
Application Form

UKCC Level One Subsidy

Putting sport first

sportscotland
the national agency for sport

Introduction

Welcome to the process for applicants aspiring to achieve a UKCC level one coaching qualification. Eligible applicants can access funding towards the achievement of qualifications delivered in Scotland by and through Scottish governing bodies of Sport. (See attached list for supported sports)

Individual candidate subsidy will be **up to a maximum of 50% or £150** of the course fee, whichever is lower.

Please complete this form and submit it electronically to: ukcc@sportscotland.org.uk or by post to **coach education, sportscotland, Doges, 62 Templeton Street, Templeton on the Green, Glasgow, G40 1DA.**

Successful applicants will receive a confirmation letter. This can be used as part payment towards your course and will be sent to you electronically within 10 days of receipt of application. A hard copy of this letter can be sent to you on request.

Application process

1. Complete your information details on this form.
2. Submit the completed form at least four weeks in advance of the start date of the course to **sportscotland** as detailed above.
3. You will receive an electronic notification letter, detailing your subsidy within 10 working days of receipt of the application.
4. Print your confirmation letter and forward this as part payment for the course to the course organiser. A hard copy of the letter can be sent to you on request.

Eligibility Criteria

5. Applicants must demonstrate coaching activity within 6 months of applying for the subsidy (minimum activity supported will be once per month or an average of 12 sessions per year)
6. The course being attended must take place in Scotland and be registered with the SQA (your course organiser can confirm this).
7. Applicants should evidence what impact this qualification will have on their school, club or community.

(This should be detailed in the Supporting Statement section)

Recommendations

8. That applicants are/or become, registered to, or a member of, their respective Scottish governing body. Some sports require this before you undertake any coach education qualifications.
9. Applicants become members of the 'Protection of Vulnerable Groups' (PVG) scheme where appropriate. Sports Governing Bodies assess roles against the criteria for Regulated Work under the Protection of Vulnerable Groups (PVG) Scheme and where relevant ask newly appointed coaches to join the scheme, your sport will advise whether this is required.

Applicant Details			
First Name		Surname	
Date Of Birth		Gender	Male Female
Address Line 1		City	
Address Line 2		Postcode	
Address Line 3			
Email			
Governing Body Membership Number			
Telephone		Mobile	

Course Details			
Course Title			
Course Code (available from course provider)			
Course Venue			
Course Dates		Course Organiser	
Full Course Cost (excluding accommodation and travel)			
Have you accessed or applied for other funding for this Qualification	Yes No	If yes please outline	
Total level of sportscotland subsidy requested	£		

Coaching Commitment (please provide information on current/planned coaching activity)		
Time Commitment	Less than once per month	Once per month
	1-5 hours per week	5-10 hours per week
	10-20 hours per week	20 plus hours per week
	Other (Please Describe)	

Local Authority	
In which Local Authority area does your coaching activity take place?	
Supporting Statement	
By achieving this qualification please describe what impact this will have on the school, club or community you will be coaching in.	

Applicant Support information			
Contact details of person within organisation, where you will be coaching, who will endorse this application.			
First Name		Surname	
Designation		Name of organisation	
Email		Mobile	
<u>We may contact this person to verify their support for your application</u>			

Applicant Signature <small>(When submitted electronically, please insert your name and date)</small>		Date	
To receive the confirmation letter in the post please tick here			

Please note that **sportscotland** will be monitoring the use of the funding by applicants and maintains the right to ask for applicants to return the funding should the criteria not continue to be met.

Data Protection

The information provided by you will be processed by **sportscotland**, which as data controller is responsible for it.

The information will be processed to help **sportscotland** perform its functions including: to work out whether you are eligible for support, assessing that the funding allocated is contributing towards the key aims originally outlined (deployment and making an impact on the community), to collect equity information on the individuals receiving funding and to monitor coaches, ensuring transition from UKCC Level 1 to Level 2 where appropriate. **sportscotland** may contact you by post, telephone, fax or email in connection with these purposes. **sportscotland** will keep your personal information so we can audit our assessment of funding.

sportscotland has a duty to protect the public funds it administers, and to this end may use and share the information you provide in the application form with your associated governing body for the purposes of verifying that you are eligible for support and in order to prevent and detect fraud.

sportscotland may pass your name and address to third parties for marketing purposes. Third parties' applications are assessed on the basis of their interest and benefit to you, in accordance with **sportscotland's** approval.

If you do not wish your details to be passed to third parties for this purpose please tick here (Ticking this box will not exempt you from **sportscotland** communications connected with **sportscotland**'s functions outlined above).

Terms and Conditions of Use

- **sportscotland** will assess your application and send you a letter if you are entitled to funding from us.
- In order to apply for UKCC Level 1 subsidy you must be an individual delivering, or planning to deliver as a deployed coach, and meet the Eligibility Criteria as stated on the Application Form. **sportscotland** reserves the right to request certain documentation and/or information from you in order to verify your status.
- You may not sell or otherwise transfer your letter (or purport to do so) to another person at any time.
- In the event that you fail to comply with these terms and conditions **sportscotland** shall be entitled to cancel your subsidy immediately. You will not be entitled to any refund in the event that the subsidy is cancelled.
- Please allow up to 10 days to process your application from receipt of the application form.