

Guidance for funding applications to Hampshire & Isle of Wight Tennis (HIOWT)

BACKGROUND

HIOWT's core purpose is to provide public benefit by promoting community participation in healthy recreation, through the development, promotion and support of tennis and padel in Hampshire and Isle of Wight (HIOW).

HIOWT also supports the LTA's mission of 'Tennis opened up', providing local opportunities to grow tennis by making it relevant, accessible, welcoming and enjoyable. HIOWT also embraces the LTA's values of teamwork, integrity, passion, excellence and inclusion.

HIOWT is funded by both the LTA and a number of local sponsors to deliver its core purpose, however, it requires delivery partners such as venues and coaches to do this effectively. Therefore, HIOWT is prepared to provide grants, or where more appropriate loans, to LTA-Registered Venues and / or LTA Accredited Coaches within Hampshire & IOW, who have projects which share the same charitable philosophy. Necessarily, the funds available at any particular time will depend not only on demand, but also on income generated / reserves held by HIOWT.

Applicants should consider whether their projects have a charitable purpose, if they are available to the wider community and / or if they provide a public benefit. Proposals that do not fulfil any of these criteria are unlikely to succeed.

For the avoidance of doubt, these funds are separate to any grants or loans which may be provided by the LTA.

SCOPE

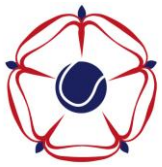
In broad terms, HIOWT would consider any grant or loan request from any opted-in LTA-registered venue or LTA-accredited coach in HIOW which:

- assists in increasing the number of people playing, or
- assists in retaining people playing who might otherwise lapse, or
- assists in increasing the number of times that people regularly play.

HIOWT will not support grant requests which an organisation could reasonably be expected to resource as part of its normal operation and budget, such as tennis court maintenance and replacement. HIOWT may however, in exceptional circumstances, consider loan applications for these areas.

Generally speaking, applications should be for no more than £5,000 per project and at this higher limit, applicants might expect an element of loan funding to be offered, depending on the public benefit. Applications for smaller amounts are encouraged, i.e. there is no lower limit.

Applications are assessed by the Trustees of HIOWT throughout the year.



GRANTS & LOANS

HIOWT has no fixed formula for determining the proportion of a given funding offer that might be grant or loan, however, necessarily, the larger the amount requested, the more likely that there will be an element of interest-free loan funding offered.

Grants: as these funds will not be recovered by HIOWT, projects will need to provide a tangible public benefit, by promoting community participation in Hampshire & IOW.

Interest-Free Loans: as these funds are recycled and become available to other applicants in future years, the need to illustrate tangible public benefit is necessarily reduced. These funds may be seen as a way to assist an organisation with cashflow, or to provide enhanced impact, further to an above grant award. The loan repayment period is typically three years.

COMPLETING AN APPLICATION

Please complete as much information as you can, albeit that the content included should be appropriate to the type and size of project, amount of financial support requested, and relative risk to HIOWT. In other words, a request for £200 will require substantively less detail than one for £5,000.

The application should be submitted by email to: info@hampshireiow.tennis.

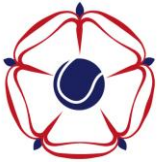
Project Information

Please provide some basic details about the project, the purpose of which is to give assessors a flavour of your organisation without a long narrative, especially if they are not familiar with the venue / coach / project.

- **Title of project**, e.g. Anytown LTC – Floodlights; XYZ Tennis – Community outreach
- **Name of organisation**
- **Address of organisation**
- **Organisation website**
- **Type of organisation** e.g. members' club, park site, coaching provider, etc.
- **LTA Registered Venue number / LTA Accredited Coach Code**, e.g. HAM123, CO12345
- **Main contact** - name and position of the person completing the application
- **Main contact details** - email address and telephone number

Summary of relevant background data

- **Current participation numbers** (membership, coaching, pay-and-play, etc.)
- **Annual income** (not a full financial overview – this comes later)
- **Number of coaches** (including levels)
- **Number of courts** (including types)



Project Details

This is where the project can be fully described, including impact and any public benefit.

- **Brief outline of the project.** Essentially, what do you want to do, why and how? Keep this brief (just a few sentences); it is an outline helping the reader understand the project before reading the detail.
- **Project description.** This is the detail behind the proposal, including:
 - What are you proposing?
 - How will you deliver it?
 - What is the timeline for delivery?
 - Who is involved in delivering the project?
 - Why do you want to do this?
 - What charitable / community purpose does the project meet?
- **Future Vision, business plan or development plan.** How does your project fit into your organisation's vision, business or development plan (please feel free to include a copy)?
- **Other stakeholders / partners.** List other organisations providing funding or support

Impact and Benefit

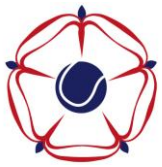
Please list the benefits and beneficiaries that may result from a successful project. Quantification may or may not be appropriate. You may also wish to consider the impact of not gaining support from HIOWT. Areas might include:

- Participation impact – how many new people will play, or how many will be retained?
- Workforce impact – will any new volunteers, coaches, leaders, etc. be attracted?
- Financial impact – will the financial health of the organisation improve?
- Public benefit

Financial overview of the project

Please describe how you plan to fund the project. Key areas include:

- Total project expenditure, including full breakdown
- Total project income, including full breakdown
- Funds provided by your own organisation
- Funding already committed by other stakeholders
- Funding applied for from other stakeholders
- Any in-kind funding being provided
- Amount of grant / loan applied for from HIOWT
- Any rejected funding applications from other organisations, including reasoning
- Provision for sustainable activity, e.g. ongoing maintenance, repair and replacement



Financial overview of the organisation

Please describe how the project will affect your current financial position. Key areas include:

- Loan repayment. If HIOWT offers a loan, or a mix of loan and grant, HIOWT will need to be convinced that the loan will be repaid
- Financial overview. Provide a brief description of the organisation's current financial situation and include the most recent set of accounts
- Sinking fund. Do you currently have one? Is it sufficient? Will this project help?

Longer term impacts of the project

- How will the project continue after the funding period, if at all?
- How will the organisation's future operation be affected (either by approval, or rejection)?

SUMMARY

- HIOWT will not support grant requests which an organisation could reasonably be expected to resource as part of its normal operation and budget
- generally speaking, applications should be for no more than £5,000 per project
- the larger the amount requested, the more likely that there will be an element of interest-free loan funding offered.
- the application should be submitted by email to: info@hampshireiow.tennis.

REVIEW AND DECISION

- applications will be reviewed by the Trustees of HIOWT within four weeks of receipt
- the applicant may be asked additional questions during the review phase
- the applicant will be informed of the Trustees' decision by email
- rejected applications may be re-submissible with suggested amendments
- there may be conditions attached to the offer

FINAL TIPS

- consideration will be given to the proportion of the total project cost being requested. Projects that have funding, either financial or in-kind, from other sources (including the organisation applying), may well be viewed more favourably
- if other funding organisations have been approached, even unsuccessfully, please tell us!
- please include all relevant detail and do not assume that the assessors know something that you think is obvious about your organisation or project
- try to view your project through the lens of HIOWT's charitable purpose and providing a public / community benefit
- remember that "promoting community participation" can relate to both increasing the number of people playing tennis, and retaining existing players who may otherwise lapse
- Padel and Pickleball are both within scope for this funding, so long as they occur in relation to an LTA-registered venue within Hampshire & IOW