. Training that primarily benefits the employer:** where training would enable the employee to undertake duties that directly support the employer's operations, JETS will normally expect the employer to contribute meaningfully to the cost. Applications may be declined where employer contribution is absent, and the employer will benefit from the training.

3. Employee-initiated professional development: where the training is not required by the employer and is intended to support the candidate's wider professional development or future career pathway, JETS may consider funding.

In such cases, JETS may ask:

- a. whether employer support or contribution has been explored, and
- b. whether a shared contribution (e.g., 50/50) is appropriate.

Employer responsibility and contribution will be considered as part of the value-for-money and proportionality assessment for all applications submitted by employed candidates.

JETS may decline funding where the employer would benefit from the training and has not provided a reasonable justification for declining to contribute towards the cost.

7.2 Payments and Accountability

If a training grant has been approved, JETS' preference is to pay the training provider directly via bank transfer, upon receipt of an invoice and confirmation that the candidate has paid their contribution towards training costs.

Where this is not possible and the candidate has paid the provider directly, JETS will reimburse the candidate by the agreed amount upon receipt of an invoice and proof of payment.

Candidates will be required to provide updates on their progress when requested by JETS. Non-completion without mitigating circumstances may result in a request for repayment or future ineligibility for funding.

False or Misleading Information

Applicants must provide accurate and truthful information as part of their funding application. JETS reserves the right to withdraw or reclaim funding, and to refuse future applications, where information is found to be false, misleading, or intentionally withheld.

8. Monitoring, Reporting and Use of Case Studies

As a registered charity, JETS has an obligation to demonstrate how its work supports beneficiaries and delivers public benefit in line with its charitable objects. To support this, JETS may publish case studies, testimonials, or impact stories that highlight the training and development journeys of individuals that have received funding support.

Case studies may be used in:

- Annual reports and/or accounts
- fundraising materials or applications for funding
- communications with stakeholders and supporters
- the JETS website, social media channels, newsletters, or promotional materials

Any case study will focus on the positive impact of JETS' support.

Consent to Publish Name and Training Outcomes

All grant funding application forms include an optional tick-box allowing candidates to give consent for JETS to publish their name and the outcomes of the training supported through the funding.

This may include details such as the training completed, new skills gained, and how the support contributed to the candidate's development.

Consent is entirely voluntary, and applicants may decline without any impact on their funding application or eligibility for future support.

No personal or identifiable information will be published unless explicit consent has been provided via the application form. Applicants may withdraw consent at any time by contacting JETS.

Use of Case Studies

From time to time, JETS may also contact beneficiaries to explore featuring their experiences in a more detailed case study or impact story. Participation in case studies is optional and will always require separate, explicit consent before any identifiable information is shared or published.

Post-Support Evaluation

To help JETS assess the effectiveness and impact of our funding and services, all candidates who receive funding will be asked to complete a short online post-support survey once their training has concluded.

The survey is designed to be completed anonymously, and we do not request names or direct personal identifiers. However, it is possible that individual respondents may be identifiable from contextual information they provide.

Survey responses will be used for internal monitoring, service improvement, and reporting on the impact of our charitable activities. Any statistical data used from these surveys that is shared publicly will be anonymised.

9. Complaints and Appeals

JETS is committed to ensuring that all applicants are treated fairly, consistently, and with respect. If a candidate is dissatisfied with the funding process or the outcome of a decision, they may raise a complaint or submit an appeal as outlined below.

Appeals (funding decisions): an appeal may be submitted only where the applicant believes that the decision was made in error, based on one or more of the following grounds:

1. A material piece of evidence was not considered.
2. Incorrect information or an administrative error affected the decision.
3. The decision-making process was not applied in line with this policy.

Appeals must be submitted in writing within 14 days of the decision being communicated.

All appeals will be reviewed by a JETS representative (staff or Trustee) who was not involved in the original decision. The outcome will be communicated within 20 working days.

Appeals cannot be made on the grounds of disagreement with the decision alone, nor can they be submitted to request reconsideration where no new evidence has been provided.

Complaints (process or experience): a complaint may be submitted where an applicant believes:

1. they were treated unfairly or unprofessionally,
2. communication was unreasonable or inappropriate,
3. there was an undue delay in handling the application, or
4. there was a breach of process.

Complaints should be submitted in writing to the JETS General Manager. JETS will acknowledge the complaint within 5 working days and aim to respond within 20 working days. If the complaint is about the General Manager, it may be escalated directly to the Chair of the JETS Trustees.

Final Stage Review

If the applicant remains dissatisfied after the appeal or complaint outcome, they may request a final review by the JETS Trustee Board. This review will consider whether the policy and process were applied correctly. The decision of the Trustee Board is final.

No Detriment

Raising a complaint or appeal will not affect a candidate's eligibility for future support.

10. Data Protection

All applicant data will be processed in accordance with UK GDPR and the JETS Privacy Policy.

11. Review Cycle

This policy will be reviewed annually or earlier if required due to legal, financial, or operational changes.