

COUNTY SMALL GRANT SCHEME - NOTES FOR APPLYING

Introduction

1. Please ensure that you have read this document, as well as the overview, other funding opportunities and application form, before starting your application. You should then be in best position to complete the application with all the information that you need. The other documents are at:

- a. [County Small Grant Scheme - Overview.pdf](#)
- b. [County Small Grant Scheme - Application Form.pdf](#)
- c. [County Small Grant Scheme - Application Form.doc](#)
- d. [County Small Grant Scheme - Other Possible Funding Opportunities.pdf](#)

2. The experience of the Hampshire & IOW LTA Development Committee over the past few years is that a well thought out and clearly presented / argued case make the process easier both for the applicant and reviewer. The committee expects an application which is simple to follow, and therefore clear to review. The application form has been designed with this in mind, so please do take the time to consider and answer all sections thoroughly. The aim is that the Committee does not need to seek further information, either to clarify or confirm details of the project, however, of course we cannot guarantee that further questions will not be raised!

3. Illustrative examples are given throughout the notes

4. Please use the notes appropriately. For very small projects (grants under £500), we recognise that there may not be a lot to describe, so please do not feel obliged to fill out all sections in detail. However, larger projects (grants between £500 and £2,000) will need to address all questions thoroughly

Completing the Application

5. Please download a Microsoft Word version of the application form and complete electronically. The sections will expand according to the amount of information you input. Don't forget to save regularly!

6. Please complete all sections of the form as requested. It has been designed so that Clubs can clearly state what they are asking for, and the Development Committee can easily review the proposal

7. **Name of applicant and following details.** Please complete all of the relevant headings

8. **Please briefly describe your planned project.** Please describe the main objective and intended outcomes for your project. For example: (1) increase accessibility of courts, (2) make booking courts easier, (3) provide storage and shelter

9. **Who are the main stakeholders / partners in the project?** Please describe the main partners in the project, including club, coaching organisation, individuals, local authority, etc.

10. **Please provide a clear overview of the project's background.** How did you get to where you are today? What is the historical process that has led you to decide that this is the way forward for your organisation? Have you tried in other ways already to make the project happen?

11. **Who will be the main beneficiaries of the project?** Please list those who will benefit from the project in the future, e.g. members, schools, public pay-and-play users. You need not provide numbers at this stage

12. **What would be the impact if Hants & IOW LTA were not able to support?** Please indicate the steps you are taking to develop a substitute plan should Hants & IOW LTA funding not be available to your project. Please remember that Hants & IOW support will almost certainly only be a percentage contribution anyway. If the project will not go ahead without Hants & IOW LTA support, it should be explained clearly in question (10.) what other sources of funding have unsuccessfully been applied to thus far
13. **How does this project fit in with the organisation's development / business plan?** A project would normally fit into a vision, at the very least, for what the club / facility / organisation wants to achieve in the next few years. For larger clubs, with larger membership, and significantly greater income and expenditure, it would be extraordinary if there was not a well thought-out maintenance and development plan. For smaller clubs, such a development plan may not stretch far beyond a committee vision / facility maintenance schedule, however, there must be at least some form of medium-to-long-term planning
14. **What impact will the project have in the following areas?** Please remember that the top priority at the moment for British Tennis is to maintain and increase participation in a sustainable fashion. If Hants & IOW LTA is to contribute, it must be convinced of local or County benefit. Therefore, if your project does not result in increased numbers playing / volunteering, improved infrastructure and/or better long-term financial sustainability, it is likely that the project will be turned down. Quantitative measures are expected in this section, but you may also add qualitative/subjective outcomes if necessary
- **Regular Participation (Compare current & future numbers).** E.g. How many members, casual court hirers, coaching attendees, school children, adults, etc.
 - **Future Finances.** Is there an expected increase in income (e.g. court hire, increased membership fees) or/ decrease in expenditure as a result of this project?
 - **Workforce / Coaching Team / Committee / Volunteers.** How will the project impact upon staff / volunteers?
 - **The wider community.** This will include schools, community groups, local people, non-tennis-players, etc.
15. **Do you have any other means for measuring the success of the project?** Please indicate if there are other areas that the project will impact upon positively that are not covered in section (14.). This can be both quantitative and qualitative
16. **What steps are you taking to ensure the future viability / sustainability of the project?** Please indicate what impact this project will have on your Sinking Fund contribution and future income generation. Projects that are not self-sustaining will most likely not be considered
17. **Financial overview of the project.** Please include all elements of expenditure and income relating to the delivery of this project, including in-kind support. Please indicate all partners / contractors
- **PROJECT INCOME.** E.g Club Contribution, Grants
 - **PROJECT EXPENDITURE.** E.g. Capital / Equipment Cost Breakdown
 - **Total project shortfall.** How much more the project costs than income / grants that have already been committed / raised
 - **Grant/loan requested from Hants & IOW LTA.** In most instances, this figure will be the same as the total project shortfall. If not, please indicate how the remainder will be found
 - **Total Contribution from external sources.** This should include already-committed grants, sponsorship, etc. (should already be included within "INCOME"). *Please include simply a total figure*
 - **Total Contribution from your organisation.** The figure that your organisation will contribute to the project (should already be included within "INCOME"). *Please include simply a total figure*
 - By indicating the separate contributions from other sources and your own organisation, it is easier for the Development Committee to discern the percentage contribution expected from the Hampshire & IOW LTA grant
18. **Ongoing Maintenance.** This last section is a reminder that by submitting the application, the organisation accepts that it is responsible for ongoing maintenance and replacement once the project is complete, and that the financial planning is in place to ensure that this will happen

Upon Completion

19. Please return your completed form to Hampshire & IOW LTA:
 - a. Preferably by email to: info@hampshireiowlta.uk
 - b. Or post to:
Hampshire & Isle of Wight Lawn Tennis Association
David Lloyd Southampton
Frogmore Lane
Nursling
Southampton
SO16 0XS

Review and Decision

20. The form is received by Hampshire & IOW LTA
21. The form will be reviewed by volunteers from the Development Committee
22. Each reviewer will assess the application individually, and inform the Chairman of the Development Committee, who will collate the comments and recommendations along with his/her own
23. Additional questions may be sent to the applicant, and further assessment undertaken
24. A decision will be reached on whether to fund, or not. The availability of funding will be confirmed with the Treasurer or Chairman
25. The applicant will normally be informed by formal letter from the County Office on behalf of the Chairman of the Development Committee