COMMUNITY GRANTS SCHEME

COACHES / OFFICIALS APPLICATION FORM



Office use only: Forms must be kept for the financial year the claim is made and 6 further years

Grants are available to encourage, support and promote the training and development of sports coaches and officials.

To be eligible for a Coaches / Officials grant, applicants:

* Must live in Fife;
* Must be volunteering within a sports club with a **sport**scotland recognised Governing Body;
* Must provide confirmation from their Sports Club that they are attending the course for the benefit of the Club, i.e. supporting letter or email;
* Must submit applications **prior** to the course / workshop commencing, as no awards will be made in retrospect.

Grant awards will only be released when proof of attendance and successful completion of the course / workshop is provided

Applicants can receive grants of up to 50% of the total course costs, up to a maximum of £200.

**Please Note: All grants are discretionary**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Coach / Official:** | | | |  | | |
| **Address:** |  | | | | | |
|  | | | | | **Postcode:** |  |
| **Tel No Home:** | |  | | | **Mobile:** |  |
| **E-Mail Address:** | |  | | | | |
| **Date of Birth:** | |  | | | | |
| **Name of Club / Group of which you are a volunteer coach:** | | | | | | |
|  | | | | | | |
| **Have you applied to any other body for assistance in respect of your activities? Yes / No If yes, provide the following details:** | | | | | | |
| **Date of Application:** | | |  | | | |
| **Grant Awarded: £** | | |  | | | |
| **Awarding Body:** | | |  | | | |
|  | | | |  | | |

***SECTION 1* – *COACH / OFFICIAL* *INFORMATION***

|  |  |
| --- | --- |
| For Official Use Only | |
| Date Received: |  |
| Serial Number: |  |
| Ward: |  |
| Date of Decision: |  |
| Amount Awarded: |  |
| ERP Serial No: |  |
| Date Paid: |  |
| Signature of Officer: |  |
| Signature of Manager: |  |

***SECTION 2* – *COURSE INFORMATION***

|  |  |
| --- | --- |
| Is your club affiliated to the National Governing Body of Sport? YES / NO | |
| Are you actively coaching / officiating at present? YES / NO  If yes, please stated where and when: | |
| Level of Coaching / Officials awards already held: | |
| **Details of Coaching / Officials Course** | |
| Name of Course: |  |
| Dates(s): |  |
| Venue: |  |
| Cost: |  |

***SECTION 3* – *FINANCE DETAILS***

**Amount requested from Fife Council £ ……………………..**

|  |  |  |
| --- | --- | --- |
| **Name of your Bank/Building Society:** |  | |
| **Name of Bank Account Holder:** |  | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Sort Code** |  |  |  |  |  |  |  | **Account No.** |  |  |  |  |  |  |  |  | | |  |

Please give details of any fundraising carried out and amount(s) raised:

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

Are you or a member of your immediate family an elected member or officer of Fife Council: Yes / No

Name Service Relationship to you

……………………………………………………………………………………………………………………………………

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***SECTION 4 – FINISHING YOUR APPLICATION***

***SECTION 4* – *FINISHING YOUR APPLICATION***

Before submitting your application, please ensure that:

(please tick)

|  |  |
| --- | --- |
|  | You have completed all relevant sections of the application form; |
|  |  |
|  | You include confirmation from your Sports Club that you are attending the course for the club’s benefit; |
|  |  |
|  | You have read and understand all terms and agreements, including data protection and |
|  | by signing below you agree to all terms and conditions. |
|  |  |

***DATA PROTECTION***

All collection, use and storage of personal information will be in accordance with the Data Protection Act 1998. Further information is available on the website www.fifedirect.org.uk

***TERMS AND CONDITIONS***

The grant must only be used for the purpose for which it was approved by Fife Council. Monies from only one Fife Council grant scheme can be used for any project. The individual will provide such financial or other information as Fife Council may request.

**Grants will not be awarded retrospectively, i.e. we do not refund costs that were incurred prior to the date the application was received in this office.**

**The information provided by you on this form will be used by Fife Council in order to process your application. It may be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council’s Data Protection Officer at: dataprotection@fife.gov.uk”.**

**I certify that all the information given in this form is, to the best of my knowledge, correct. I have read, and agreed to comply with, the above conditions.**

**Signed:** ...................................................................………............ **Date:** ......………………………..……….………….....…

**(If applicant is under 18, the form must be signed by an adult) Relationship:** ...……………………………………..…..

***HOW TO APPLY (Please ensure that you have enclosed all endorsements from Section 4)***

If you fit the guidelines and meet the specific considerations stated on the application cover, email the completed form to [community.grants@fife.gov.uk](mailto:community.grants@fife.gov.uk) or send to the following postal address, for assessment and processing:

Community Grants,  
Community Investment Team,  
Fife Council Communities & Neighbourhoods,  
Rothesay House (F2 South),  
Rothesay Place,  
Glenrothes  
KY7 5PQ

For more information on the Community Sports Grant Scheme please contact Mandy Rossiter on 01592 583334 or email [community.grants@fife.gov.uk](mailto:community.grants@fife.gov.uk)

**IMPORTANT NOTE**

**Please note that applicants will be allowed 2 consecutive awards, then a rest year will be expected before they can reapply for funding assistance.**