

Transforming Scottish Indoor Tennis Fund

APPLICATION



INTRODUCTION

Tennis Scotland, **sportscotland** and the Lawn Tennis Association welcomes applications for funding under the Transforming Scottish Indoor Tennis Fund.

Before completing this application form please read in full the accompanying guidelines. You can download the guidelines here: www.tennisscotland.org/facilities

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COMPLETING THE APPLICATION FORM

Please submit your application via email to facilities@tennisscotland.org including scanned copies of your supporting documents. You may alternatively post the full application to the address noted below.

If you have an idea for a project that you need support in developing we would encourage you to contact your Tennis Scotland Regional Development Manager on facilities@tennisscotland.org

DATA PROTECTION

Tennis Scotland, **sportscotland** and the Lawn Tennis Association will use and process information provided in accordance with the General Data Protection Regulations. The information you provide us with may be held on file, both paper and electronic. We will use this information to process applications and grants, to prepare statistics and to monitor and evaluate the effectiveness of investments. Please note that by signing the application form you are giving explicit consent for the data collected about you and/or your organisation to be recorded, processed and used for the purposes outlined above or for any other legitimate reason.

Privacy policies for each organisation can be accessed at the following links;
www.sportscotland.org.uk/privacy-and-data-protection/
www.tennisscotland.org/General-Data-Protection-Regulation/
www.lta.org.uk/about-the-lta/policies-and-rules/privacy-policy/

1 APPLICANT DETAILS

1.1 The applicant body

1.1 Please ensure that your organisation is eligible to apply for an award. See the Guidelines for Eligibility criteria. Please provide your normal business address.

Name of the applicant organisation	<input type="text"/>
Number of years organisation been in existence	<input type="text"/>
Contact name	<input type="text"/>
Position within organisation	<input type="text"/>
Address for correspondence	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Contact telephone number	<input type="text"/>
E-mail address	<input type="text"/>
Web address	<input type="text"/>

1.2 What is the status of your organisation?

1.2 Please attach a copy of your governing documents.

<input type="checkbox"/> Local voluntary or community sports club	<input type="checkbox"/> Company limited by guarantee
<input type="checkbox"/> Community sport hub	<input type="checkbox"/> Company limited by shares
<input type="checkbox"/> Trust	<input type="checkbox"/> Local authority
<input type="checkbox"/> National governing body of sport	<input type="checkbox"/> Statutory body
<input type="checkbox"/> Community Amateur Sports Club	<input type="checkbox"/> Community Interest Company
<input type="checkbox"/> Charity (please provide Scottish Charity Number):	<input type="text"/>
<input type="checkbox"/> Other (please specify):	<input type="text"/>

1.3 Membership

1.3 Please note your relevant status within each organisation eg. Member, Affiliated, Chartered, Club Mark, Community Club

- Tennis Scotland
- Local Sports Council
- Other

If yes to any of the above, please specify name and status. If no, please tell us about your organisation.

1.4 Club and member organisation applicants please complete this question. Public body applicants / non club applicants please proceed to question 2.1

1.4 Current membership numbers

	Male	Female	Total
Playing members under 16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Playing members over 16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non playing members	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

2 PROJECT DETAILS

2.1 Is your project identified in a Local Authority plan or as a priority within the Transforming Scottish Indoor fund?

2.2 Where will your project be located?

Address

Town/City

Postcode

Ordnance Survey grid reference:

Letters Numbers

Local Authority

2.3 What is the nature of your project?

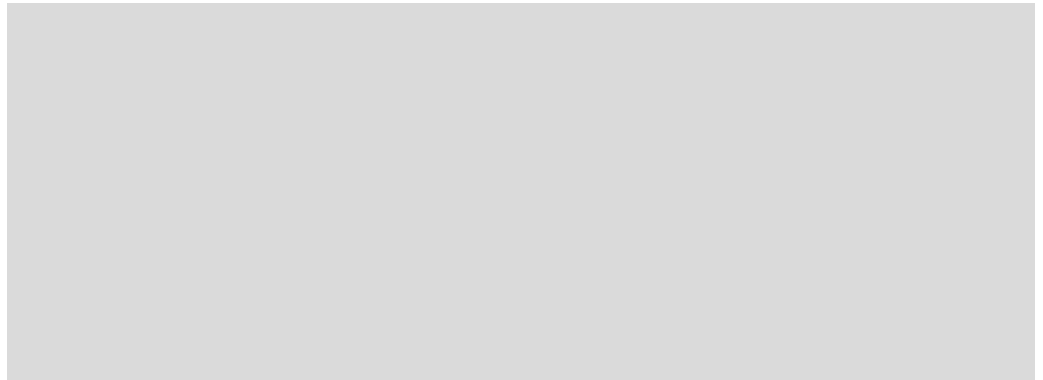
- | | |
|---|--|
| <input type="checkbox"/> New facility | <input type="checkbox"/> Extension to an existing facility |
| <input type="checkbox"/> Make better use of existing space | <input type="checkbox"/> Upgrade to new technology |
| <input type="checkbox"/> Make the current facilities more efficient | |
| <input type="checkbox"/> Other (please specify) | <input style="width: 400px;" type="text"/> |

2.4 Description of all existing facilities

2.4 Include date of construction if known. Please provide any photographs you have of your existing facilities alongside your application, if available.

