



CSW Sport Coach Bursary Scheme 2011 Guidance Notes

What do we fund?

CSW Sport accepts applications for a bursary towards a recognised National Governing Body of Sport coaching qualification (we do not accept applications for fitness or non-coaching qualifications). Applicants are required to identify the coaching course on their application form and book themselves on to the course.

Level 1 and Level 2 Qualifications:

- A maximum subsidy of £100 for a National Governing Body of Sport mandatory pre-level 1 Coaching Qualification, when applying for a Level 1 bursary
- 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 National Governing Body of Sport Coaching Qualification

Level 3 Coaching

Currently, the CSW Sport bursary scheme is until 31st December 2011 and completing a Level 3 qualification in full (course and assessment) can take a long time. Therefore, CSW Sport will fund a bursary towards a Level 3 module/course **or** assessment, as it is unlikely a coach will be able to complete both before 31st December 2011. Funding amounts are:

- A maximum subsidy of £200 for a Level 3 Coaching module/course
- A maximum subsidy of £100 for a Level 3 Coaching assessment

CSW Sport will also provide opportunities to attend FREE and subsidised Coach Development Workshops

Who can apply for a coaching bursary?

Any individual who is 16 years or over and who is able to demonstrate how their bursary will impact on participation in sport in the community.

Applications must be supported by a community club or relevant organisation (Education establishment, Local Authority or not for profit organisation) who delivers sport in Coventry, Solihull or Warwickshire.

The club or organisation must be a constituted body and have a bank account in the club or organisation's name. The individual is required to complete 10 hours of unpaid coaching for their supporting club or organisation.

What is expected in return for a bursary?

The individual is required to complete 10 hours of unpaid coaching for their supporting club or organisation. This should be completed after they have attended the course, putting their new skills into practice.

Bursary applicants must return the following paperwork **within 12 weeks of passing their course** before any payment is made:



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

CSW Sport are aware that due to exceptional circumstances some coaches may experience a delay in returning the above paperwork within 12 weeks. Coaches should notify CSW Sport in these cases.

When can I apply?

A bursary application will only be accepted when a round of funding is open. Decisions on applications will not be made outside of these rounds.

The course must start after the round of funding has opened to applications. CSW Sport strongly recommends that 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.

Open for applications	Closed to applications	Coaches notified
3 rd January 2011	4 th February 2011	25 th February 2011
4 th April 2011	13 th May 2011	3 rd June 2011
27 th June 2011	29 th July 2011	20 th August 2011

How are applications assessed and applicants notified?

Each bursary application will be reviewed by a panel and will be assessed against the same criteria. 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.

All applicants receive written notification of the outcome of their application.

CSW Sport cannot be held responsible for the non-delivery of applications. If confirmation of delivery is required, we advise using recorded delivery. Please also keep a copy of your submitted application.

Payment of a bursary

- Payment can only be made to a club or organisation and NOT to an individual.
- A payment is made after a coach has passed their qualification and returned the relevant paperwork.
- A cheque will be sent to the club treasurer or the equivalent of the supporting organisation.

The CSW Sport Coach Bursary Scheme is currently until 31st December 2011, paperwork received after this date will not be accepted and a bursary will not be paid. Coaches are still required to meet their individual 12 week deadline for returning their paperwork, in order to ensure they will receive their bursary.

For further information, please contact CSW Sport on coachbursary@cswsport.org.uk or 02476 574200