



GUIDANCE AND CONDITIONS COACH/OFFICIAL EDUCATION GRANT

Contact:
Administrative Assistant
Charnwood Borough Council
Southfields
Loughborough
LE11 2TR

Direct line: 01509 634710
Email: grants@charnwood.gov.uk



Purpose of the Grant

To assist in the education of coaches and officials by enabling them to improve their qualifications and experience.

Grant Conditions

To qualify for grant aid, individuals must apply through their club.

1. The course for which the individual is applying for grant aid must be for a sport/activity recognised by Sport England.
2. Grants will normally be awarded to a maximum rate of 50% of the course costs and not exceeding £250. Applications will be considered for a minimum course cost of £20.
3. Applicants must be actively involved in providing opportunities and supporting the development of their sport within the Borough of Charnwood.
4. Professional, paid coaches will not be funded
5. Applications must be made at least 2 weeks before the course start date.
6. The Coach and Official Education Grant will not fund Sports Leader courses, First Aid courses, Running Sports Courses, Sport Coach UK Courses or any generic workshops.
7. Grants must be claimed within 12 months of the award letter

Payment

Payment will be made to the club after the applicant has produced evidence of payment (receipt/letter from the organisation) and evidence of successful completion of the course.

Still unsure?

If you are still in doubt then please do not hesitate to telephone Charnwood Borough Council's Senior Sports Development officer on 01509 634592.



COACH/OFFICIAL EDUCATION GRANTS APPLICATION FORM

I Coach/Official Details

Name			
Address			
Telephone (Daytime)			
Telephone (Evening)			
Email			
Age		Date of Birth	

Contact:
Grants Administrative Assistant
Charnwood Borough Council
Southfields
Loughborough
LE11 2TR
Direct line: 01509 634710
Email: grants@charnwood.gov.uk



2 Supporting Club Details

Full name of club	
Secretary's name	
Address	
Telephone (Daytime)	
Telephone (Evening)	
E-mail	
How long have you been attending the Club that is supporting this application?	

3 Present Coaching/Officiating Activity

A) Please give details of your present coaching, officiating or leadership activity in the Borough of Charnwood (including the names of all organisations that you work for).

Please indicate if any of your coaching/officiating work is paid for (ie how many hours, how much payment is received). Please also indicate any of your coaching/officiating that is done on a voluntary basis (ie how many hours).

B) Please give brief details of any coaching/officiating that you are involved in outside the Borough of Charnwood (eg Leicestershire/National Development Centres).

4 Current Sports/Leadership Qualifications

Please give details of all completed courses below:

Sport Specific/Governing Body Awards		
Sport	Course/Qualification	Date awarded
Sport Coach UK Sport Courses		
Course	Qualification	Date awarded
Leadership/other courses e.g. CSLA, First Aid		
Course	Qualification	Date awarded

5 Level of Grant Aid

Please provide information about the course(s) you would like to attend and the amount of funding support you are seeking.

- 1 Please complete the table below
- 2 Please also enclose a copy of the documentation for the courses, such as a course flyer, which details the course title and costs.

Course title	Name of organisation running the course	Date(s) and duration of course	Full cost of course	Amount of grant aid sought

If your application is accepted, Charnwood Sports Council offer up to 50% towards the cost of courses (not exceeding £250). Please give details of the sources of funding for the remaining costs of the courses.

Funding source(s)	Amount awarded/sought

6 Supporting Information

A) Coach/Official Statement (to be completed by the individual)

How will the new qualification or increased experience benefit the work you do in sport in the Borough of Charnwood.

Further supporting information

If you are also involved in the work of any other organisations (such as uniformed groups, schools, other clubs or a governing body) within the Borough of Charnwood who will benefit from your new qualification/experience please provide supporting evidence, such as a letter from them.

B) Club Statement (to be completed by a representative of the supporting club)

Please provide supporting information for the application including how the increased qualification/experience will benefit the club.

Club representative name:

Position:

Statement:

7 Payment of grant

If your application is successful, payment will be made to the club, as stated on page 2, after the course has been completed and on production of proof of attendance on the course.

8 Declaration

We understand and confirm that the information given on this form is correct and that Charnwood Borough Council reserves the right to withhold or reclaim grants should any information be found to be incorrect or monies not used within a reasonable timescale. Also, by applying for funding we agree to complete a report form on the activities undertaken and provide details on the benefits the grant has brought.

I agree to my name/photo being published in promotional/media material

I do not wish my name to be included in promotional/media material

Signature of individual:	
Print name:	Date:
If applicant is under 18, Signature of parent/guardian:	
Print name of parent/guardian:	

Club Representative:	
Print name:	Date:
Role:	

Optional:

Please indicate your ethnic origin (please tick one box only)

Ethnicity: White Mixed Asian or Asian British Black or Black British
 Other

Do you consider yourself to have a disability? Yes / No

CHECKLIST FOR COACH/OFFICIAL EDUCATION GRANT APPLICATION

Please tick to confirm:

Have you read the guidance on applying for the grant?

Have you completed, in full, all relevant sections of the application form?

Have you informed your club/referee that you have submitted an application?

Have you signed and dated the application form?

Please return your completed application form to the Grants Administrative Assistant, Charnwood Borough Council, Southfields, Loughborough, LE11 2TR or e-mail to grants@charnwood.gov.uk

If you would like to receive this application form in your language, large print or Braille please call 01509 634603 or e-mail communications@charnwood.gov.uk

Grant Ref Number	
Date received	
Date ack sent	

Checked by	
Panel recommendation	
Cabinet date/minute no	

Work inspected by/on	
Ledger code	
Cheque raised	