

Registered Charity No. 517416
Website: www.wjtf.org.uk (under construction)
Patrons: Ann Jones CBE, Jeremy Bates

'Supporting junior tennis activities in Warwickshire'

Chairman: Mrs Sue Chopra
Treasurer: Mr Eamonn Bourke
Membership Secretary: Dr Charles Knill
Contact details:
Post: 55 Kingsway, Oldbury, B68 0QD
E-mail: choprasc@aol.com
Phone: 0121 422 1223

GUIDANCE NOTES FOR REQUESTS FOR FINANCIAL ASSISTANCE

These GUIDANCE NOTES are provided to assist with the completion of the REQUEST FOR FINANCIAL ASSISTANCE form (provided in a separate downloadable file). An example completed form is included at the end of these notes.

Name & Date of Birth of Junior / Club Affiliation / Name of Organisation:

The name and date of birth of the junior who will benefit from any financial assistance should be included here, along with the name of the tennis club of which they are a member. If they are not a member of a tennis club, then this should also be stated here. The Foundation will only consider financial assistance for juniors, who are defined as being no more than 18 years of age at the time of the request for financial assistance. If a tennis club or tennis coach is applying for financial assistance, then only the name of the tennis club should be provided here.

Name & address of Applicant (and relationship to Junior) / Address of Organisation:

The name and address of the applicant and their relationship to the junior should be provided here. The applicant is usually a parent or guardian of the junior. Please also provide the address of the junior if it is different to that of the applicant. The Foundation will only consider financial assistance to juniors whose tennis activities are carried out within the area covered by the Warwickshire Lawn Tennis Association (WLTA). If a tennis club is applying for financial assistance, then the name of the person from the tennis club making the application (e.g. chairman) and the address of the tennis club should be provided here. If a tennis coach is applying for financial assistance, then the name of the coach and the address of the tennis club to which they are affiliated should be provided here. The Foundation will only consider financial assistance to a coach who is operating at a WLTA affiliated tennis club.

E-mail & phone contact information for Applicant / Organisation:

The e-mail address and phone contact details (ideally mobile phone numbers should be provided) for the applicant should be provided here. If a tennis club is applying for financial assistance then the contact details for the person from the tennis club making the application should be provided, not those for the tennis club itself. If a tennis coach is applying for financial assistance, then the contact details for the coach should be provided here.

Purpose for request: (e.g. coaching / tournament entry fees, travelling expenses, equipment etc)

All requests for financial assistance should relate to specific actual costs that would be incurred by the applicant. A concise list of the things which would be funded by the Foundation (as listed above) should be included here.

Brief reasons for financial request (no more than 150 words, please include personal / financial circumstances that support your reasons for applying):

As the Foundation receives many applications each year, it is important that sufficient information is provided to clearly demonstrate the need for financial assistance. Examples of pertinent information may be the employment status/income of household members, if the applicant is a single parent/guardian, the number and ages of children in the household, the current 'tennis journey' of the junior in question (e.g. how they got into tennis, how long have they been playing, how have they improved, what coaching, if any, are they currently having, etc).

Details of ANY funding /support received within the last 12 months:

It is extremely important that the Foundation is informed of ANY funding/support that has been received. This may be direct financial support or the subsidising or waiving of fees for attendance at coaching sessions. Please note that previous receipt of such support does not prevent the Foundation from carefully considering any request for financial assistance. However, failure to disclose any such information may require the repayment of any subsequent financial assistance received from the Foundation.

Name, club, & contact information (e-mail address / mobile phone number) of Current Coach:

The name of the junior's current tennis coach, the name of the tennis club to which the coach is affiliated and the contact details for the coach should be provided here. If the junior does not currently have a coach then this must be stated here, along with the name of the tennis club / venue where the junior is a member / or where they intend to play. This section can be left blank if the applicant is a tennis club or tennis coach (as the necessary information will have been provided earlier in this form).

Additional information (briefly indicate what supporting documentation is attached, if any):

Provision of supporting documentation is not a requirement for the request of financial assistance. However, a letter of support from someone who is fully aware of the junior's tennis progress (such as their tennis coach or PE teacher) would be beneficial. Ideally such a letter should provide information as to how often they play tennis, what coaching (group and/or individual) they currently receive, what competitive matches (leagues/tournaments) they participate in, and how the requested financial assistance would benefit their tennis progression.

