**Guidance Notes for Applications for Grants 01/05/19**

To assist with ensuring the criteria required will be met, we would ask that you follow through the criteria provided below which will give a guide to the conditions for making a successful application.

Criteria to be met

* Applications are to be made by recognised organisations or LTA registered tennis clubs
* Each application shall not exceed £1,000 in any one year
* A delivery plan will be required
* Male & Female Participants which must be 18 and under
* Must be a new activity for participants. The grant cannot be used to support existing activity
* Other funders must be identified
* Details of key aims, and objectives will be required
* Applicants will be expected to carry out Risk Assessments before activities commence
* Participants must not have received tennis coaching in the last year
* Monies to be expended within one year from receipt of grant
* Schools applicants must commit to sign up for the LTA Schools Tennis Membership
* Successful applicants will be expected to acknowledge the support of the Suffolk Youth Tennis Fund in any publicity about their project

Funding can go towards

* Coaching qualifications and upskilling coaches
* Training teachers to deliver tennis in school
* Improving school-club links (all ages up to 18)
* Disability projects
* Venue hire
* Staffing costs
* Purchase of new mini tennis nets
* Rackets and balls

50% of funding will be paid at the commencement of the project,

Upon completion of the project the remaining 50% of funding will be released upon receipt of the following information:

* Register of those who have participated during the activity period
* Details of gender and age of participants
* Details of income and expenditure items
* How much income was received from the participants?
* Details of successes and short fall of the activities
* Details/ suggestions of how things could be improved for the future
* Details of any ongoing participation as a result of this project
* How many participants have gone on to join tennis clubs?

**Application forms are to be returned to Claire Lewis by 31st October 2019**

Any queries when completing the application forms should be initially addressed to Claire Lewis by e-mail claire.lewis@westbourne.attrust.org.uk