



Willie Innes Sports Award Scheme AWARDS TO INDIVIDUAL SPORTSMEN AND WOMEN

TRAINING AND COMPETITION GRANT CLAIM FORM

FOR OFFICE USE ONLY

Calculations Checked

Totals Checked

Award granted _____

Approved by _____

Passed to Finance _____

| | |
|-----------|--------------------|
| Full Name | Sport |
| Address | Award Scheme Grade |
| Post Code | |

| | | |
|--------------|-----------|-------|
| Tel No (Day) | (Evening) | email |
|--------------|-----------|-------|

NOTES FOR APPLICANTS

Please read these notes carefully before completing the form.

- Claim forms should be emailed to your National Governing Body for endorsement and then emailed to us as soon as possible but no later than 31 March.
- Claims will only be considered for expenses incurred in relation to entry fees, travel expenses and accommodation costs for events within the UK that are not club related, i.e. for recognised national or regional squad training sessions or competitive events. All inclusive costs levied by a National Governing Body for squad members etc attending an event in the UK will also be accepted if supported by appropriate scanned documentation.
- Costs relating to the following are **not** eligible for grant aid :
 - Events held abroad (Special Awards apply - application must be made in advance)
 - Club training sessions and inter club cup and league competitions
 - Equipment
 - Meals
- Travel expenses
Payment of travel will be restricted to the following -
 - second class rail fare
 - bus fare
 - reimbursement of petrol costs at 8.5p per mile. Petrol receipts are not required.
Where more than one eligible individual from the same address travels to a competition at the same venue on the same date, only one claim for mileage will be accepted.
 - internal air fare (where cheaper than, or equivalent to, the corresponding rail, car or bus journey)

All journeys must be detailed separately for audit purposes. We now require date of journey, destination and, if travelling by car, return mileage. **If insufficient information is provided travel costs will not be reimbursed.**
- Accommodation expenses
These will only be reimbursed where appropriate scanned receipts are submitted with a claim form.
Claims for one adult accompanying a minor will be accepted.
The maximum rate which can be claimed for an overnight stay is £45pp per night
- Applicants must denote each event and the expenses relating thereto, separately and clearly.
- Grants are based on 50% of eligible expenditure incurred during the period 1 February - 31 January, where expenses have not been reimbursed by an other body, and will not exceed the maximum levels for each category. These are currently:
 - Grade A £300
 - Grade B £200
 - Grade C £150

Claims will not be processed if they are not completed in sufficient detail and accompanied by the appropriate scanned receipts, tickets or other appropriate documentation. Individuals will be notified in these circumstances.

SECTION B - Training Expenses for Period 1 February - 31 January

| TYPE OF SESSION (eg. Regional Squad Session) | ORGANISING BODY | VENUE | DATE(S) | COSTS | | |
|---|--------------------|-------|---------|-------------|----------------------------|--------------------------------|
| | | | | FARE (A) | MILEAGE (B) | ALL INCLUSIVE CHARGE (C) |
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| TOTALS | | | | | Total miles x 8.5p = | |

TOTAL TRAINING COSTS (Section B) _____
(Columns a + b + c)

TOTAL TRAINING COSTS (Section A & Section B) _____
(Columns a + b + c)

I certify that all the information given on this form is to the best of my knowledge correct, and I enclose all relevant receipts.

Signature _____ Date _____

SECTION C - continued

Position within National Governing Body _____ Official Stamp

Name _____ Date _____

Please return this form by 31 MARCH to: sportpass@eastlothian.gov.uk