Amount of assistance requested (including a suitable breakdown of the total amount requested):

Please provide specific details of what the requested financial assistance would cover. For example, if coaching is involved, please state the number of sessions, frequency (e.g. weekly or monthly, duration (e.g. 30, 60 or 90 minutes), type (group or individual), and cost, such as '10 x WEEKLY 1 HOUR INDIVIDUAL COACHING SESSIONS (10 x £20) = £200. If tournament entry fees are involved, then please list the dates, locations, entry fees and tournament code for the tournaments to be entered. Requests to cover travelling costs will only be considered if the

tournament is more than 50 miles from the applicant's address. The Foundation will NOT cover accommodation costs for overnight stays. The Foundation will consider requests for equipment, such as new tennis rackets, as juniors get older. Following the detailed breakdown, a total sum of the amount of financial assistance being requested should be stated. The maximum amount awarded by the Foundation to any applicant / organisation is £500 in any 12-month period. The Foundation will NOT consider any requests for retrospective funding, i.e. anything that has occurred before the date of the request.

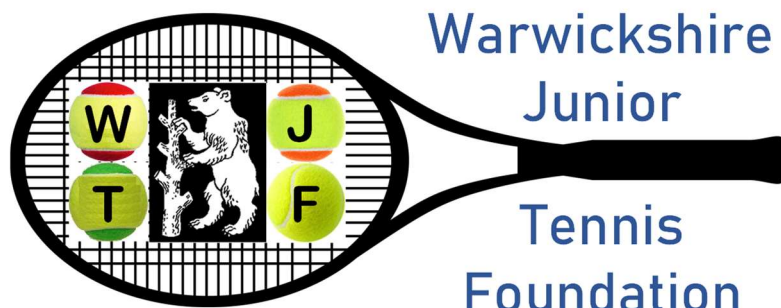
All submitted Requests for Financial Assistance are circulated to WJTF Management Committee Members for discussion / consideration at the next quarterly meeting. All applicants will subsequently be informed in writing of the Committee's decision. Not all requests for assistance will be successful. The maximum amount awarded by the Foundation to any applicant / organisation is £500 in a 12-month period. The Committee's decision is final, and there are no grounds for appeal, however the Foundation may request suitable modification to a funding request for future reconsideration. Please contact the WJTF Chairman, Mrs Sue Chopra (by post, e-mail or phone as detailed at the start of this form), should you require any additional information on any aspects of the application / assessment process.

DATA PROTECTION:

PLEASE NOTE THAT THE INFORMATION WHICH YOU PROVIDE IN THIS FORM, AND ANY OTHER INFORMATION OBTAINED OR PROVIDED, WILL BE TREATED IN THE STRICTEST CONFIDENCE AND WILL BE USED SOLELY FOR THE PURPOSE OF PROCESSING YOUR REQUEST FOR FINANCIAL ASSISTANCE BY THE FOUNDATION. DETAILS OF ANY APPLICATIONS WILL NOT BE DIVULGED OR SHARED WITH ANY THIRD PARTY WITHOUT THE WRITTEN CONSENT OF THE APPLICANT. PLEASE NOTE THAT THE FOUNDATION TAKES STEPS TO PROTECT YOUR PERSONAL DATA AND THAT ACCESS TO DATA WITHIN THE FOUNDATION IS RESTRICTED TO MEMBERS OF THE FOUNDATION'S MANAGEMENT COMMITTEE.

Completed signed and dated forms and any supporting documentation should either be posted or scanned and e-mailed to the Foundation. The relevant contact details are provided at the top of the REQUEST FOR FINANCIAL ASSISTANCE form.

Requests for financial assistance will be deemed to have expired 6 months after the initial date on the request form (and resubmission will be required for further consideration), if the applicant has failed to respond to repeated requests from the Foundation.



Registered Charity No. 517416
Website: www.wjtf.org.uk (under construction)
Patrons: Ann Jones CBE, Jeremy Bates

'Supporting junior tennis activities in Warwickshire'

Chairman: Mrs Sue Chopra
Treasurer: Mr Eamonn Bourke
Membership Secretary: Dr Charles Knill
Contact details:
Post: 55 Kingsway, Oldbury, B68 0QD
E-mail: choprasc@aol.com
Phone: 0121 422 1223

REQUEST FOR FINANCIAL ASSISTANCE (COMPLETED EXAMPLE)

Please consult the associated GUIDANCE NOTES (provided in a separate downloadable file) to assist with the completion of this REQUEST FOR FINANCIAL ASSISTANCE form. Completed forms (and any relevant supporting documents) should be sent to the postal address shown above, or alternatively scanned and sent to the e-mail address shown above. (Please complete in BLOCK CAPITALS).

