KCC Coach and Official Bursary – Guidance Notes

What is it?

The KCC Coach and Official Bursary provides funding for coach/official development. It seeks to increase the quantity and quality of coaches[i] and officials in Kent, and therefore assist the development of sport and physical activity in the county.

Who is eligible?

Applications are welcomed from clubs, organisations and National Governing Body (NGB) representatives to nominate individual coaches or officials, where it can be demonstrated that supporting the individual will contribute to the overall development of sport and physical activity within Kent or enable individuals from specific target groups to access more sport and physical activity opportunities.

Applicants should live or coach/official within the Kent County Council & Medway Council boundaries **(London Boroughs are not included**).

What will bursaries be awarded for?

Bursaries will be made towards the cost of development opportunities for qualified or unqualified coaches or officials. This could include:

- NGB qualifications or awards
- VRQ / NVQ or other qualifications
- Tutor training
- Mentor training
- Conferences
- Workshops
- Courses
- Distance learning

Bursaries will not be awarded for:

- Any training undertaken prior to the deadline date of applications
- Travel and accommodation costs associated with the development opportunity
- Professional Development opportunities undertaken by employed coaches[ii]

How much can you apply for and how often can you apply?

Awards are generally **up to 50%** towards the cost of the development opportunity so other contributions should be considered.
Applications are limited to **3 individual or 1 group per club/organisation or 1 group[iii]** during a 12 month period.

Are there any priority groups for bursary applications?

A number of under-represented groups have been identified nationally and locally because they are not regularly accessing sport and physical activity opportunities. We would welcome and encourage applications that engage coaches/officials and/or participants from the following target groups/populations; *Low socio-economic backgrounds, Disability, females or inactive individuals.*

How can I apply?

Applications can be made online or via paper form

Click here to access the online application form or cut and paste the following link into your browser;

https://www.kentsport.org/make-sport-happen/funding-insight/get-funding/kcc-coach-official-bursary/

Completed paper forms should be sent or emailed to Lucy Cassell, Assistant Coaching Coordinator.

Sports Pavilion, University of Kent, Canterbury, Kent, CT2 7SR
Email: L.G.Cassell@kent.ac.uk

What are the deadlines?

Applications must be received by the last day of the month.

I.e. applications must be received by 31st August for any opportunities starting in September to be considered by the panel.

How are applications assessed?

Nominations will be considered by a panel and applicants will be notified of the decision within two weeks of the monthly submission deadline.

Applications will be judged on a set criteria relating to each section of the application form. Please read 'Completing the Application' carefully.

Applications that are not successful can request feedback and are not prevented from reapplying at a later date.

When will you receive payment?

Bursaries will be paid by BACS transfer to the club/organisation or nominee when:

- The training has been successfully completed and a certificate or other satisfactory evidence has been received.
- The bursary conditions and monitoring requirements have met.

What are the conditions of funding?

Coaches successful in applying for funding must sign up to our Coach Register click here

Clubs must be registered with our Kent Sport Connect scheme click here

Funding awards are non-transferable. It is the responsibility of the applicant to ensure that the bursary is used for the purposes outlined in the application.

Individuals have **18 months** to complete the development opportunity from the start date of the training. Should the circumstances change regarding this timescale please contact Kent Sport as soon as possible. If we do not hear from you we reserve the right to withdraw our offer of funding.

Successful applicants will be required to complete three short online surveys at specific intervals to support the monitoring of the bursary scheme.

Some candidates will also be asked to contribute to a case study that will be produced by Kent Sport to demonstrate the impact of the bursary scheme.

The information provided on the application will be used to contact both the nominee and nominator about the outcome of the panel decision. It is the responsibility of individual completing the application to ensure they have got permission to share the contact information of all parties.

Information will be retained for a maximum of two years following the completion date of the development opportunity. No personal information will be retained from unsuccessful applications.

For further information on the Coach and Official Bursary privacy policy please visit www.kentsport.org/funding or contact us by email at kentsport@kent.gov.uk

Completing the Application

All sections of the application form **must** be completed for the application to be considered by the panel.

Please make sure there are contact details (ideally email addresses) for both the nominator and the nominee.

The Development Opportunity

This is where you provide details of the opportunity. You should list the name of the coaching or officiating qualification, the conference or other training opportunity and the dates of when the opportunity is taking place.

Demonstrating Impact

This is the **most important section** of the application, in order to justify funding awards Kent Sport must be able to demonstrate the impact bursaries can make to sport and physical activity across the county. Please provide as much information as you can for each heading.

Coach/Official

What is the individual benefit to the person undertaking the course? Consider wider implications for their physical and mental wellbeing as well as skill development and individual achievement.

The participants

What difference will it make to the participant experience as well as their physical, emotional and skill development within the club/organisation?

The club/organisation and local community

Can you increase your offer to participants, either increasing numbers or hours of activity? Consider how this contributes to your future club development and wider links to the local community.

The sport/activity

How will this bursary contribute the development of the sport or activity the individual is accessing training in? Is there a way to share the learning across your sport with other clubs/organisations?

If your application meets any of the specified target groups be clear to highlight this in the demonstrating impact section.

Financial Details

Provide details of all the financial information relating to the development opportunity. The additional contribution box should show how you are planning to make up the difference as the bursary does not cover the full cost of the development opportunity. It may be the individual/club or other sources contributing towards the cost.

Declaration

This should be signed by the nominator (club/organisation) who confirms that they have permission to share the contact details of all those listed on the application.

Supporting Statement

Where possible this statement should be from a National Governing Body representative. The statement should endorse the application with reference to local, regional and/or national plans. For a list of local/regional NGB officers please click here. If you are unsure or do not have a named contact relevant to your application please contact Lucy Cassell, L.G.Cassell@kent.ac.uk or call 01227 824395

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[i] includes activators, leaders, instructors and teachers

[ii] The employing organisation should take responsibility for the development of their employed staff as other businesses would be required to do

[iii] If a club applies for a number of bursaries on one application it will be considered as the group application