

ATAS Applications: Frequently Asked Questions

HIGHLAND ATHLETE TRAVEL AWARD SCHEME

- **What is the Athlete Travel Award Scheme?**

The Athlete Travel Award Scheme (ATAS) is a pilot scheme that supports travel costs for talented athletes in the Highlands to help them gain better access to competitive and developmental opportunities available outside of the Highland Region. Successful applicants benefit from a maximum award of £1,500 to support travel and accommodation costs in attending training and competitions outside of the Highland Region (see appendix 1 for map of the Highland Region).

This guide to frequently asked questions should help you to prepare your application. Please read this document and the Highland ATAS Guidelines to help you complete your application. You can also contact the Highland ATAS facilitator if you have further questions or wish feedback on your application after the closing date.

PRE-APPLICATION GUIDANCE

- **Can I get advice and help on what I need to include in my application prior to submission?**

Yes, please contact the Highland ATAS facilitator who will be happy to talk you through the process and answer any queries.

- **I am not sure how to send the form in electronically?**

Please contact the Highland ATAS facilitator at your earliest convenience.

- **I have applied to University/College which would start in September – can I still apply for ATAS?**

Yes, but please refer to the eligibility guidelines before completing your application to ensure that you still meet the criteria. Your Highland ATAS facilitator will be happy to help if you have any further questions.

APPLICATION GUIDANCE

- **Can I include attachments to support my ATAS application?**

Unfortunately, we can't accept attachments or additional information that is not requested in the Highland ATAS Application forms, **apart from your training schedule**. Please ensure that you include all relevant information in the application form. Your Highland ATAS facilitator can provide additional advice and guidance, if required.

- **Can my parent / coach help me with my application?**

Yes, they can if the application has been led by you and you are fully involved throughout the process. In your Goals / Targets Statement you should explain why you need this funding and outline your goals and aspirations for the next 3 years in the space provided.

We expect this section to be completed by the athlete applying to ATAS or athlete-led as a minimum if you are under 16 on the date of submission.

- **Can I submit supporting statements as part of my ATAS application?**

Supporting statements are not required with your initial application. Once your application has been processed we will contact your coach directly, providing you have given us permission to do so.

WHAT HAPPENS AFTER YOU SUBMIT YOUR ATAS APPLICATION

- **Does everyone who applies get an award?**

We anticipate a high number of applications for this pilot scheme. This is a competitive process and only a small number of applicants will be successful. However, if you are not successful on this occasion, we would encourage you to apply again next year, provided you still meet the criteria.

- **Can I appeal the decision if I am not successful in gaining the award this year?**

The decision taken by the panel is final, however, we are happy to provide feedback and clarification on how the decision was reached.

- **If I am successful in gaining award, what will happen if I don't achieve my goals and targets?**

We review awardee's progress at quarterly intervals and will discuss your goals and targets with you at these points. It is important that you are available to attend these quarterly reviews to continue to receive your ATAS funding.

- **What will my goals / targets consist of?**

At your quarterly reviews we will look for your priority goals for the year ahead. These will be agreed as part of the application process and should be:

S(pecific)**M**(easurable)**A**(chievable)**R**(elevant)**T**(ime-bound) goals relevant to your sport, current position on the LTAD and input from your coach.

- **What happens if I miss my six-monthly review meeting?**

The review process is an important part of the Highland ATAS and helps us to ensure that you are getting the right support. If you do not attend your review meeting, we will not be able to assess your progress and therefore will be unable to release the remainder of the funds.

- **Am I guaranteed to receive the full £1500 once I've been selected and achieved my goals / targets?**

As part of the application process you will have signed up to specific goals which will be discussed with you at your induction and quarterly reviews for measured against your interim goals. Progress against these will determine how much more of the funding you will receive.

- **Do I need to submit receipts or detail my grant expenditure?**

While we don't need you to submit receipts, we do expect you to keep a log of all travel and accommodation for the year in line with your application.

- **Does my coach need to be involved in the quarterly reviews?**

Yes, we expect coaches to be engaged throughout the process. We know that the scheme is most successful when coaches and athletes have both been part of the review process. More information on your coach's involvement can be found in the ATAS Guidelines or through contacting the Highland ATAS facilitator.

FAQ Appendices

Appendix 1: Highland Region Map

