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|  | | **DORSET COUNTY ASA**  **COUNTY BURSARY 2019-20** | | * Application form for teaching and coaching bursaries. * All claims must be in line with DCASA Policy and Operating Procedures. * Invoices and receipts where applicable must be attached. * Certificate of course completion must be submitted before payment. |
| **SECTION A: To be completed by Club Secretary** | | | | |
| **CLUB:** | **CLUB SECRETARY:** | | | **Address:**  **Tel:**  **Email:** |
| **Signature:** | | |
| Has the Club applied for either a Swim England South West Bursary or a Dorset County ASA County Bursary in this financial year (April 1 to March 31)? **YES / NO** *delete as relevant*  If you have answered ‘YES’ state the purpose of those applications, providing the relevant date and number:  1.  2.  3.  Is the Club Swim21/SwimMark accredited? **YES NO** If you have answered ‘YES’ state the date accreditation was awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_ | | | | |
| **SECTION B: To be completed by the Applicant** | | | | |
| **NAME:** | **Date of Birth:** | | **Address:**  **Tel:**  **Email:** | |
| **Swim England Membership No:** | |
| Current role(s) of applicant within club:  1.  2.  3.  How long have you been a member of this club? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | How many hours per week do you volunteer with the club?  Are you paid expenses only? **YES / NO** *delete as relevant*  Are you paid a salary or hourly rate of work?  **YES / NO** *delete as relevant*  How many hours are you paid to work per week? | |
| **SECTION C: Course Information** | | | | |
| **COURSE TITLE:** | | | **Please tick relevant box:**  **UKCC IOS STA OTHER** | |
| **ACTUAL COURSE COST:** | **VENUE:** | | **DATE(S)** | |
| Have you applied for additional funding for this course from any other sources: **YES / NO** *delete as relevant*  If you have answered ‘YES’ state how much and from which sources:  *( Please note that failure to document this may result in a bursary offer being withdrawn)* | | | | |
| **ANY CLUB OR INDIVIDUAL FOUND TO BE FALSIFYING INFORMATION OR NOT TO BE DECLARING FUNDING FROM ALL SOURCES,**  **INCLUDING FUNDING BEING PROVIDED BY THE APPLICANT’S HOME CLUB, WILL NOT BE ELIGIBLE TO APPLY FOR FUNDING THEREAFTER.** | | | | |
| **BURSARY CRITERIA** | | | | |
| 1. This bursary scheme is funded by Dorset County ASA. In general, bursaries are for the advancement of volunteers who are members of Swim England via a Dorset County ASA affiliated club and not for the career progression of club employees. 2. Funding may be accessed by all affiliated clubs, however there is a limited amount of funding and not all applications may be approved. 3. A maximum of three applications per club will be considered for teaching and/or coaching courses per financial year of which a maximum of one application per individual per financial year will be considered. 4. All sources of funding will be taken into account prior to determining the amount of funding to be awarded. 5. Dorset County ASA will not provide double funding for applications; exceptionally an additional bursary may be awarded at the discretion of DCASA. 6. If approved, bursaries will be paid retrospectively by the end of the financial year and only on receipt of proof of the candidate having successfully completed the course being submitted. 7. The funding year is April 1 to March 31 annually, and all funding applications will be reviewed at the end of this period. 8. Funding for IOS/UKCC teaching and coaching courses is a maximum of £50 for a Level 1 course, £100 for a Level 2 course and £200 for a Level 3 course (when undertaken by a volunteer coach and who the home club has also supported with funding). Bursaries for applicants on a discounted closed course will be funded on a pro rata basis to the cost of the undiscounted course. 9. Funding for STA teaching and coaching courses will be funded on a pro rata basis to the equivalent IOS/UKCC course with the STA Award deemed as equivalent to the IOS/UKCC Level 1 qualification and the STA Certificate to an IOS/UKCC Level 2 qualification. 10. Funding for applicants for all other relevant skills based courses will be considered on an individual basis. | | | | |
| **Please return the completed form to:** County Secretary, Dorset County ASA, 22 Stibbs Way, Bransgore, Christchurch BH23 8HG or email to [digibbs@talktalk.net](mailto:digibbs@talktalk.net) | | | | |