

## London Swimming Coaching Bursary Scheme

London Swimming is pleased to be re-launching its Coaching Bursary Scheme.

The aim of this bursary is to help develop coaches at all levels of coaching; 1, 2 and 3.

### Who can apply?

- Applicants must be from a club that is affiliated to the London Region.
- Club must be swim21 accredited
- Do NOT commit yourself to a course for which this bursary is essential to your attendance without receiving the decision.

### How can applications be made?

1. Identify the course you wish to attend.
2. Complete the London Swimming coaching bursary application form (below) allowing at least 4 weeks between application and the start date of the course.
3. Send your completed application form to: [london@swimming.org](mailto:london@swimming.org)
4. Your application will be acknowledged on receipt.
5. You will normally be notified of the bursary decision within one week of application.
6. If successful apply to your chosen IoS course.
7. Send a copy of the receipt / proof of application to: [london@swimming.org](mailto:london@swimming.org)
8. Funds will be reimbursed by direct credit to the nominated bank account. Please note that applications will only be processed if bank details have been provided.

### Terms and Conditions

- Applicants must be from a club that is affiliated to the London Region and has swim21 accreditation.
- Bursaries are for IoS Level 1, 2 and Level 3 Coaching courses only and applicants must meet all course criteria.
- The applicant must have written support from their respective club and agree to complete 10 voluntary hours at their club or within the region (if volunteering at regional events/programmes, please contact [london@swimming.org](mailto:london@swimming.org) to arrange this)
- Applications for a bursary may be made at any time however awards will be granted on a first come first served basis.
- Bursaries of up to 50% of a Level 1 and Level 2 course will only be awarded where the applicant does not have an alternative source of funding support available (the applicant must be paying the other 50%).
- Level 1 and 2 courses must be fulfilled within 6 months of the award of the bursary.
- The maximum funding awarded for a Level 3 course will be £500, £347 for a Level 2 course and £197 for a Level 1 course.
- Drawdown of the award may be made on evidence of the individual's application to the IoS.
- Failure to complete the course will require applicant/club to return the bursary.
- Clubs may make 2 applications per financial year (April – March) but only one can be for a Level 2 or 3 course.

Please return the fully completed application form to: [London@swimming.org](mailto:London@swimming.org)

## Guidance Notes



### Section 1: Personal Details

Complete all your personal details in the boxes as requested, ensuring you write clearly and in capitals if by hand.

Please take care to ensure your contact numbers and email address are written/inputted correctly as this will enable efficient communication with you about your application.

### Section 2: Bank Details

Complete bank details clearly

### Section 3: How will the Coaching Bursary help you?

In this section you need to detail the course you will attend and the course's dates and costs.

We will only fund IoS Level 1, Level 2 and Level 3 Coaching Courses

This fund will only subsidise up to 50% towards a Level 1 and Level 2 and up to a maximum of £500 towards a Level 3.

### Section 4: Supporting Statement

Indicate the benefit of this training to you and to your athletes/team/club

### Section 5: Club Information

Club chairman or swim21 coordinator to complete this section.

### Section 6: Club and Applicant Declaration

Both Club and Applicant to sign and date declarations

## London Swimming Coaching Bursary Application



Section 1: Personal Details			
Forename(s)			
Surname			
Gender			
Date of Birth		Home Address	
Age (at start of course)		Postcode	
Telephone		Email	
Club			

Section 2: Bank Details			
Name of Bank		Name of Account	
Account Number		Sort Code	

Section 3: What will this funding contribute towards?			
Please detail the course you wish to undertake including costs, dates, where possible. <i>We will only fund £197 for a Level 1, £347 for a Level 2 and £500 for a Level 3.</i>			
Course			
Course Date/s			
Cost of Course			
Amount contributed by applicant	£	Any additional funding received	£
Total amount of bursary applied for	£		

Section 4: Supporting Statement	
Please indicate the benefit of this training to you and to your swimmers / team / club <i>(to be completed by coach/applicant)</i>	

Section 5: Club details	
Name of Club	
Club borough	
Name of person supporting this application	
Email contact	
Telephone number	

**Section 6: Club and applicant declaration**

**DECLARATION – CLUB** (to be completed by either Club Chairman)

I hereby declare as the chairman of the above stated club that we support the above application and can confirm the applicant's role within the club environment. In supporting this application the club recognises that failure of the claimant to complete the course in the required time will result in the bursary being required to be returned. In the event of the individual failing to repay the funds then the club will be responsible for settling the liability. The club is also responsible for ensuring that the individual completes the 10 voluntary hours as stated in the Terms and Conditions.

<b>PRINT NAME AND POSITION</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

**DECLARATION – APPLICANT** (to be completed by the applicant/coach)

To the best of my knowledge, the details in this application are correct. I accept the Terms and Conditions on page 1 of this document (including the completion of 10 voluntary hours). I understand information from this form may be used for administration and publicity purposes in accordance with the Data Protection Act 1998.

<b>PRINT NAME</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

*(Emailing Constitutes Signature)*

<b>OFFICE USE ONLY</b>	<b>STAFF INITIAL</b>	<b>DATE</b>	<b>COMMENTS</b>
<i>Form received fully completed application</i>			
<i>Application acknowledged</i>			
<i>Decision given to applicant and club</i>			
<i>Funds Transferred</i>			