



OMAGH
Sports Forum

**SPORTS BURSARIES
APPLICATION
FORM**



Criteria for Omagh Sports Forum Bursaries

(ALL APPLICANTS MUST READ THIS CRITERIA)

1. The purpose of these awards is to facilitate achievement by aspiring individual performers who have the ability and potential to bring recognition and success at National and International level to Omagh District Council.
2. Awards are available to be granted to individual sports people who have shown ability in their sport and possess the potential to achieve excellence.
3. The award is designed to assist in the cost of competition, training, travel and some equipment. (*clothing and footwear will not be considered as equipment*)
4. The awards will normally only be made to those over **14 years** of age in the calendar year in which the award is made. Exceptions to this may be made in the case where a sports person is competing at National, International or an equivalent level as determined by the chosen sport, and recognised as an amateur sport by Sport Northern Ireland.
5. The Bursary Award will be made to the relevant Governing Body recognised by Sport NI for dissemination to the individual, of which the sports person must be affiliated to through a club. The Governing Body shall be responsible for the proper disbursement of the Bursary Award.
6. Should the Governing Body not be able or willing to undertake this responsibility, the recipient shall be required to demonstrate that the bursary award has been properly used.
7. A letter from the relevant Governing Body recognised by Sport NI confirming selection for National/International duties **MUST** be forwarded with bursary application. Governing Bodies not recognised by Sport NI will be subject to a **minimum** of 10% reduction in Bursary amount (All other factors will be considered on merit as to the % deducted)
8. Omagh Sports Forum shall be entitled to recover the award should it be established that it has not been used in an appropriate fashion as detailed on the bursary application.
9. All receipts, invoices and other financial documentation **MUST** be forwarded as requested in the '*Breakdown Bursary Award Required*'. Section of this Application.
10. Omagh Sports Forum can alter this bursary and it can be reviewed annually.
11. Bursary awards will **NOT** be considered retrospectively i.e. after the event/competition that the individual has been selected for in a National/International capacity.

12. Bursaries may only be applied for **ONCE** in any financial year, *March to following April*.
13. Recipient must reside within the district of Omagh (unless at College/University)
14. Bursaries will only be awarded to a maximum of **3 Competitors** from the same Governing Body of Sport per financial year.
15. A decision to make an award will be on the basis of: -
 - *Ability of applicant*
 - *Need of applicant*
 - *Activity is taking place in, or benefits individuals from with-in the Omagh District Council area.*
 - *Record of commitment and service to specified sport.*
 - *Evidence of other funding source*
 - *Clear evidence of financial need.*
16. Recipient **MUST** be selected for National/International duties and **FULL** details of event or competition must be highlighted in letter of selection giving overall costs and contributions from Governing Body and other sources i.e. Sponsorship, Mary Peter's Trust, Schools/Colleges etc.
17. Bursary amounts shall **NOT** exceed **£400** per application and Omagh Sports Forum will have the authority to withdraw bursaries due to limited budget constraints.

Applications

Applicants will complete a Bursary Application form available from Omagh Sports Forum. Either the applicant or some other person may make a verbal presentation on the applicant's behalf in the presence of the applicant, which shall detail the use to which the Bursary shall be put.

The applicant's Governing Body will be contacted to confirm selection for National/International duties, and the person highlighted on the application as the Governing Body contact will be the point of contact.



Application for Sports Bursaries

Personal Information:

1. Name: _____

Address: _____

_____ Post Code: _____

D.O.B. _____

Home Tel: _____ Business Tel: _____

Fax No: _____ E-mail: _____

2. Occupation: _____

University, College, School or Firm's Name: _____

Name of Head of Department, Principal or Employer: _____

Address of University, College, School or Employer: _____

_____ Post Code: _____

Home Tel: _____ Business Tel: _____

Fax No: _____ E-mail: _____

Club/Organisation Details:

1. Name of Club/Organisation: _____

2. Name of Club Secretary: _____

3. Address of Club/Organisation Secretary: _____

_____ Post Code: _____

Home Tel: _____ Business Tel: _____

Fax No: _____ E-mail: _____

Governing Body:

1. Name of Governing Body: _____
 2. Name of Governing Body Secretary: _____
 3. Address of Governing Body Secretary: _____

 _____ Post Code: _____
- Home Tel: _____ Business Tel: _____
- Fax No: _____ E-mail: _____

History of Applicant:

1. Please give a short history, including dates, of your involvement in sport:

2. Are you a member of a training panel? (If yes, please state) YES / NO

3. Have you represented your sport at National or International level? YES/NO
4. International/National competition you require the bursary for:

Maximum rates of reimbursement:**Mileage – max of 28p per mile****Accommodation – max of £20 per night****Meals – max of £5.00 per meal (claims can only be made if staying overnight)**

BREAKDOWN OF BURSARY AWARD. (Give Details)	(£)
(Entry fee & Squad training) Competition/Training: GIVE DATES=	
(Mileage & Flights costs) Travel/Flights: GIVE DATES=	
(NOT Clothing or footwear) Equipment:	
(nights stayed & max 3 meals per 1 day/night) Accommodation/Meals: GIVE OVERNIGHT DATES=	
Other Costs:	
TOTAL =	

**Governing Body MUST contribute to overall costs associated with this Bursary request, payment of 'in Kind' contributions will be required i.e.: Payment for Flights, Hotel Accommodation, Travel costs etc.
PLEASE NOTE SUPPLY OF KIT, TRACK SUIT IS NOT ELIGIBLE AS 'IN KIND' CONTRIBUTION.**

Any other source of funding awarded must be shown

Source i.e., Sponsorship, Mary Peters Trust, Sport NI ,Irish Sports Council etc.	Amount (£):	Date:

PLEASE ATTACH LETTER FROM GOVERNING BODY OF SPORT, DETAILING YOUR SELECTION FOR NATIONAL/INTERNATIONAL DUTIES AND HIGHLIGHT COMPETITION/TRAINING DETAILS FOR YOUR SELECTION.

(This letter **MUST** be attached to Application to be considered)

This is to certify that the above information is correct and if successful FULL invoices/receipts will be forwarded for audit purposes and in accordance with Omagh Sports Forum criteria.

Signed (applicant): _____ Date: _____
(If under 18 yrs this form should be signed by parent/Guardian)

Signed on Behalf of Governing Body: _____

Appointment/Position: _____ Date: _____

CHECKLIST FOR APPLICATION

- Letter from Governing Body confirming National/International selection
- Full details of Bursary Breakdown Request completed on page 4
- Application signed on behalf of Governing Body on page 5
- Governing Body Contribution details shown along with any other funding sources.
- Agreement from Governing Body to forward Receipts/Invoices for Bursary amounts.
- Completion of Section 75 Monitoring Form

**Return To: Conor Mc Crory, Sports Development & Recreation Officer,
Omagh Leisure Complex, Old Mountfield Road, Omagh BT79 7EG.**