



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

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:

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

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

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

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

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

Name, club, & contact information (e-mail address / mobile phone number) of Current Coach:
Additional information (briefly indicate what supporting documentation is attached, if any):
Amount of assistance requested (including a suitable breakdown of the total amount requested):
Full Name & Signature of Applicant:
Date:

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: