

Sports Award Scheme AWARDS TO COACHES AND OFFICIALS

FOR OFFICE USE ONLY

Award granted _____

Approved by _____

Passed to Finance _____

APPLICATION FORM

SECTION A - to be completed by an appropriate club official

Name of Club
Address
(if applicable)

Name and Address of Club Secretary
(or other contact)

Mobile

email

Sport or activity in respect of
which application is made

National Governing Body

Is your club affiliated to your sport's National Governing Body?

Yes

No

		Male	Female
Number of club members in current year	Adult		
	Junior (U18)		
Number of qualified coaches			
Number of other volunteers			

Has your club received a grant, sponsorship or any other assistance in respect of your sport in the last year?

Yes

No

If Yes, state duration, amount, source and purpose

Have efforts been made to raise funds in the last 12 months? Yes

No

If Yes, please give details of any net sum raised

SECTION B

Course for which application is being made

Title
Date(s)
Location
Name of Organising Body

Cost - please itemise as shown	Course fee (state whether per person or group fee)	£
	Accommodation expenses	£
	Travelling expenses (outwith East Lothian only). Please show mileage if claiming for travel by car. Where more than one person is attending they will be expected to travel together, wherever reasonably practical.	£

Notes

- Travelling expenses will be restricted to the following :
 - second class rail fare
 - bus fare
 - reimbursement of petrol costs at 8.5p per mile
 - internal air fare (where if cheaper than , or equivalent to, the corresponding rail, car or bus journey).
- Accommodation expenses will only be reimbursed where appropriate receipts are submitted, up to a maximum of £45pp per night.
- Grants are based on 50% of eligible expenditure up to a maximum of £175 per person. Please note, however, that although there is no restriction on the no. of applications, the maximum grant paid out for coach education/ officials courses in any financial year (1 April - 31 March) will be £350 for clubs with up to 50 members or £750 for clubs with over 50 members.
- Grants will only be made retrospectively and applications should be submitted on completion of the course/ event for which assistance is being requested. Please contact the Principal Officer (Recreation & Physical Activity) on 01620 827403 if you are unsure about the eligibility of your application.

Have you already received a grant in respect of coach education/ officials courses from East Lothian Council in the current financial year?	Yes	No
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If yes, how much

Have you received a grant from any other source?
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If yes, please state source, amount and purpose

No. of club coaches/ officials who attended (please list names and addresses
(use additional sheet if there is insufficient room)

Name

Address

Qualification awarded on successful completion of the course

NB Please scan supporting evidence to show proof of attendance eg letter from NGB, copies of certificates awarded etc.

Benefits to members of your Club

Please state any plans you have for future coach/ official development in your club (eg working towards higher coaching awards, development of youth coaching etc)

I certify that the information given on this form is, to the best of knowledge, correct. I understand that I must comply with any requirements stipulated by East Lothian Council.

Name _____ Date _____

Position in club _____

Date _____

Please email this form to :

sportspass@eastlothian.gov.uk