Guidance & Overview

Who qualifies for a coach education bursary?

* You must live in the Borough of Halton or be affiliated to a club in the borough and show legitimate need for grant assistance.
* No personal payments will be made; all payments will be made to your affiliated sports club.
* Halton Borough Council will only consider one application per person per financial year.
* Minimum age 16 years.
* This fund is specifically for coach development, it is aimed at those people who wish to become a new coach, gain a new qualification or develop onto another level of coaching.
* Applications will only be accepted when the course start date is within 2024/25 financial year.
* No funding will be given retrospectively. No money can reimbursed for courses already attended and completed.
* The Panel’s decision is final. No correspondence will be entered into.

**The applicant’s course must be registered for and accepted by 31st March 2026.**

How much can I apply for?

* The size of the grant will be at the sole discretion of the Halton Borough Council.
* There are no set amounts for disbursement and each application will be considered on its merits. **(As a guide the upper limits are as follows)**

**Level 1 NGB courses**

* New Clubs & Clubs working towards or gained Governing Body Clubmark up to **50%** of the total cost of the course to a maximum payment of £100 from the Grant Fund.

**Level 2 NGB courses**

* New Clubs & Clubs working towards or who have gained Governing Body Clubmark up to **50%** of the total cost of the course to a maximum payment of £150 from the Grant Fund.

**Level 3 NGB courses- Are not eligible**

Further information

* It will be the clubs sole responsibility to make sure that the coach attends the course or re-books within the financial year.
* If the coach does not attend the course, then Halton Borough Council will request a full refund of the money allocated.
* coaches must complete the attached action plan with their club mentor, identifying what they want to do with the qualification and how they will help develop their club.
* A log book will be allocated on receipt of this completion form to be completed by the coach and mentor who will witness the volunteer hours.

Monitoring of bursary award

* If successful, Proof of gaining the qualification applied for is required on completion of the course, therefore the club will need to send through a copy of the certificate.

How to submit your application

For general applications, the Treasurer, Secretary or a nominated officer of the group should make the application.

You can now submit your application on-line by going to [www.halton.gov.uk](http://www.halton.gov.uk/) , click on “Halton on-line” and follow the instructions. If you do not have access to the internet, please post your application to – Grant and Bursary Applications FAO Jonny Fraser, Halton Leisure Centre, Moor Lane, WA8 7AP.

If you will be sending your application by post, please complete the overview questions. If you are submitting your application on-line, you will be asked to answer these questions before you submit.

Alternatively they can be emailed to [Jonny.Fraser@halton.gov.uk](mailto:Jonny.Fraser@halton.gov.uk)

Section 1- Overview questions

1. How much are you requesting? £
2. Please summarise briefly (one or two sentences) what the bursary money will be used for-

1. Which of the following Councils objectives are you making a contribution to?

Healthy Halton

Halton’s Children and Young People

Safer Halton

1. What is your name?
2. Has you ever applied for a Halton Borough Council bursary before?

Yes- Please provide further details of the bursary (How much was applied for, name of grant, if you was successful)

No

Section 2- Personal details of coach

1. Contact details
2. Name of coach applying for funding-
3. Address for correspondence (Include postcode)-
4. Contact phone number-
5. Email address-
6. Please list the main areas of coaching over the last twelve months
7. Type of sport/ sports-
8. Main place where coaching takes place-
9. List any current sporting qualifications-
10. Are you currently applying for any other funding assistance

Yes- If so, please provide further details

No

Section 3- Course details

1. Provide details and financial costs of coaching course for which you are applying

Course attending including date and venue-

Course contact details**-**

**Total amount of course=**

**Total amount requested=**

If applicable, please give the details of your regional/ governing body address & contact number-

Section 4- Financial details

1. To ensure prompt payment for applicants who are successful please complete the following details- Payment must be made in to a sports club account, not a personal account)
2. Should your application be successful, the clubs bank details will need to be kept on record to process any funds. Please tick Yes to give permission-

Yes

Club treasurer details for payment to be sent to

1. Club name-
2. Full name (inc title)-
3. Address for correspondence of sports club-
4. Phone number-

|  |  |
| --- | --- |
| **Group account name** |  |
| **Bank/ Building society name** |  |
| **Bank/ Building society address** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

Sort code

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Account Number

1. How many signatures are needed on each cheque to pay money from the groups account-

Please list all the members who are authorised to sign cheques on this account

Name Position in group

Name       Position in group

Name       Position in group

Section 5- Declaration of interest

1. Declaration of interest

Are you or any of the committee members of your group related to a councillor or officer of Halton Borough Council (This includes blood relative or partner)

Yes- if so please provide further details

No

1. To be signed when submitting the application
2. To be completed by the applicant

Signed-

Print Name-

Date-

1. To be completed by a club official

Signed-

Print Name-

Date-

Section 6- Privacy notice

HBC is the data controller for the personal information you provide. The Council’s Data Protection Officer can be contacted on 0151 511 7003 or by email to [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk)

Using your personal information

We collect and hold information about you in order to:

* Process your grant application and keep you informed
* Provide support and guidance to your organisation
* Evaluate the work of our service

We will keep this information for 7 years.

The information will be stored securely on HBC’s SharePoint and can be viewed by the Community Development Team and relevant administration staff only.

We will not share your data with external partners.

We will not use our information to make automated decisions about you.

Your data will not be transferred abroad.

The lawful basis for processing your persona data as set out in the General Data Protection Regulation is ‘Consent’.

I consent to providing my personal data and it being processed by HBC for the reasons stated above.

Yes

No

I consent to joining the mailing list that includes information about community activity in Halton (training, events, funding, consultation)

Yes

No

You have the right to withdraw consent by contacting [Jonny.Fraser@halton.gov.uk](mailto:Jonny.Fraser@halton.gov.uk)

Section 7- Coach volunteer plan

Coach volunteer plan, to be completed in conjunction with mentor/ coordinator

One short term goal for your coaching

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Support required** | **By when** | **Measurement** |
|  |  |  |  |

One medium term goal for your coaching

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Support required** | **By when** | **Measurement** |
|  |  |  |  |

Any gaps in training needs-

Achieving your goal- What needs to be done in order for you to achieve

|  |  |  |
| --- | --- | --- |
| **Action to be taken- Short term** | **By whom** | **By when** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Action to be taken- Medium term** | **By whom** | **By when** |
|  |  |  |

A copy of this application to be returned to-

[Jonny.Fraser@halton.gov.uk](mailto:Jonny.Fraser@halton.gov.uk)

Sport and Physical Activity Development Officer

0151 511 6167

Halton Leisure Centre, Moor Lane, WA8 7AQ