

ATAS: Guidance Notes

The Highland Athlete Travel Award Scheme

The Highland Athlete Travel Award Scheme is designed to support performance or development athletes from Highland with their travel and accommodation costs for an agreed training and competition schedule. We are trialling a new policy this year, where we are accepting, and will accommodate travel within the Highlands, as well as outside, so long that it is a **120-mile round journey**.

This scheme is funded by **sportscotland** and High Life Highland and is administered locally by High Life Highland. The scheme can support individuals that are taking part in sports recognised by **sportscotland** (for more info visit: www.sportscotland.org.uk/sport-a-z). We hope it will make a real difference to the quality of sports performance for people living in Highland.

The overarching aim of this scheme is to improve opportunities for Highland athletes to participate, progress and achieve in sport by:

- 1) Helping to prepare Scotland's best athletes from Highland to perform on the national and international stage;
- 2) Providing financial support for Highland athletes to access high performance expertise in sport;
- 3) Helping Highland athletes to consistently achieve selection to national age grade, national GB programmes and ultimately winning on the world stage.

The outcomes that will be monitored by this scheme are:

- Athletes from Highland gaining National representation (age group / open) in accordance with Scottish Governing Body pathways;
- Athletes from Highland gaining representation at the Commonwealth Games;
- Athletes from Highland gaining selection to GB World Class (Podium, Podium Potential) funded programmes in Olympic / Paralympic sports;
- Athletes from Highland who are currently on a Professional Sporting Pathway;
- Athletes from Highland who are transitioning to central Scotland to further their sporting development pathways within higher performing environments;

What do we expect successful applications to demonstrate?

A successful application to the Highland Athlete Travel Award Scheme will demonstrate that:

- There is a need for the funding to support the athlete's training and competition programme;
- The athlete is committed to their training and competition programme;
- The athlete's plans are well thought out and represent value for money;
- The athlete's expenditure can be fully accounted for;
- The athlete's programme will meet the overarching aim and outcomes of this scheme;
- The athlete is committed to fulfil their long-term aspirations to further their sporting pathways within higher performing environments.

Who can apply?

An individual who:

- Has been a permanent resident of Highland for over 12 months and will reside in Highland for a minimum of 8 full months over the next funding period i.e., 1st April 2023 – 31st March 2024.
- EXEMPTION: Further Education students going into their 1st year of study out with Highland will be considered for application as long as they have been a permanent resident of Highland for over 12 months.

and

- Is committed to their own development expressed through goals, aspirations, mind-set and dedication;

and is either

- An athlete who is currently competing at a national or international level with the potential for competing as a professional athlete; or
- Part of a regional squad in a team sport; or
- Part of a national training squad, working with experts in organisations such as sportscotland and UKsport; or
- Recommended by the relevant Sport's Governing Body.

We cannot support:

- Whole squads or teams;
- Sports that are not recognised by **sportscotland** (See link for recognised sports <https://sportscotland.org.uk/sport-a-z/>);
- Funding for training or competitions that have already happened
- Late applications that have missed the deadline.

Please note all eligible applicants must operate a bank or building society account in their legal name. Applicants under the age of 18 should use a bank or building society account in the name of a legal parent/guardian.

When should you apply?

Applications must be submitted by 5pm Friday 24th February 2023 and will be considered by the 3rd of March.

What can this scheme fund?

We will consider funding for:

- Travel, accommodation costs and an adequate subsistence allowance for training and competitions;
- Travel, accommodation costs and an adequate subsistence allowance for an accompanying adult for athletes under the age of 18.

What can this scheme not fund?

We will not fund:

- Competition and training fees;
- Conferences and seminars;
- “In kind” non cash costs;
- Equipment and materials;
- Publicity and promotion costs.

How much can we fund?

The Athlete Travel Award Scheme has a total budget of £12,000 for this programme. Athletes can apply for up to a maximum of £1500 or a lower amount which reflects their travel and accommodation needs.

In the event that there are more applicants for the funding than money available, the panel will consider:

- The applicant’s potential to meet the outcomes of this scheme;
- The applicant’s commitment to their competition and training programme;
- The diversity and standard of applications received.

What happens if you are successful?

- High Life Highland will issue a grant offer letter and acceptance form detailing the terms and conditions of the grant award;
- Once you have accepted the terms and conditions of the grant and returned the acceptance letter, 50% of the grant will be paid directly into your nominated bank account with the remaining 50% being paid after the 6-month review providing your facilitator is satisfied that your athlete management and monitoring plan is on track and that you are still meeting the successful applicants’ criteria’s. If demands of the athletes sporting calendar require greater % of funding to be released up front, the athlete should indicate this during their face to face induction, and your request will be discussed and reviewed by an ATAS facilitator.
- You must comply with grant conditions and only use the funding for the purpose(s) as set out in your application form;
- You will be required to participate in an initial meeting followed by quarterly monitoring reviews to assess your performance with the schedule agreed in your application including a more detailed 6 monthly review and annual review;

What happens if you are unsuccessful?

We will write to you **within 4 weeks** of the closing date for applications to inform you of the decision. The panel’s decision is final but if you would like further feedback on the decision to refuse your application, then please contact High Life Highland.

High Life Highland’s Comments and Complaints Process can be seen at https://www.myhighlife.co.uk/complaints/complaints_form.asp

How do you apply?

1. Read this guide

Check that you are eligible to apply and you can meet the terms and conditions of our grant.



2. Complete an application form and send it to us

We need to receive your application by 5pm on the 24th February 2023. This gives us time to assess your application and you time to send back any additional information we ask for.



3. Your application will be processed & assessed

We will acknowledge your application within 5 working days and will ask you for further information where necessary. Once your application is complete, it will be assessed by a panel from HLH, **sportscotland** and Highland Council. We might contact you with questions at any time during our assessment. Please note that if necessary decisions will be taken by a majority vote of the panel.



4. You will be informed of our decision.

Once your application is complete, we will give you a decision by the 31st of March. If you are successful, you will receive a grant offer letter from High Life Highland. You/your parent/guardian will need to sign the letter accepting the terms and conditions of the grant, including details of the account to receive the funds and return it by the date stated on the letter. If your application is unsuccessful we will write to tell you why.



5. You start your programme.

You can start your programme when you receive our letter confirming the grant has been awarded. We cannot guarantee to fund any costs you have incurred before we have made a decision on the application. We will not fund any costs you have incurred before you make your application.

You must acknowledge High Life Highland and sportscotland on all publicity and marketing materials.

If you wish to change the details/purpose of your grant from that specified in your application, you must first notify **High Life Highland** and get our agreement in writing.



6. You finish your programme.

You should complete your programme by 31st March 2024. Your final review will take place during March 2024.

Highland ATAS facilitator Contact Details

The Community Sport Hub Officers will help to facilitate this process and is available to discuss grant applications and programme planning prior to completing your grant application form. Contact details are provided below.

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