

COACH EDUCATION GRANT

Group Application Information

High Life Highland's (HLH) Coach Education Grants have been established to support voluntary sports coaches and leaders, living and coaching within Highland. Grants will be awarded to volunteers who have shown commitment, a willingness to learn and have contributed to sport in the Highlands. Grants are awarded to provide opportunities to further develop and grow your coaching skills.

Funding is available to contribute to course costs, travel and accommodation (limits apply). It is not possible to reimburse coaches for travel and accommodation on the group application form; they will be required to complete an individual application for those costs.

The Coach Education Grants can be used to help fund a variety of course types available depending on your experience and knowledge as a coach.

COURSES ELIGIBLE FOR FUNDING:

- National Governing Body Introductory courses e.g. Badminton Leaders, Hockey Leaders, Basketball Getting Started, Shinty Foundation, Netball Getting Started, Football Level 1 etc.
- Health & Wellbeing courses – Jog Leaders, Walking Leader etc.
- Non UKCC Sports – Archery, Athletics, Football, Golf, Sailing etc.
- UKCC courses

Funding for Outdoor Courses can be found at: www.highlifehighland.com/outdoor-education/funding-for-outdoor-education/

BEFORE YOU APPLY FOR A GRANT:

Before you apply to HLH for funding, please note that other sources of funding should be sought in the first instance.

As coaching would normally be carried out within a club structure, whether a sports club, outdoor club or school/afterschool club we would expect at a very minimum that clubs or deploying bodies would normally contribute 25% of the total cost (course fees and travel) to reflect the commitment that volunteers make to their club/organisation.

sportscotland/National Governing Bodies provide a subsidy for all UKCC, we would expect all candidates enrolling on a UKCC course to apply for this support. Further information and application forms can be found at:

www.sportscotland.org.uk/coaching/funding

COURSE FUNDING GUIDELINES:

The primary criteria for coaching grants is a regular long term commitment to voluntary coaching. Without a track record of voluntary commitment we are unable to contribute.

When an application form is received the following funding guidelines are followed:

For non UKCC sports, health and wellbeing and leadership courses – if no other funding has been secured except 25% club funding, a grant of 50% of the remaining costs will be awarded; up to a maximum of £200. If there is no other funding committed we require evidence of applications to a range of sources. For other sources of funding see the list at:

www.sportscotland.org.uk/funding/funding

UKCC Courses

1. For UKCC Level 1 courses 25% of overall costs should be funded by your club/organisation and candidates should also have their UKCC level 1 subsidy in place (40% course costs only). Where this is the case we will consider funding remaining costs up to a maximum of £200.
2. For UKCC Level 2 courses candidates should have secured their sportscotland subsidy (60% of course costs) and have 25% of overall costs funded by your club. Where this is the case we will consider funding the remaining costs up to a maximum of £100.

If you are looking to apply for funding for higher level courses (UKCC Level 3 & equivalent or above) please contact us **before** completing the application on coaching@highlifehighland.com.



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THE CONDITIONS OF THE GRANT:

When applying for a grant, coaches must agree to commit to the conditions of the grant. The recipient must be willing to work at the level of their qualification to carry out the detailed number of voluntary sessions after completing the course.

Course Type	Volunteer Hours	Max Subsidy From HLH
Introductory/Leadership course	20 hours (min of 2 per month)	Max of £200 or 50% of remaining costs (whichever is the lower).
UKCC 1 or equivalent non UKCC	30 hours per annum	Max of £200 or remaining costs (whichever is the lower).
UKCC 2 or equivalent	50 per annum	Max of £100 or remaining costs (whichever is the lower).
UKCC 3/equivalent or higher level	100 per annum	This will be awarded on a case by case basis.

The record of volunteer hours must be signed by the head coach. HLH also require one sample session plan to be submitted along with the claim form. If requested, coaches must be willing to submit a quote or short written submission to use in newsletter/online to promote the programme and supply picture(s) of coaching a session.

TRAVEL & ACCOMMODATION:

Consideration may be given to support costs for travel and accommodation. This consideration would be based on travel to the closest available course and may not be granted if a course can be arranged more locally or where there is an opportunity for a course to be organised locally in response to level of demand. If considering a request for support to travel to a course please discuss with us in advance.

Requests for grant aid for travel/accommodation for a course that is less than 50 miles away from home will not be awarded.

