



## CSW Sport Coach Bursary Scheme Guidance Notes

### Aim of the Bursary Scheme

The bursary scheme aims to increase the number of qualified coaches and therefore increase the capacity within sports clubs or organisations to deliver sport in Coventry, Solihull and Warwickshire.

Bursaries available are:

- A maximum subsidy of £100 for a Level 1 National Governing Body of Sport Coaching Qualification
- A maximum subsidy of £200 for a Level 2 or Level 3 National Governing Body of Sport Coaching Qualification
- A maximum subsidy of £100 for a National Governing Body of Sport pre-level 1 qualification, **when applying for a Level 1 bursary**
- Places on 2 coaching related workshops organised by CSW Sport, **when applying for a Level 1, 2 or 3 bursary.**

### Who can apply for a coaching bursary?

Any individual who is 16 years or over and part of a sports club or community organisation delivering sport in Coventry, Solihull or Warwickshire can apply.

Prospective coaches from within community organisations such as School Sport Partnerships, Local Authorities, County Sports Associations, Universities, Youth Clubs (and more) are eligible. **A maximum of £1000 of bursaries per organisation, per year can be awarded.**

All applications must be supported by a club or community organisation delivering or planning to deliver coaching sessions within the boundaries of Coventry, Solihull & Warwickshire.

**Applications must be made before the applicant starts the coaching course, as grants cannot be awarded retrospectively.** CSW Sport strongly recommends applicants do not apply for a course that starts whilst waiting to hear if they have been awarded a bursary, as there is no guarantee they will be successful. Please leave plenty of time between finding out if the application has been successful and starting the course.

Priority will be given to applicants from a club that have achieved Clubmark status or a club that will be able to achieve Clubmark by receiving this award.

### What is expected in return for a bursary?

Each bursary applicant will need to complete the following before any payment is made:

- Complete 10 hours of unpaid coaching/assistant coaching
- Return a completed coaching log showing the 10 hours of unpaid coaching
- Show evidence of payment and completion of the coaching course/s



## Payments and conditions of the bursary

Payment can only be made to a club or organisation and NOT to an individual. The club or organisation must be a constituted body and have a bank account in the club or organisation's name. A cheque will be sent to the applicant, made payable to the club or organisation listed in the application.

Payment will be made after the course has been completed and to receive the bursary the applicant **MUST PROVIDE THE FOLLOWING:**

- ✓ A completed coaching log book showing 10 hours of unpaid coaching, signed off by the club/organisation, within 10 weeks of completing the coaching course
- ✓ A photocopy of the qualification certificate (or if this is not possible have an NGB confirm to CSW Sport attendance and successful completion), within 10 weeks of completing the coaching course
- ✓ Proof of payment, within 10 weeks of completing the coaching course

## How are applications assessed and applicants notified?

A bursary application must be made by the submission deadline date. Decisions on applications cannot be made outside of these timeframes.

Each bursary application will be reviewed by a panel consisting of CSW Sport and 3 key partners (for example a National Governing Body of Sport Officer). Each bursary application will be assessed against the same criteria.

Applicants will be notified whether or not they have been successful 1 week after the panel decision deadline.

## Application Deadlines:

Application Window	Open	Close	Decision Dates
1	Open 17 <sup>th</sup> December	Close 5 <sup>th</sup> February	Panel Decision 8 <sup>th</sup> -19 <sup>th</sup> February Applicant Notification 22 <sup>nd</sup> -26 <sup>th</sup> February
2	Open 15 <sup>th</sup> March	Close 30 <sup>th</sup> April	Panel Decision 3 <sup>rd</sup> -14 <sup>th</sup> May Applicant Notification 17 <sup>th</sup> -21 <sup>st</sup> May
3	Open 14 <sup>th</sup> June	Close 23 <sup>rd</sup> July	Panel Decision 26 <sup>th</sup> -6 <sup>th</sup> August Applicant Notification 9 <sup>th</sup> -13 <sup>th</sup> August
4	Open 6 <sup>th</sup> September	Close 15 <sup>th</sup> October	Panel Decision 18 <sup>th</sup> - 29 <sup>th</sup> October Applicant Notification 1 <sup>st</sup> – 5 <sup>th</sup> November

For any further information, please contact CSW Sport on:  
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