

**Community Coach Development Bursary**

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| **Personal Details** | | | | | |
| **Name** | |  | | | |
| **Address** | |  | | | |
| **Date of Birth** | |  | | | |
| **Parent/guardian name and contact details if athlete under 16yrs** | |  | | | |
| **Contact phone number** | |  | | | |
| **Email address** | |  | | | |
| **Are you a British Citizen?** | |  | | | |
| **Are you currently in full time education? If so, please state School/ College/ University/ Other** | |  | | | |
| **What will the grant support** | | | | | |
| **What coaching qualification do you wish to undertake?** | | |  | | |
| **When will the course take place? Please give expected timescale if date not confirmed included expectation 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, who you coach.** | | | | | |
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| **What difference would a grant make to you and the setting in which you coach?** | | | | | |
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| **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, tickets, invoices, mileage. | | | | | |
| **Expenditure**  ***Example:*** *England Squash Level 3 Coaching Course Fees. Norwich February – June 2023* | | | | | **Cost**  *£700* |
|  | | | | |  |
|  | | | | |  |
| **Total costs** | | | | |  |
| *The Community Coach Bursary Scheme will provide maximum funding of £300 or 75% of total costs, whichever is lowest.*  ***Example:*** *A coach is undertaking a course at £450 with £40 travel costs. A successful applicant could be awarded the maximum grant of £300. Similarly, if a coach wanted to undertake a course for £320 with £20 travel costs a successful applicant could be awarded £255 (75% of £340).* | | | | | |
| **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. | | | | | |
| **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 and qualifications | |  | | | |
| Relationship to applicant | |  | | | |
| Daytime telephone number | |  | | | |
| Email address | |  | | | |
| **To be completed by referee**  Please use the space below to tell us why you are supporting this application. | | | | | |
|  | | | | | |
| **Referee Signature** |  | | | | |
| **Date** |  | | | | |
| **Bank Account Details** | | | | | |
| **Account Name** | |  | | | |
| **Account Number** | |  | | | |
| **Sort Code** | |  | | | |
| **Address that bank account is registered to** | |  | | | |
| **Privacy Notice**  South Norfolk and Broadland District Council’s take your privacy very seriously. Under data protection legislation, we lawfully process your personal information as a public authority with your consent.  By submitting the application, you consent to us processing your personal data in the following way:   * Validating your application * Contacting you for further information to support your application and inform you of your applications approval or refusal * If your application is successful, we will use your application and inform you of your applications approval or refusal * If your application is successful, we will use the details provided to contact you for feedback and request promotional input for council publications and social media channels   We will retain data in relation to unsuccessful applications for 6 months from the date of entry for administration purposes only. We will retain data relating to successful applications for 5 years from the date of entry. Under data protection law you may have the right to access, rectification, restrict, 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 [data.protection@southnorfolkandbroadland.gov.uk](mailto:data.protection@southnorfolkandbroadland.gov.uk). You have the right to lodge a complaint with the regulator, the Information Commissioner’s Office. | | | | | |
| **Would you like to receive regular updates from our Communities Team?** | | | |  | |
| **How did you find out about the Community Coach Bursary?** | | | |  | |
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| **Applicant Signature** | |  | | | |
| **Print Name** | |  | | | |
| **Date** | |  | | | |
| **Please send your application to the Communities Team via post or email.**  **Communities Team, South Norfolk and Broadland District Council, The Horizon Centre, Broadland Business Park, Peachman Way, Norwich NR7 0WF**  **Email** [**communities@southnorfolkandbroadland.gov.uk**](mailto:communities@southnorfolkandbroadland.gov.uk)  **Telephone: 01603 430611** | | | | | |

