



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)

Tel No (Day)	(Evening)	email
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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?	YES / NO
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If yes, please state source, amount and purpose
