

Active Devon Workforce Bursary Guidance 2015/2016

Who is eligible?

- New or Existing Coaches, Activators or Leaders. National Governing Body (NGB) Workforce Tutors, Unpaid Club Officials*

** Unpaid Club Officials includes Chairman, Secretary, Treasurer, Groundsman, Commercial, Volunteer Co-ordinator etc.*

- The individual must live in Devon and support the delivery of sport and activity in these areas via NGB directed, Sport England Funded or Active Devon priority programmes.

What can be funded?

- NGB Leadership, Young Leaders or Activators courses
- NGB coaching award courses
- Tutor training courses to qualify/re-qualify as a NGB tutor to deliver NGB award courses
- Other appropriate NGB or NGB-approved Continuous Professional Development (CPD) events that support workforce development
- Other recognised coaching and leadership qualifications

What is the level of bursary support available?

Bursary funding of up to a maximum of 50% of the total cost of the course/event fee. If you are delivering on a Sport England Funded or Active Devon priority programme you may be eligible to receive up to 100% funding.

(Additional note, no individual award will exceed £300 and a maximum award of £100 for a level 1, £150 for a level 2 can be made).

How can I apply?

A Workforce Bursary Application Form must be completed by the relevant organisation after discussion with Active Devon.

Applications will need to show how the bursary funding will help support identified workforce priorities against the detailed assessment criteria (see **What is the assessment criteria?** section).

When will I hear if my application is successful?

Applications will be considered on a monthly basis and the closing dates for all applications is March 1st 2016. Decisions on award amounts will be communicated within 6 weeks of applications being received.

What is the assessment criteria?

Applications will be assessed against the following criteria to ensure the provision of an appropriately skilled and qualified workforce to meet the locally defined need of:

- Active Devon Priority Programmes
- NGB 2013-2017 Whole Sport Plans
- Sport England Funded Programmes

For more information on any of the above please speak to a member of Active Devon's Development Team.

Terms and Conditions

These Terms and Conditions apply to the Active Devon Workforce Bursary Scheme launched in April 2015. Please read them carefully so that you understand the full criteria and conditions when applying for a bursary. If you have any queries regarding the criteria please contact Jason Wood on jason.wood@devon.gov.uk.

1. Recipients of an award must have completed the **Coaching Devon** registration process prior to the start of the course www.sportscoaching.net/devon
2. Applications must be made using the Workforce Bursary Application Form. Once you have completed and returned your application, the eligibility for a bursary will be checked and your application assessed.
3. Bursaries cannot be granted for training or courses that have already taken place, are currently being undertaken and/or have already been paid for.
4. Successful applicants receiving bursary funding will be required to sign an agreement between themselves and Active Devon, or relevant approved Local Delivery Partner stating that they will commit to completing the course as stated.
5. Active Devon will also expect to receive details of numbers of sessions delivered and new participants engaged, as part of the required process related to specific programmes.
6. All applications must be submitted and assessed before the start of the course. In the event of non-attendance or failure to complete the course by applicants, no funding award will be made.
7. Only one bursary per person per 12 month period will be considered. A bursary can only be used to cover course costs; it will not cover travel or subsistence. Training must be undertaken in the United Kingdom.
8. In the event of the Scheme being oversubscribed, Active Devon will prioritise the applications. Decisions made in all matters relating to the Active Devon Workforce Bursary Scheme are final.
9. Submission of an application to Active Devon Workforce Bursary Scheme indicates acceptance of these terms and conditions.

Last Update: 31/04/15

10. Workforce Funding allocation will be reviewed 6 months after the end of course date submitted and unless any other information is supplied will be deemed as 'lapsed' funding and reallocated.

