



Somerset LTA Small Grants and Loan Procedure

STEP 1	Applicant downloads venue or coach application form from Somerset LTA (SLTA) website or contact the County Office (as per details above) for a form.
STEP 2	Venue completes form and together with supporting documentation sent to the County Office (CO)
STEP 3	On receipt CO acknowledges receipt to applicant Venue and records details of the applicant, amount, date received and reason for application.
STEP 4	<p>(a) Copy of application sent to members of the Grants and Loans Committee for initial review. Comments and recommendations sent to the chair of the committee for collation.</p> <p>(b) Applications up to £500 can be reviewed and approved by the committee and subsequently reported to the Council.</p>
STEP 5	Grant committee meet when necessary to consider issues with applications. In most cases a discussion between the committee and the applicant may be appropriate either by phone or face to face.
STEP 6	Chair prepares summary of current applications with recommendations of the committee and submits to the SLTA Council for approval.
STEP 7	<p>(a) If approved CO communicates result to Venue together with details of the submission of invoices/estimates and any conditions (copy to sub-committee members).</p> <p>(b) If not approved by SLTA Council the CO sends communication to the Venue with reasons for rejection.</p> <p>Chair contacts Venue to determine whether application can be amended and re-submitted.</p>



STEP 8	On receipt of applicant's invoices etc CO records details and sends to Treasurer for payment.
STEP 9	Treasurer confirms payment to CO (copy to committee. members).
STEP 10	If necessary, CO follows up at appropriate time to ensure conditions have been met (copy to committee).
STEP 11	Venue completes monitoring information as required under grant conditions and submits a final report.