

Coaches,  
Officials and  
Volunteers  
Scholarship  
Scheme Guide



# Who is eligible to apply?

Applications are welcomed from:

- National Governing Bodies of sport
- Local Authorities
- Voluntary coaches, officials and other volunteers.

The Coach, Official and Volunteer Scholarship Scheme is open to any applications which meet the appropriate criteria listed below:

- **Individual Applications**  
A full-time resident of Hampshire excluding the Unitary Authorities of Portsmouth, Southampton and the Isle of Wight.
- **Club Applications**  
A club whose main site is within the Hampshire County Council boundaries excluding the Unitary Authorities of Portsmouth, Southampton and the Isle of Wight.
- **Project Applications**  
A project that can evidence a significant impact on the residents of Hampshire (both coaches and participants) excluding the Unitary Authorities of Portsmouth, Southampton and the Isle of Wight.
- **Project 500 & Disability Coaching Network**  
Coaching Hampshire & IOW plan to work with a number of governing bodies of sport to target female recruitment, development and deployment through Project 500. We also plan to recruit, develop and retain more coaches who can deliver inclusive sport across the country through our Disability Coaching Network. For information on both projects, visit [www.coachinghampshireiow.co.uk](http://www.coachinghampshireiow.co.uk)
- **All Applications**  
Must be aged 16 and over and looking to take a qualification that is at least a level 2 or equivalent (for coaches)

# Online application – Step by Step guide

## Section A

You will be required to select which criteria your application relates to from a tick list. You will also need to specify the club/organisation you are linked to and a Lead Officer contact in a professional sport development role who is endorsing your application. **If your form is submitted without the support of an appropriate Lead Officer, then it will not be assessed.** For more information, view page 6 of this guide. If you are in doubt, please contact us at [Emily.Sanderson@hants.gov.uk](mailto:Emily.Sanderson@hants.gov.uk)

## Section B

You will be required to list details of your club/organisation and further details of your Lead Officer as listed in Section A.

## Section C

You will be required to list your personal details such as your name, address and date of birth. If you are submitting an application on behalf of more than one individual (for example two coach from one club) please click on the “add another individual” button

### Your Online Application

#### Section C: Individual Details

PLEASE GIVE DETAILS OF THE INDIVIDUAL(S)

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Date of Birth	-- ▾ -- ▾ -- ▾
*Address	<input type="text"/>
Address 2	<input type="text"/>
*Post Code	<input type="text"/>
*Telephone	<input type="text"/> <input type="text"/>
*Email	<input type="text"/>
*Occupation	<input type="text"/>

\* Required

Next

add another individual



## Section D

This section is one of the most important as this is where you write your supporting statement. Guidance for completing your statement is on page 6 of this guide.

It is possible to copy and paste from a word document into the online application.

## Section E

Please provide accurate information on the number of voluntary hours you spend coaching, officiating or volunteering per week. This section also allows you to list details of your course which must be booked prior to making your application.

## Section F – Final section

Please list the costs of your course and examination. If you do not know the cost or your course details have not yet been listed, we advise you contact your national governing body or course provider. If you do not provide accurate costs and complete all fields of this section, this may affect your overall application. This is also the opportunity to specify any other funds you have secured to support the cost of your course (for example, your own funds or another bursary). If you do not have any partner funding, please insert "0" in all fields related to Income.

Total Income

\*Total amount of scholarship

Postal address (if different from the Club address)

Postal address 2

**REMINDER:** We only fund up to 75% of the cost of a course. This figure should therefore not exceed 75% of the total course cost.

\* Required

Next

**You will receive a confirmation email acknowledging receipt of your application.**

# Next Steps

Once we receive your application, we request endorsement from your Lead Officer who will be required to complete a supporting statement outlining their reasons for supporting the application. The Lead Officer supporting statement should cover issues such as:

- Impact on the participant pathway. How the application will increase the number of participants in this sport/activity. How it will create or enhance existing opportunities for participant development and progression.
- Local capacity building. How the scholarship contributes to local workforce development plans.
- Strength of the applicant e.g. the extent to which the club demonstrates good practice in relation to participant, club, coach and volunteer development; recognition of an individual's contribution to a sport/commitment to personal development.

The statement can be a maximum of 250 words and we advise that it should be no less than 100 words.

## What happens if your award is successful?

- You will receive an email/letter confirming the award decision.
- You will sit the course/workshop/training event or commence your coaching qualification.
- You will provide Sport Hampshire & IOW with proof of attendance **within 12 months of the funding being allocated** e.g. a certificate of attendance or copy of your qualification. If confirmation is not received within 12 months your funding will be re-allocated.
- **On receipt of proof of attendance your award will be released.**

## What happens if your award is unsuccessful?

- You will receive an email confirming the award decision.
- You should speak to your Lead Officer to ascertain why your bid was unsuccessful.
- You are free to re-submit your award request at a later date.

# Guidance Notes – Important information

## Lead Officer Endorsement

Each application must be countersigned by a Lead Officer which must be a sports development professional working for a National Governing Body of Sport or local authority. For a full list of Lead Officers please refer to the contacts section on the Sport Hampshire & IOW website - [www.sporthampshireiow.co.uk](http://www.sporthampshireiow.co.uk) for example:

Applicant	Grant recipient	Lead Officer
Individual rugby coach	Individual rugby coach	Local Authority Sports Development Officer or County Rugby Development Officer
Hockey club	4 x club volunteers	County Hockey Development Officer or Local Authority Sports Development Officer
County Tennis Association	2 x county coaches	County Tennis Development Manager

## Your Online Application

### Section A: Lead Officer Details

\*Please indicate if you are applying for an individual, or on behalf of a number of individuals for a club or project

- Club
- Disability Coaching
- Individual
- Project
- Project 500

\*Title of applying organisation/club

\*Name of Lead Officer

\*Lead Officer's contact number

 

\*Lead Officer's Email

This is the information of the Lead Officer endorsing your application – remember they must be a sport development professional

\* Required

Next

# Your Supporting Statement

This is the most important section the application as it allows us to assess your application in terms of the wider impact your scholarship will have on your sport and overall participation.

It is important to outline the benefits clearly in this section, for example:

- Number of new independent coaching hours it will enable you to deliver.
- Number of new participants that will receive coaching or officiating as a result.
- Contribution it will make to your club's coaching development plan i.e. will this scholarship provide a new mentor or assistant coach for your club?
- Enhanced support to participants, coaches officials and/or volunteers e.g. training for a new Child Protection Officer or Volunteer Coordinator.
- Increased opportunities for your club to create or strengthen its links with local schools, colleges, universities or other community sport initiatives.
- The confirmed dates of the course/qualification you are booked on to or looking to book on to.

There is a maximum of 250 words so please use this as an opportunity to showcase yourself. We recommend your Lead Officer writes at least 100 words.

**We hope you found this guide helpful with your application.**

**If you have any additional queries, please contact Emily Sanderson [emily.sanderson@hants.gov.uk](mailto:emily.sanderson@hants.gov.uk) or call 01962 846818**