

Club Coach Support Programme Club Application Form

This programme is for clubs to apply for funding to support club volunteers to gain FSRT or 3 star (as a prerequisites for British Canoeing coaching awards) Leadership and First Aid courses are not eligible for this programme. An offer of funding may be up to 50%. Funding is not available from this programme for British Canoeing coaching courses – please visit the SCA website for information on funding towards coaching courses. Clubs are fully encouraged to seek funding in the first instance from their Local Authority/Sport & Leisure Trust/Local Sports Council. Further details are available from the SCA website. In order to apply, clubs must submit this application form to the SCA in advance of the course and will be required to complete a Club Profile questionnaire prior to funding being released.

Club Name:	
Contact Name for this application:	
SCA Membership Number:	
Email Address:	
Course(s) required:	
Details of Quote from Course Provider (price and name of course provider)	
Anticipated Candidate Contribution (per person)	
Anticipated Club Contribution	
Number of candidates	
Have your club applied to, or intend to apply to other sources such as local authorities, local sports council, awards for all etc for funding towards this award? Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, provide details overleaf)	
Supporting Statement (to be completed by Club official on behalf of the club) Please describe the need for this training and what impact this funding subsidy will have on your club:	

Declaration

I confirm the above information is true and accurate and completed on behalf of the club listed above. I agree to the conditions listed below.

Signature : Date:

Name : Position :
(when submitted electronically, please insert your name and date)

Please send completed forms to the SCA Office: Scottish Canoe Association, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ or by email to coaching@canoescotland.org.



How information about you will be used

Personal information which you supply to the SCA will be used to may to administer and manage your scholarship application, to contact you to advise you of coaching opportunities, to ensure compliance and prevent misrepresentation in relation to the coaching scheme and for statistical analysis.

Sharing Information

We may also pass your personal information to **sportscotland** for monitoring purposes.

We will also share aggregated and anonymised coaching and scholarship information with certain other organisations, which include **sportscotland**, the Scottish Government and Sports Coach UK for the purposes of supporting sports and policy development. This information will not identify you specifically.

Electronic Marketing

We would also like to send you information about SCA activities, events, tournaments and competitions as well as those of selected third parties (including SCA Affiliated Clubs and our partner organisations) by e-mail. If you **agree** to being contacted in this way, please tick the appropriate boxes. E-mail

How to contact us

For further information on how your information is used, how we maintain the secrecy of your information, and your rights to access information we hold on you, please write to us at SCA, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ.

By signing this form you agree that the SCA may use and disclose your information for the purposes described above.

Application Process

1. Clubs apply on the application form, endorsed by club committee, by the deadline (initial deadlines are 30th April and 31st August), evidencing the need for the funding and the benefits the money will bring. Applications should include details of the individuals who will attend the course (SCA membership numbers and names), and a breakdown of the financials – club contribution, candidate contribution, other contribution.
2. Clubs provide an estimate of the cost, having obtained a quote from at least one suitable provider.
3. Applications are compiled by the SCA at the deadline and checked against criteria. A panel of RCOs will then review the applications and award the recommend an award of funding or otherwise.
4. Clubs can submit multiple applications at same time but the overall amount offered to the club may be limited.

Eligibility Criteria

1. All candidates must be current SCA Full or Junior members at the time of the course.
2. The Club must be affiliated to the SCA at the time of applying and remain affiliated until at least the last day of the course.
3. Candidates must be attending a course taking place in Scotland and delivered by an Training/Assessment Director who is an SCA member.
4. Priority will be given to clubs who have not previously benefited from the programme and where the qualifications will improve the working of the club.

Conditions:

1. Candidates must complete a Coach Profile Questionnaire at the time of scholarship claim and at 6 and 12 months following qualification.
2. Funding does not cover the cost of certification, SCA membership or Travel & Subsistence.
3. The allocation of funding is determined by the SCA, and their decision is final.
4. Candidates are required to complete an equity profile; via SCA Self Service.
5. Claims must be made within 60 days of course completion
6. Payment will only be released following completion of the award elements and submission of valid receipts (photocopies are acceptable), and the completed course schedule is received from the course provider.
7. Until an offer of funding is made in writing, no guarantees of funding can be made.