

## COACH & TEACHER EDUCATION GRANT AID PROCEDURE AND CRITERIA

### GRANT AID PROCEDURE

- Complete application form with signatures from applicant and club secretary.
- Return form to Swim England West Midlands Office a minimum of 1 week before the start of the face-to-face dates of the course. Late forms will not be considered.
- Receive 'Notification of Grant Aid Form' detailing amount of grant awarded.
- On completion of course, return 'Notification of Grant Aid' Form to Swim England West Midlands Office.
- Grant Aid will be paid to club via BACS for completed teaching courses.
- **NB: APPLICABLE TO COACH AND SENIOR COACH COURSES ONLY:** 50% of Grant Aid will be paid to club via BACS after attendance on course with production of 'Notification of Grant Aid' form and remaining 50% of Grant Aid will be paid to club via BACS on receipt of coaching certificate.

### GRANT AID CRITERIA

#### Available to:

- Coaches and Teachers from a club that has a current SwimMark Essential accreditation.

#### Grant Aid is limited to:

- Assistant, Coach and Senior Coach courses, all disciplines and including RPL courses.
- Assistant and Teacher courses.

#### Grant aid will not be given for:

- Courses already fully funded through another source.
- Non ASA /Swim England courses.
- Helper courses.
- Pre-fundamental courses.
- Travel, accommodation or subsistence associated with the intended course.

#### Other information (please read):

1. **Grant Aid will not be paid retrospectively. Forms must be received a minimum of 1 week before the course start date or when registered for RPL. Forms received later than 1 week before the start of a course will not be considered.**
2. All grant applications will be approved by the relevant Club Development Officer before being approved by the Regional Office.
3. Applicants must have been a member of the associated club for a minimum of 3 months prior to the course start date.
4. Clubs applying for Grant Aid must actively support the activities and competitions run by the Swim England West Midlands. The Region retains the right to reject applications from clubs not supporting these activities.
5. Grant Aid is not available to teachers from a Learn to Swim programme that operates as a commercial business, even if linked to an affiliated club.
6. Grant Aid is not available to those clubs who cannot demonstrate a need for the qualification or workforce within their SwimMark submissions – Element 1 and/or Element 4.
7. If a club loses their SwimMark accreditation before the time of a course starting the region reserve the right to withdraw any or all grant aid offered.
8. **Grant Aid is limited to a maximum of 50% towards the cost of a coaching course and 25% towards a teaching course.**
9. Grant Aid will only be paid on completion of the course, following receipt of the 'Notification of Grant Aid' form. For Coach (Level 2) courses 50% of grant aid will be withheld until the production of awarding body certificate.
10. All Grant Aid will be paid to clubs through the club secretary, no Grant Aid will be paid directly to the applicant.
11. The Region is not in a position to provide double funding for grant applications. All sources of funding will be taken into account prior to determining the amount of funding awarded.
12. The Region retains the right to offer less than the maximum amount depending on current budgetary constraints.
13. The Region will withdraw the grant offer if it is not claimed within 6 months of the course end date.