



Guidance Notes for Coaches, Officials and Volunteers for Bursary Applications

Energise Me are responsible for managing the Hampshire County Council funded bursary scheme.

What is the bursary scheme for?

To increase the number of qualified coaches, officials and volunteers in Hampshire by supporting the county's residents to progress in their sporting qualifications.

Who can apply?

Applications are welcome from:

- Voluntary coaches, officials or volunteers
- Sport National Governing Bodies (NGB)
- Local authorities

Who cannot apply?

- Paid coaches or officials.
- **Non Hampshire residents including those based in the unitary authorities of Southampton, Portsmouth or the Isle of Wight.**
- Applications for Level 1 funding unless under the Project 500 criteria (see Project 500 notes).

What can you apply for?

Level 2 coaching awards (exception Project 500 applicants for female coaches, officials and volunteers. See Project 500 notes).

Individuals can apply for one award per financial year.

NGB's, Local Authorities and clubs can apply as many times as they wish providing it is for a different applicant (coach, official and volunteer). The maximum number of awards that can be applied for are;

- 5 x Level 2 coaching awards (coaching, official or volunteer)
- 4 x Level 3 or above coaching awards (coaching, official or volunteer)

How much can you apply for?

- Awards are made to off-set the cost of training and the examination.
- The award must be a NGB or minimum standard award of at least Level 2 or above (exception Project 500 applicants for female coaches, officials and volunteers. See Project 500 explanation).
- The bursary will pay up to 75% of the total cost to a maximum of £500 per applicant.
- Travel costs will be calculated at 20 pence per mile or the cost of a rail ticket – whichever is the lowest cost.
- Accommodation costs will be calculated at no more than £45 per person per night.

What is required in your application?

- Applications must be received prior to the start of the qualification / course.
- You must complete the supporting statement (see – Completing the online form)
- The application must be endorsed by a NGB or equivalent (see - Completing the online form)

Receipt of your application will be acknowledged by email and then considered in the next bursary panel. The panels are held **in March, June, September and December** of each year. The dates of the panels will be published in the Energise Me Coaches newsletter, website and via social media.

Each application is considered on its own merit and the result is at the bursary panels discretion. You will be notified of the result of the panel by email.

The qualification/ programme usually needs to be completed in the next 12 months which commences on the day you are notified of your successful bursary application. There is some flexibility with this if you inform the Coaching Development Officer at Energise Me.

Funds are paid to the applicant after they have successfully completed the qualification/ programme and on production of the award certificate or equivalent to demonstrate this. You will also be required to complete a few questions explaining how your role as a coach, official or volunteer has been enhanced by completing the qualification/ programme. Funds are paid by a BACS transfer.

Completing the online form

The application is online. You can go back to previous pages prior to submitting the form electronically.

Type of application: please select the type of application you are making: individual, club or Project 500

Applicant Details: person submitting the form. This may not be the person being funded if it's a club application. Clubs can apply for up to 5 people in their application and all need to be included in this section.

The supporting statement: this is used to assess the application and provides information for the panel to assess the impact the bursary will have upon your sport and overall participation in sport. It is useful to include details about the following:

- Opportunities for the club and how it fits into your club development plan (if applicable)
- Who the participants are that will benefit from your contribution i.e. existing and new participants and the age group
- How the award will change the number of hours you provide as a coach, official or volunteer
- The course/ programme you are intending to complete

Please include what you feel is relevant to your application.

If you are making a club application, please just complete one supporting statement relating to the club.

NGB or equivalent endorsement: the representative from the NGB or a Local Authority i.e. someone who works in sports development. Please contact the Coaching Development Officer if you are unsure who this is. [Energise Me](#) will contact them to ensure they support the application.

Project 500

Energise Me is able to award a number of Project 500 bursaries to support female coaches who want to get a new coaching qualification. We support applications from women whether you're doing your very first qualification or if you want to gain a higher level of qualification in your chosen sport. Our aim is to get more women into coaching and help them stay there - continuing to support them in their development is vital to achieving this

All conditions to the above **Coaches, Officials and Volunteers Bursary** apply to Project 500. Additional terms and conditions are found below;

Conditions for a Level 1 Coaching bursary:

- You are interested in coaching one of the Sport England [funded sports](#)
- You are a volunteer coach at a Hampshire club or at a coaching sessions linked to **Energise Me** objectives, for at least six months or equivalent to 24 hours.
- You are happy to provide Energise Me with information/interviews for case studies.

Conditions for Level 2 & Level 3 Coaching bursary:

- You are interested in coaching one of the Sport England [funded sports](#)
- You are a volunteer coach at a Hampshire club or at coaching sessions linked to the **Energise Me** objectives.
- You are happy to provide **Energise Me** with information/interviews for case studies.

How much can you apply for?

The bursary award will be:

up to 75% of the total cost **OR no more than** £100 for a Level 1 course, £200 for a Level 2 course and £300 for a Level 3 course

When are bursaries awarded?

The panels are held in **March, June, September** and **December**. The dates of the panels will be published in the Energise Me Coaches newsletter, website and via social media.

For further information, please contact Di Murray, Coaching Development Officer at **Energise Me**

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