

# **Aylesbury Vale Sport and Physical Activity Network**

## **Coaches Bursary Scheme Guidance Notes**

### **About the Aylesbury Vale Sport and Physical Activity Network**

The Aylesbury Vale Sport and Physical Activity Network (AVSPAN) is made up of a range of organisations and aims to promote and support the development of sport and physical activity in the Aylesbury Vale area. The group includes representatives from the County Sports Partnership, the District Council, Adult Education Service, sports clubs and leisure centres.

One of the key objectives of the group is to support community sport by applying for, overseeing and administering grant funding to be distributed to local talented athletes and coaching bursaries. The AVSPAN offers a community coaches bursary scheme and a talented athletes bursary scheme. This guide covers the Community Sports Coaches Bursary.

This guide describes:

- Who can apply
- What you can apply for
- What you can't apply for
- How much you can apply for
- How to apply

## **Aylesbury Vale Sports Coaches Bursary**

### **Who can apply**

The bursary will be used to support those wishing to initially get on the coaching ladder and those wishing to expand on their current coaching qualifications and experiences for the benefit of the community.

Applicants must:

- Meet the minimum age for coaching (16+ for a level 1 and 18+ for a level 2)
- Be actively delivering coaching or volunteering at a community club or activity within the Aylesbury Vale District or be able to demonstrate that they will be coaching at a club or activity in the district once qualified. The coaching must take place outside of the school curriculum. Applicants should describe in the application form how they will be able to benefit the community and whether they will be providing any coaching on a voluntary basis.
- Have a valid CRB from the organisation where you are going to be deployed to deliver coaching

## What you can apply for

- You can apply for financial help towards the cost of attending a sports coaching qualification course of level 1, 2 or 3.
- The qualification must be a recognised qualification by the relevant sport
- To be eligible, your sport must be included in the Sport England list of recognised sports and have a recognised governing body who will be able to provide a reference. The list of sports can be found on the Sport England website:  
[www.sportengland.org/about\\_us/how\\_we\\_recognise\\_sports/recognised\\_sports\\_and\\_ngbs.aspx](http://www.sportengland.org/about_us/how_we_recognise_sports/recognised_sports_and_ngbs.aspx)
- You can apply for funding to cover a proportion of the costs of attending the course, as well as associated expenses such as travel expenses if necessary, up to a maximum limit (for maximum limits see below).
- If you are disabled and are likely to incur any additional costs of attending the course due to your disability, then please provide details of these costs within your application. We will consider these costs but cannot guarantee that we would be able to fund these.

## What you cannot apply for

Unfortunately the bursary cannot fund any other costs other than recognised coaching qualification course costs and related expenses.

- The bursary will not fund leadership awards, generic courses (e.g. sports coach UK workshops) or level 4 qualifications.
- The bursary will not fund food and drink costs
- Applications will not be considered retrospectively. If you have already started attending the course you will not be eligible to apply.

## How much you can apply for

- We will fund up to 75% of the costs of the sports coaching qualification course up to the maximum amounts shown below depending on the level of the course.  
Level 1 course – up to £200  
Level 2 course – up to £300  
Level 3 course – up to £500

The AVSPAN cannot guarantee that your application will be successful or that the amount you receive will be as high as stated above.

## Timescales

There are no set deadlines for your application. Applications will be assessed by the panel on a regular basis at the end of each month. Coaching courses can be completed at any time. The panel will endeavour to inform applicants of their decision as soon as possible and within two weeks of the decision.

## How applications are assessed

The application will be assessed by the AVSPAN Funding Panel. Each application will be assessed on an individual basis against the aims of the funding as outlined above. The Funding Panel will be looking to fund as wide a range of sports as possible.

## Payment processes

If your application is successful, you will be asked to complete a bank details form. You will need to provide evidence that you have booked on to your coaching course before payment will be made. You will be expected to pay the full costs of the course up front and we will pay you the amount agreed by the funding panel once proof of booking on the course has been provided.

In order to receive a grant payment you must provide proof that you have booked on to the relevant course.

## How to apply

To apply please complete the AVSPAN Coaching Grants Application Form. You will need to speak to the National Governing Body for your sport and ask them to support your application and to sign the form to act as your reference.

### **Please return the form to:**

AVSPAN Sport Bursaries  
C/O Leisure Services, AVDC Council Offices  
The Gateway  
Gatehouse Road  
Aylesbury  
Bucks HP19 8FF

Or Email [sportbursaries@aylesburyvaledc.gov.uk](mailto:sportbursaries@aylesburyvaledc.gov.uk)

For more information email [sportbursaries@aylesburyvaledc.gov.uk](mailto:sportbursaries@aylesburyvaledc.gov.uk) or tel. 01296 585301.

**Good luck with your application.**