

Let's Get Bury Moving - Coach/Officials Education Bursaries

Guidance for Applicants

Bursaries of up to £100 for Bury VCSE groups to help develop a stronger community sport and physical activity workforce.

Who can apply?

This fund is only open to organisations:

- Constituted as a voluntary, community or social enterprise (VCSE) organisation
- Based in Bury OR have a strong track record of delivery in Bury
- With an organisational Bank Account with 2 signatories who are not related to each other OR have a supporting organisation that can provide a holding account
- Supporting physical activity for children, young people and families
- Fully up to date with grant reporting to Bury VCFA

Importantly for this programme applicants **must** be members of Bury VCFA

- Membership of Bury VCFA is free, whether you are a small community group or a large charity – all VCSE not-for-private-profit organisations are welcome.
- Membership means that in addition to eligibility for this grant you can also keep informed of developments in the VCSE sector locally, vote in our Annual General Meeting (AGM), promote your organisation through our website, access and get support from our voluntary bank and network with other VCSE organisations in Bury.
- Apply for membership [here](#)

What is the Coach/Official Education Bursary Scheme?

We understand that qualifications that allow individuals to coach and officiate can be costly, pricing people out of volunteering or further developing their skill set. The 'Coach/Officials Education Bursary Scheme' aims to enable greater voluntary involvement, strengthening the capacity of the sector in Bury.

This scheme will award bursaries for qualifications with a Sport England recognised governing body (www.sportengland.org/guidance-and-support/national-governing-bodies) or Sports Coach UK (www.ukcoaching.org/courses/). We expect to deliver support to between 30 and 40 organisations; applications will be approved on a rolling basis over two months. Organisations can apply for up to £100 each time. Each organisation may receive up to two bursaries per financial year.

Applications must be made by organisations, not by individuals. This is to ensure that individuals directly support Bury organisations and have a positive impact on Bury residents.



Our Priorities

Ultimately, the scheme is about expanding the local sport and physical activity workforce to create more opportunities for children and young people in Bury. But we also know that as key role models for young people, our coaches, officials and volunteers reflect our local community. So, we are particularly keen that our programmes support

- Women and girls
- People experiencing financial hardship
- People from ethnically diverse communities
- Disabled coaches
- Young aspiring coaches (14–25)

Ineligible Courses or Activity

The following courses or activity is not eligible for funding:

- Gym instructor / Fitness Instructors or personal training courses – whilst we understand these provide valuable opportunities for young people, these are currently not in the scope of this funding
- Courses not delivered by a recognised NGB or Sports Coach UK
- Generic first aid qualifications – whilst many NGBs require first aid as part of the coach validation process, these are not in scope of this funding.
- Overseas or unaccredited online courses

What monitoring or evaluation will I need to provide?

We have not set a minimum delivery commitment linked to the bursary as that is between the organisation and the individuals, but we will expect basic impact reporting, e.g. proof of attendance on the course, alongside a simple case study explaining the difference it has made to both the individual and the organisation e.g.

- What did the participant learn?
- How has the qualification been used?
- How many sessions have been delivered since qualifying?
- How have children/young people benefited?
- How has it helped you as a club or organisation?

Application Deadlines

	Application Deadline	Notification of Decision
Round 1	Thursday 4th June	Monday 15th June
Round 2	Thursday 13th August	Monday 24th August
Round 3	Thursday 15th October	Monday 26th October
Round 4	Monday 7th December	Friday 18th December

What support is available with Bury VCFA?

Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your application with a member of the team, please contact grants@buryvcfa.org.uk

Wider development support

The Bury VCFA Capacity Building Team provides practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding.

For further information, visit our website at: www.buryvcfa.org.uk/funding-and-development.

You can also contact the team via - fundinganddevelopment@buryvcfa.org.uk / **0161 518 5550**.

Application form guidance

Question 1) – Please give the full name of your organisation – no abbreviations.

Question 2) – Please give the registered address of your organisation. If you don't have a registered address, please provide the address of your Chair.

Question 3) – Please give your organisation's turnover for the last full financial year.

Question 4) – Please tell us how your organisation is constituted. Examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities will also be a company limited by guarantee

Question 5) – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that unincorporated organisations / community groups will not have an organisation number.

Question 6) – Please provide your organisation's website address.

Contact Information

Question 7) – Please give the name and contact details of the lead contact for this application/project. They will be the primary point of contact for all matters relating to this application and the project if successful.

Payment detail

Question 8) – Please provide details of your organisation's bank account (account name, number and sort code). The name of the account should match your organisational name.

Question 9) – We expect all organisations to have relevant policies in place at the time of application. If you need advice or support on developing policies, please see the 'What support is available to applicants?' section above.

Please note that you **must** submit copies of your Safeguarding Children's Policy as part of your application.

About the bursary

Question 10) Please provide details about the course for which the bursary will pay toward.

For this award bursaries will only apply for qualifications with a Sport England recognised governing body or Sports Coach UK.

- What is the name of the course?
- Who is the provider / NGB? e.g. Sport Coach UK or England Athletics etc
- What is the cost of the course?
- How much bursary are you applying for?

Question 11) When does the course begin and end?

- If you do not know provide an estimate or when your staff will likely plan on attending.

Question 12) Tell us about your club and the work you do?

- Where are you based?
- What is the impact of your work for the local community?
- How many sessions do you run?
- How many children and young people do you support through your organisation's work?

Question 13) Tell us about the intended recipient. How will it support their own development?

Please describe how the bursary will help the individual coach/official or volunteer. It may be that they are a young person taking their first steps into coaching, a busy parent for whom the bursary simply helps with the financial pressures or an ex-player where the bursary may provide the additional confidence and push from the club to

move into a leadership role. Please ensure that any personal information shared about the intended recipient is done with their explicit consent. Do not include any sensitive personal data.

Question 14) How would this bursary support your club/organisation's work and what would its impact be on the community?

- Would this course allow you to put on more sessions or increase attendance numbers?
- Improving the knowledge and skills of your coaches
- Enabling a pathway to coaching for someone who may not be able to afford the course
- Supporting young people looking to get into coaching
- Enabling women's only provision
- Increasing the diversity of your coaching staff

Please attach

Indicate that you have attached relevant safeguarding policies.

Declaration

Provide your details as the individual leading the application for the bursary.

- Name; signature is not required
- Your role in the organisation
- The date of your application