

COACH EDUCATION GRANT

Application Form

COACH EDUCATION GRANTS

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).

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: <https://www.highlifehighland.com/outdoor-education/outdoor-education-training/>

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 courses, 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 our Course Calendar 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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PERSONAL INFORMATION:

Title:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	___/___/___
First Name:		Surname:			
Club/Organisation Representing:					
Address:		Postcode:			
Email:*	(*preferred communication method)				
Daytime Telephone:		Evening Telephone:			

COURSE INFORMATION:

Full Course Title:			
Sport:		Organised By:	
Course Venue:			
Start Date:		End Date:	

FULL COURSE COST:	£
sportscotland UKCC Subsidy (40% UKCC Level 1 & 60% UKCC Level 2):	£
Club/Organisation contribution (25% of Full Course Cost):	£
Other funding secured:	£
TOTAL REMAINING COSTS:	£
GRANT REQUESTED:	£
Please detail all grant aid sources applied to/secured:	

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 to complete course:	£
Club/Organisations contribution to travel & accommodation costs:	£
Other funding secured for travel & accommodation:	£
HLH Grant Funding	
Accommodation Cost _____ nights @ £35 per night	£
Travel Cost _____ miles @ 25p per mile (or public transport fare)	£
GRANT REQUESTED:	£
Please detail all grant aid sources applied to/secured:	

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Name of club/group you coach for:					
Current coaching qualification(s):					
Coaching hours per week:	Voluntary:		Paid:		
Athletes you coach:	Age Group:		Size of Group:		Athlete Standard:

How did you hear about this funding? Word of Mouth Literature Email Website Other

If other, please detail? _____

Reason for application including what benefit this course will be to you and the club/group you will be coaching at? Plus any future coaching aspirations.

REFEREE/HEAD COACH:

Please provide contact details of a person at the club/group you will be coaching at; who will support your application and supervise your sessions. They will also be notified (by email where possible) of the outcome of your application.			
First Name		Surname	
Position in club/group		Name of club/group	
Email		Mobile	
<i>I can confirm that I support this application & that the details provided in regard to the course and the clubs/organisations financial contribution is correct.</i>			
Referee Signature:		Date:	

CANDIDATES DECLARATION:

DATA PROTECTION

To view our High Life Highland 'Coach Education Grant' Privacy Notice, please visit www.highlifehighland.com/gdpr/privacy-notices or to request a copy email DPO@highlifehighland.com or alternatively ask one of our facilities.

I confirm that I have read and understood the privacy notice and I consent for my information to be processed as described.

Signature: _____ Date: _____

