

COUNTY SMALL GRANT SCHEME - OVERVIEW

Introduction

1. The Hampshire & Isle of Wight Lawn Tennis Association has for the last few years committed a small amount of funds to support small local projects at tennis clubs and places to play.
2. The funds available not only depend upon demand, but also on the level of sponsorship that the county can attract. Therefore, the ability to support proposals through grants is affected accordingly.
3. The scheme will not support clubs with a project which could be reasonably expected to have been resourced by the club as part of its normal business and budget, either on an annual basis or on long term maintenance such as court resurfacing, painting and cleaning.
4. We are also cognisant of proposals that may set a popular precedent. We would not be able to financially support such a wider implementation. Such a proposal might be considered by the review committee as normal rather than novel, and therefore should really fall within the clubs' budgets.
5. Where larger costs are involved, they may be subject to consideration outside the normal scheme's process, and may be considered for a loan or part loan.
6. Having said that, we are delighted to consider in a positive way proposals that are novel and which we would not consider it as a normal club responsibility. However, applicants should expect to receive questions, and may not be offered all that they ask for, but that is normal in all walks of life.

Grants

7. Grants are the principle method of support. Loans can be considered but that would be on the merits of the proposal.
8. However, the available funding is finite, and in order to make those funds available to the widest number of clubs, the maximum grant is set at £2000. Requests for funds above that should be submitted in the same way, but will be treated like a County project and considered by the Management Committee.
9. However, numerous small sums of a few hundred pounds each have been awarded over the years. They are easier to apply for, readily approved and less onerous to activate.

Outline of the Process

10. Either download a Microsoft Word version and complete electronically, or a pdf version and complete by hand.
11. Please complete the form as requested. It has been laid out so that Clubs can clearly state what they are asking for, and the Committee can easily review the proposal. Alternatively, use the headings and write (part of) the justification on a separate document.
12. Upon completion, either email or post to the County Office.
13. Each application will be considered and assessed by the Development Committee and a decision reached on whether to fund, or investigate further. The applicant may be requested for further information during the review.
14. The applicant will normally be informed about the decision by the County office.

Benefit of Project

15. The top priority at the moment is to increase participation and development in British Tennis. If a project cannot demonstrate that there will be an improvement to playing numbers and membership, and improving infrastructure, then its chances of success will be limited.

Conditions of Support

16. The club making the application must be registered with the Hampshire & Isle of Wight Lawn Tennis Association, or commit to doing so within the first year of the project being applied for

17. The maximum grant available is £2,000; subject to para 8 above.

18. Unless there are exceptional circumstances, the application must show that financial support can be provided from other sources.

19. The application must show how the benefits are to be delivered, preferably to the wider tennis community.

20. The application must describe how the project will be shown to have been a success. Inevitably, numerical targets over which the applicant has control are preferred.

21. If you have had loans or grants from us or the LTA before, we expect you to have met those targets.

22. The club must accept that it is responsible for ongoing maintenance and replacement once the project is complete, and that the club's financial planning includes this requirement.

Good Operating Practice and Governance

23. The club or organisation making the application must commit to what is considered good operating practice and governance. The County would expect one of the following:

- a. Clubmark status is already held
- b. Clubmark status will be obtained within 6 months of the County agreeing funding, and for it to be shown that the process is underway
- c. The principles of Clubmark are shown as being adhered to

24. The principles of Clubmark include:

- a. Strong development programme, including junior coaching, coach development, insurance, schools outreach, and so on. Adults should not be overlooked, including beginners, returnees, adapted tennis and cardio tennis
- b. Duty of care and welfare. This will include health and safety, risk assessments, child protection, first aid and appropriate training
- c. Good management. How is good management achieved? This will include planning, maintenance and communication
- d. Retention and attracting. How are members and participants attracted and retained, which should show fairness and equality

25. More detailed advice can be found at:

- a. LTA: <http://www.lta.org.uk/clubs-schools/What-is-Tennis-Clubmark/>
- b. Sport England: <http://www.clubmark.org.uk/what-clubmark>