Name & Date of Birth of Junior / Club Affiliation / Name of Organisation:

JOE SMITH, 01-FEB-2011 / EDGBASTON TENNIS CLUB

Name & address of Applicant (and relationship to Junior) / Address of Organisation:

PETER SMITH, 297 NEW ROAD, EDGBASTON, BIRMINGHAM, B15 4TG (FATHER)

E-mail & phone contact information for Applicant / Organisation:

petersmith@gmail.com, 0121 123 4567, 07770123456

Purpose for request: (e.g. coaching / tournament entry fees, travelling expenses, equipment etc)

INDIVIDUAL & GROUP COACHING SESSIONS / TOURNAMENT ENTRY FEES

Brief reasons for financial request (no more than 150 words, please include personal / financial circumstances that support your reasons for applying):

I AM A PART-TIME EMPLOYED SINGLE PARENT. I STRUGGLE TO FINANCE EXTRA-CURRICULAR ACTIVITIES FOR MY THREE CHILDREN. JOE HAS RECENTLY GOT INTO TENNIS AND REALLY ENJOYS IT. HE HAS MADE CONSIDERABLE PROGRESS OVER THE LAST SIX MONTHS AND WOULD BENEFIT FROM ATTENDING MORE GROUP COACHING SESSIONS AND HAVING SOME INDIVIDUAL LESSONS, WHICH WOULD GIVE HIM THE CONFIDENCE TO ENTER SOME TOURNAMENTS. WITHOUT FINANCIAL SUPPORT IT WILL NOT BE POSSIBLE FOR HIM TO FULFIL HIS TENNIS POTENTIAL. ANY ASSISTANCE WOULD BE GREATLY APPRECIATED.

PLEASE NOTE THAT ALL INFORMATION PROVIDED IN THIS COMPLETED EXAMPLE REQUEST FOR FINANCIAL ASSISTANCE IS PURELY FICTIONAL

<p>Details of ANY funding /support received within the last 12 months:</p> <p>AN AWARD OF £50 FROM THE 'SPORT FOR KIDS' FOUNDATION</p>
<p>Name, club, & contact information (e-mail address / mobile phone number) of Current Coach:</p> <p>KEITH SIMPSON, EDGBASTON TENNIS CLUB, ksimpson@aol.com, 07890456789</p>
<p>Additional information (briefly indicate what supporting documentation is attached, if any):</p> <p>A LETTER OF SUPPORT FROM JOE'S COACH IS ATTACHED.</p>
<p>Amount of assistance requested (including a suitable breakdown of the total amount requested):</p> <p>10 x WEEKLY 1 HOUR GROUP COACHING SESSIONS (10 x £6) = £60 10 x WEEKLY 1 HOUR INDIVIDUAL COACHING SESSIONS (10 x £20) = £200 5 x TOURNAMENT ENTRY FEES (5 x £15) = £75 TOTAL REQUEST = £335</p>
<p>Full Name & Signature of Applicant:</p> <p>PETER DAVID SMITH <i>Peter Smith</i></p>
<p>Date: 01-JAN-2021</p>

All submitted Requests for Financial Assistance are circulated to WJTF Management Committee Members for discussion / consideration at the next quarterly meeting. All applicants will subsequently be informed in writing of the Committee's decision. Not all requests for assistance will be successful. The maximum amount awarded by the Foundation to any applicant / organisation is £500 in a 12-month period. The Committee's decision is final, and there are no grounds for appeal, however the Foundation may request suitable modification to a funding request for future reconsideration. Please contact the WJTF Chairman, Mrs Sue Chopra (by post, e-mail or phone as detailed at the start of this form), should you require any additional information on any aspects of the application / assessment process.

DATA PROTECTION:

PLEASE NOTE THAT THE INFORMATION WHICH YOU PROVIDE IN THIS FORM, AND ANY OTHER INFORMATION OBTAINED OR PROVIDED, WILL BE TREATED IN THE STRICTEST CONFIDENCE AND WILL BE USED SOLELY FOR THE PURPOSE OF PROCESSING YOUR REQUEST FOR FINANCIAL ASSISTANCE BY THE FOUNDATION. DETAILS OF ANY APPLICATIONS WILL NOT BE DIVULGED OR SHARED WITH ANY THIRD PARTY WITHOUT THE WRITTEN CONSENT OF THE APPLICANT. PLEASE NOTE THAT THE FOUNDATION TAKES STEPS TO PROTECT YOUR PERSONAL DATA AND THAT ACCESS TO DATA WITHIN THE FOUNDATION IS RESTRICTED TO MEMBERS OF THE FOUNDATION'S MANAGEMENT COMMITTEE.

For Foundation use only:	
Date received:	Date acknowledged:
Date of meeting:	Decision:
Amount awarded:	Acknowledged:
Date award sent:	To whom sent:
Invoice received:	Signed off by:
Name:	Position: