Guidance & Overview

Who qualifies for an individual bursary?

* You must live in the Borough of Halton and show legitimate need for grant assistance. There is no limit on age, but preference will be given to those under 21 years of age.

No funding will be automatic as each application will be considered on merit and all funding is at the discretion of the Council.

The Council will generally consider one application per person in each financial year. Any exceptions will be at the discretion of the Council.

How much can I apply for?

* There are no set amounts for disbursement and each application will be considered on its merits. **A guideline amount for the application is £50 to £150.**

Applications can be made at any time and will be considered and decided upon by the Council’s Executive Board Member responsible for Sport within 28 working days, provided that all supporting evidence is submitted. A copy of the application will be sent to relevant individual as appropriate for comments. Bursary applications will include consideration by a representative of a governing body and may take longer than 28 working days in some circumstances.

Definitions

For purposes of clarity, the following definitions apply-

* Career opportunity. This refers to applications made by individuals who can demonstrate evidence of seeking a career in sports activity.
* Personal sports development. This refers to application made by individuals who wish to improve their personal development skills, which in come cases will be distinct from a pursuit of a career in sports activity.

There will be applications where both of the above definitions may apply. Applicants are advised to seek advice from the Sports Development team if this is the case.

For further information and advice please contact the Sports Development team 0151 511 8282.

How to submit your 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

1. Contact details
2. Name of Applicant-
3. Address for correspondence (Include postcode)-
4. Contact phone number-
5. Email address-
6. Age-
7. DOB-
8. If applicable, name of school/ college-
9. If applicable-

Full time education

Part time education

Job

Section 2- Your sport

1. Sport details
2. What is your sport-
3. Where is your main place or training/ competing/ coaching-
4. List any representative appearances/ coaching activities over the last twelve months (School/ club/ centre/ county/ regional or national)-
5. Best performance last season-
6. Best performance current season-
7. Is this a career opportunity

Yes\*

No

\*If yes please state in 50 words or less how this bursary will assist you or other, as a result of this application

1. Is this a personal sports development application

Yes\*

No

\*If yes please state in 50 words or less how this bursary will assist you or your sport

1. What are your goals for this year/ season-
2. What are your goals for next year/ season-

Section 3- Financial details and verification

1. Are you currently applying for any other grant or bursary aid assistance or received any in the last 12 months

Yes- If so, please provide further details

No

1. Provide a breakdown of the total cost of the event, training, equipment, event etc for which you are applying

|  |  |
| --- | --- |
| Breakdown | Cost |
|  | £ |
|  | £ |
|  | £ |
|  | £ |

**Total project costs-**

**Total bursary request-**

1. How much will you raise or contribute yourself-
2. If applicable give details of your regional, governing body address-
3. Liaison officer details (eg club, regional, national coach)

|  |
| --- |
| Name of coach-  Address-  Phone number-  Email address-  Signature- |

1. Should your application be successful, the groups bank details will need to be kept on record to process any funds. Please tick Yes to give permission-

Yes

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

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

Sort code

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

Account Number

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. Reports for national or international visits/ tours

Any recipient of a bursary for national or internation related visits or competitions will be required to submit a written report within one month of returning. Advice on this can be obtained from the Councils Sport Development team during the application process.

I can confirm that my application, if successful, qualifies, as above, and I agree to submit a written report within one month of returning from the visits or competition.

Signed-

Print Name-

Date-

Disclaimer

The information provided may be used and processed by the Council for other legal purposes and may, in certain circumstances be disclosed to other organisations. The use, processing and disclosure of the information is subject to data protection and related legal controls. Your signature of the document indicates your approval, where required by law, to all proper uses and disclosures by the Council. If you require any further information then please contract the Sports Development team on 0151 511 8282

Print name (Parent or guardian if under 18)-

Signature of applicant-

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)