

Community Coach Development Bursary

Please type your details into this form, save a copy, and return by email to sport@broadland.gov.uk (Broadland applicants) or grants@s-norfolk.gov.uk (South Norfolk applicants). Applications will be considered on a rolling basis until all funds are fully allocated. Applicants must live in Broadland or South Norfolk or coach at a club based in Broadland or South Norfolk. Applicants can not apply for funding for two consecutive years.

If you are not able to submit your application electronically, or have any other questions about your application, please contact the Communities Team on 01603 430570 email or email sport@broadland.gov.uk or grants@s-norfolk.gov.uk for advice.

1. Personal details

Name of applicant :

Address :

Telephone: Day time :

Mobile :

* Email address :

* A current email address is required from all applicants – if a grant is awarded all correspondence and monitoring requirements will be circulated by email.

Date of birth :

Age

Are you a British citizen

Are you currently in full time education? If so, please name school/ college/ university/ other

The section below must be completed if you are under 18 years of age.
(A signature from a parent or guardian is also required in section 5)

Name of parent/ guardian :

Daytime telephone no. :

Email address :

Two Councils
One Team



2. What will this grant support?

What coaching qualification do you wish to undertake?

When will the course take place? Please give expected timescale if date is not confirmed, including expected completion/ final assessment.

Where will the course take place?

Please provide details of your coaching history, e.g. qualifications already gained, what club you are coaching at, the people you coach.

What difference would a grant make to you and the setting in which you coach?

3. Financial Details

Please provide as much detail as you can on how your award would be spent. Please note successful applicants will be required to submit evidence of expenditure, including receipts, copies of tickets, invoices etc. For travel expenditure, please include anticipated mileage

Expenditure	Cost
<i>Example:</i> England Squash Level 3 Coaching Course Fees, Norwich, February – June 2016.	£700
Total cost	

The Community Coach Bursary Scheme will provide maximum funding of £300 or 75% of total costs, whichever is lowest. For example, if a coach undertaking the Lawn Tennis Association's Level 3 coaching course, at a cost of £450 with £40 travel costs, applied for funding a successful applicant could be awarded the maximum grant of £300. Similarly, if a coach wanted to undertake the Football Association's Level 2 qualification at a cost of £320 with £20 travel costs, a successful applicant could be awarded £255 (75% of £340).

Please provide below details of the balance of the costs will be met.

Income – from who/where?	Amount
Total Income (expenditure and income must balance)	

Please note: Payments from the Community Coach Development Bursary will be made to coaches on the successful completion of the course and certification provided. It is not advisable for applicants to book and pay for courses prior to the outcome of their application being known.

4. Reference

Please provide details of a referee who will support your application and can offer detailed, first hand knowledge of you and your activity. This may be your club's Chair, a local governing body officer, etc.

Name of referee :

Organisation :

Role & Qualifications :

Relationship with applicant :

Daytime telephone no. :

Email address :

To be completed by referee:

Please use the space below to briefly tell us why you are supporting this application.

Signature:

Date:

Please note that by entering your name in the box above you confirm that the above statement is correct, as if the document had been signed and dated by hand.

5. Payment

Bank details

Account name

Bank/Building society name

Bank/Building society address

Sort code

Account number

6. Declaration

Data protection (Please read before signing the application form)

Please read before signing the application form

What we do with your data

- Part, or all, of the information you give to us will be held on computer. This information will be used for the administration of applications and grants, and anonymously for statistical analysis.
- We will ordinarily retain your personal data for 3 years. If you are unsuccessful we will destroy your bank details after 3 months

Sharing your data

- We may share your information with other departments within Broadland District Council and South Norfolk Council to enable us to process your grant application. For example, to ensure your address is within the area, we may need to check your details with our Council Tax Department.
- Copies of this information will be given, when necessary, to individuals and organisations we consult with to assess applications and monitor grants. For example, we may need to contact your coach for verification purposes.

Your obligations

- If I am successful in receiving a grant, I will submit a written report within 9 months of receiving the grant to the council on how the money has been spent and how I have progressed. Failure to do so will jeopardise future applications.
- I will ensure that all promotional material acknowledges the support of Broadland District Council and South Norfolk Council.
- The grant shall only be used for the sports activities outlined in this application.

I confirm that the information in this application is accurate and I consent to it being used in the above ways. I give permission for outline details of my award and achievements to be used by Broadland District Council and South Norfolk Council. I understand that disclosure of false information will result in the recovery of any monies that have been awarded and may lead to prosecution.

Signature:

Date:

Your Rights

Under data protection law you may have the right to access, rectification, restriction, objective, erasure or portability of your data, as detailed on the Council's Data Protection Policy on our website. You can contact the Data Protection Officer at dpo@broadland.gov.uk or right2know@s-norfolk.gov.uk You have the right to lodge a complaint with the regulator, the Information Commissioner's Office.

Please note

When you sign this form it will be locked and you will not be able to make any further changes.