If awarded the following rates would apply:

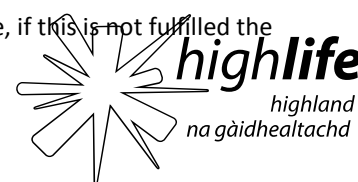
- Travel to a course that exceeds 50 miles away from home (one way), 25p per mile may be awarded.
- If a course is over 100 miles away from home (one way), overnight accommodation may be considered on a case by case basis at £35 per night.

We will not fund First Aid, Safeguarding and Protecting Children or other pre-requisite skill based qualifications. Please see Coaching and Training programme for low cost access.

STEP BY STEP APPLICATION PROCESS:

- Fully complete this application form and post into the address provided. **Applications must be received before the course start date.**
- Applications will be reviewed and decided whether funding can be awarded (based on guidelines above). If successful, HLH will send out an offer letter and claim form by email or letter. If you are unsuccessful, HLH will notify you.
- Once you have finished your course, the claim form must be completed and returned attaching receipts for the course and any associated costs HLH have agreed. Claims must be received within 1 calendar month of the course finishing date.
- HLH will reimburse the agreed amount by BACS payment when all paperwork has been verified.
- Confirmation of a coaches volunteering commitment will be sought from the Head Coach/Referee, if this is not fulfilled the full amount of funding must be repaid.

Please return completed form to:
'Coach Education Grants', High Life Highland, 12/13 Ardross
Street, Inverness IV3 5NS



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Group Application Form

Group Leader & Referee Details

By making an application, the Group Leader confirms that they have authority to complete this application on behalf of the attendees listed below and agree to comply with the Terms and Conditions of Use. *We may contact this person to verify their support for the application.*

Club/Organisation			
First Name		Surname	
Designation			
Address Line 1			
Address Line 2			
Address Line 3		Postcode	
Email Address			
Telephone		Mobile	

COURSE INFORMATION:

Full Course Title			
Sport		Course Code	
Course Venue			
Date(s)			
Organiser (e.g. Name of Local Authority or Scottish Governing Body)			
Full course cost per applicant (excluding accommodation & travel)		£	
Have you accessed or applied for other funding for this application		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes please outline			
Total level of HLH Grant requested <u>per applicant</u>		£	
TRAVEL & ACCOMMODATION COSTS <i>(only to be claimed where the course is held 50 miles away one way from home)</i>			
Total cost of travel & accommodation per applicant:		£	
Club/Organisations contribution to travel & accommodation costs:		£	
Other funding secured for travel & accommodation:		£	
HLH Funding Requested per applicant:	Accommodation @ £35 per night: £ Travel Cost @ 25p per mile (or public transport fare): £		

Full Name	Date of Birth	Postcode	Gender	Email	Governing Body Membership No.	Mobile	Coaching Deployment venue or opportunity	Coaching Time Commitment Please specify average number of coaching sessions per week or month	Signature of applicant* I agree to the data protection statement. I agree to the grant conditions. If you do not wish your details to be passed to sportscotland and NGB's please contact High Life Highland.
Joe Bloggs	01/01/1990	G51 1HR	Male	dummysperson@example.com		09870123456	Glasgow City Council	3 sessions per month	

* Applicants signatures must be hand written to comply with Data Protection.

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Group Application Form

SUPPORTING STATEMENT (to be completed by group leader on behalf of all applicants) Please describe what impact this subsidy will have on the schools, clubs or communities that the applicants will be coaching. As well as how many voluntary hours they are coaching; what age group; size of group and level of athletes they work with.

How did you hear about this funding? ☐ Word of Mouth ☐ Literature ☐ Email ☐ Website ☐ Other
If other, please detail? _____

Please note that High Life Highland will be monitoring the use of the funding by applicants and maintains the right to ask for applicants to return the funding should the criteria not continue to be met.

Data Protection – the information you have supplied will be used for the purpose(s) for which you have provided it. High Life Highland will also use it to plan improvements and to meet our obligations in delivering services on behalf of The Highland Council. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval, unless there is a legal requirement to do so.

High Life Highland would like to send you information about our own products and services and the benefits of being a High Life member by post, telephone, email and SMS. If you agree to being contacted in this way, please tick the relevant boxes.

Post ☐ Phone ☐ Email ☐ SMS ☐

Declaration: I agree to the use of my personal data as detailed above. I can confirm I have read and agree with the conditions of the grant. I confirm I will work with HLH and the club to pay back, in full, the funding awarded if one or more coach does not fulfill the conditions of the grant.

Signature: _____ Date: _____

HLH OFFICE USE ONLY

Grant Awarded: Yes / No	Amount Awarded: £	Date Claim Form & Award Letter Sent:
Business Support:	Awarded By:	EMAIL/POSTED
Signature:	Date:	

