



Bursary Application Guidance Notes for Coaches, Officials and Volunteers for

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
- Part time paid coaches or officials
- Sport National Governing Bodies (NGB)
- Local authorities

Who cannot apply?

- Full time 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?

- Applications for coaching courses from Level 2 coaching awards upwards in Sport England [funded sports](#) (exception Project 500 applicants for female coaches, officials and volunteers. See Project 500 notes).
- Individuals can apply for one award per financial year (April to March).
- NGB's, Local Authorities and clubs can apply as many times as they wish providing it is for a different applicant (coach, official and/or volunteer). The maximum number of coaches/officials or volunteers in a club application are;
- 5 x Level 2 coaching awards (coaching, official or volunteer)
- 2x 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 the course 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 course cost to a maximum of £500 per applicant. This is at the discretion of the panel.

What is required in your application?

- Applications must be received prior to the start date of the qualification / course. Retrospective applications will not be considered.
- You must complete the supporting statement (see – Completing the online form)
- The application must be supported by a NGB or equivalent which Energise Me will seek on the applicants' behalf
- Include any travel and/or accommodation costs in the application. Mileage is calculated at 20 pence per mile. This will not be funded but is used to assist the panel with the application decision.

Receipt of your application will be acknowledged by email and any queries raised before submitting the application to the 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 newsletters, 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 Energise Me via info@energiseme.org

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.

Project 500 Application

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.

Energise Me is able to award a number of Project 500 bursaries to support female coaches who want to start coaching or obtain their next coaching award. We support applications from women whether they're doing their very first qualification or if they want to gain a higher level of qualification in your chosen sport.

All conditions to the above **Coaches, Officials and Volunteers Bursary** apply to Project 500 plus additional terms and conditions which are below;

Conditions for a Level 1 Coaching bursary upwards:

- You are interested in coaching one of the Sport England [funded sports](#)
- You are a voluntary coach, official or a part time paid coach or official at a Hampshire club or at Hampshire coaching sessions
- You are happy to provide Energise Me with information/interviews for case studies.

How much can you apply for?

The Project 500 bursary award will pay **up to 75% of the course cost to a maximum of £500 per applicant. This is at the discretion of the panel.**

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 newsletters, website and via social media.

Completing the online form

The application is online and found on the Energise Me website. 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 or Guardian Details: person submitting the form for them self or if the award is for an under 18 years an adult or guardian has to complete the application on their behalf. 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 personal details 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.

Qualification Course Fee: the cost charged by the NGB or equivalent provider to complete the award

Travel expenses: not paid but used to assist the panel assess the application

Projected additional costs: not paid but used to assist the panel assess the application

Contribution by individual or club: used to assist the panel assess the application. If you are using your qualification to support voluntary coaching within a club, we would recommend you seeking a financial contribution from them towards your qualification.

For further information, please contact info@energiseme.org or call 01962 636165

