

## GRANT AID APPLICATION FORM

**APPLICANT DETAILS:**

Name of Club:.....  
 Name of Applicant:.....  
 Address:.....  
 ..... Postcode.....  
 Phone No..... Email.....  
 Current ASA Qualification(s):.....  
 No. of years teaching /coaching:.....  
 Swim 21 Status of Club: Accredited  Completed Audit  Registered   
 (please tick box)

**COURSE DETAILS:**

Course Title & Level:.....  
 Dates:.....  
 Venue:.....Name of Tutor (if known).....  
 Total course fee (including assessment fee and log book).....  
 Funding applied for from other sources towards the cost of the course?  
 (i.e. Club / County Sports Partnership)  
 How much?.....Source:.....  
 Signed (Applicant):.....Date:.....

**Please note that any grant aid cheque will be made payable to the club**

**CLUB SECRETARY DETAILS:**

Name of Club Secretary:.....  
 Address:.....  
 ..... Postcode:.....  
 Phone No:..... Email:.....  
 I confirm that the above applicant has been a member of this club for ..... years  
 and a volunteer / teacher / coach at the Club for ..... years.  
 Authorised by Club Secretary (please sign):.....  
 Date:.....

**Please send completed application to:**

ASA West Midland Regional Office  
 Unit 3 Kingfisher Enterprise Park  
 50 Arthur Street  
 Redditch  
 Worcs.  
 B98 8LG

**Office use only**

APPROVED (DATE).....  
 AMOUNT.....  
 NOTIFICATION SENT TO CLUB (DATE).....  
 SIGNED.....

# GRANT AID APPLICATION GUIDE

## STEP-BY-STEP PROCEDURE



### GENERAL INFORMATION:

25% funding is available for all teaching and coaching courses and for all disciplines.

On receipt of the completed application form, your application will be assessed for eligibility. Successful applicants will then receive Notification of the Grant to be awarded.

When the course has been completed, you will need to send the completed 'Notification of Grant Aid' form back to the ASA West Midland Regional Office with a receipt for the course fee attached.

When this is received and has been processed, your club will receive a cheque for the agreed amount directly from the ASA West Midland Region. For your information, the cheque will be made payable to the club, not the individual.

### PLEASE NOTE:

The ASA West Midland 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 to be awarded.

Applications must be received prior to the commencement of the course.

Clubs are encouraged to apply for funding through their County Sport Partnership, where applicable.

The Region retains the right to offer less than the maximum amount, depending on current budgetary constraints.

The amount of grant aid available to volunteer teachers / coaches who are members of clubs affiliated to the ASA West Midland Region and who have completed a course leading to an ASA qualification is listed in the table below:

Please note that:

1. Grant Aid is only available for candidates belonging to Swim 21 accredited clubs or clubs 'working towards Swim 21 accreditation'.
2. Grant Aid is available for tutorial and assessment fees only. No grant aid is available for travel, accommodation or subsistence.
3. Grant Aid does not become payable until a course has been completed.
4. Grant Aid is not allocated retrospectively.
5. Grant Aid is not available for Helper courses.
6. All grants are paid to clubs through the club secretary, no grant aid funds are paid directly to applicants.