2.5 Please provide sketch plans of your proposal alongside your application.

2.5 Description of proposed facilities



2.6 What timescale are you working to?

Proposed site start date

Anticipated contract length weeks

2.7 We do not require planning permission to be in place at this stage. If yes, full planning permission will be required prior to submission of the stage 2 application.

2.7 Planning permission

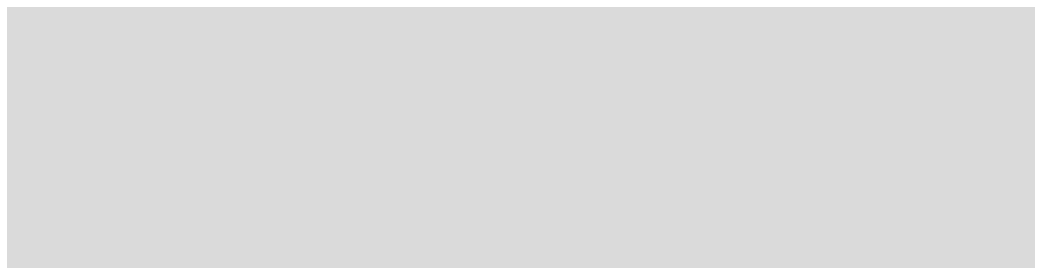
Is planning permission required?

Yes No Requires clarification

Is your project on the site of existing playing fields?

Yes No Requires clarification

If yes, please provide details and confirm whether your project will result in a reduction in the number of pitches on the site.



2.8 We require a copy of a solicitor's letter confirming the applicant's permission to build on the land/ownership of the facility

2.8 Security of tenure of project site/facilities

Present arrangement (please indicate if appropriate)

<input type="checkbox"/>	Owned		
<input type="checkbox"/>	Leased	Lease expiry date	<input type="text"/>
<input type="checkbox"/>	Hired	Hire term	<input type="text"/>
<input type="checkbox"/>	Access agreement	Length	<input type="text"/>
		Expiry date	<input type="text"/>

Proposed arrangement (please indicate)

<input type="checkbox"/>	Owned		
<input type="checkbox"/>	Leased	Lease expiry date	<input type="text"/>
<input type="checkbox"/>	Hired	Hire term	<input type="text"/>
<input type="checkbox"/>	Access agreement	Length	<input type="text"/>
		Expiry date	<input type="text"/>

If you do not own the leasehold, licence or freehold for the existing/proposed facilities, who does/will and what is their connection to your organisation?

3 FINANCIAL DETAILS

3.1 Is your organisation registered for VAT?

Yes

No

If yes, please provide your VAT registration number

3.2 Before applying we strongly recommend that you seek the advice of HMRC to determine the extent (if any) of VAT recovery.

3.2 VAT recovery

What % VAT recovery will be applicable to your project?

3.3 Remember to include VAT charges if you cannot recover or avoid them. Please also attach a full breakdown of the project contract costs.

3.3 Cost breakdown

Please summarise the costs below in as much detail as you consider appropriate.

Category	Cost (£)	% of total contract cost
Equipment cost	£ <input type="text"/>	
Total contract cost (of -construction projects)	£ <input type="text"/>	
Professional fees and expenses	£ <input type="text"/>	<input type="text"/> %
Contingency	£ <input type="text"/>	<input type="text"/> %
Inflation	£ <input type="text"/>	<input type="text"/> %
VAT	£ <input type="text"/>	<input type="text"/> %
Total project cost	£ <input type="text"/>	<input type="text"/> %

3.4 How did you arrive at the above cost?

Detailed costing

Quotation(s)

Other (please specify):

3.4 Please provide a copy of any quotations or estimates you have obtained for your project.

Please do not formally tender your project until an award is offered.

3.5 This funding will comprise part investment and part interest free loan as noted in the guidelines.

3.5 How much funding are you applying for from the Transforming Scottish Indoor Tennis Fund?

£

3.6 Please enter amounts in appropriate columns and attach a letter of support, or other documentary evidence, for every confirmed source of funding.

3.6 Funding summary

Funding sources	Grant (G) Loan (L)	Funding in place	Promised	Applied for	Total
Organisation's cash		£	£		£
Organisation's in-kind			£		£
Transforming Scottish Indoor Tennis Fund				£	£
Others:		£	£	£	£
		£	£	£	£
		£	£	£	£
		£	£	£	£
		£	£	£	£
		£	£	£	£
				Shortfall	£
Total		£	£	£	£

3.7 Please indicate the last two years and current income and expenditure position (where appropriate) as shown in your annual accounts, and summarise your forecasts for the first three years of operation. Please include loan repayments and interest but exclude all capital costs and funding.

3.7 Operating income & expenditure

	Income (£)	Expenditure (£)	Net (£)
2 years ago	£	£	£
Last year	£	£	£
Current position	£	£	£
Year 1	£	£	£
Year 2	£	£	£
Year 3	£	£	£

3.8 What assumptions have been made in preparing your forecast?

3.8 If you are projecting a deficit in your funding profile, please indicate how you plan to finance it.

4 SPORTS IMPACT

4.1 Please provide details of youth, Active Schools, development programmes. Please provide a summary of the programmes that you have identified within your Tennis Network Plan and how the facility development will support these.

4.1 How does your project fit with the objectives of the Transforming Scottish Indoor Tennis Fund and meet the demands of tennis in your Community Tennis Network?

4.2 What initiatives do you have in place to actively seek users/members from under-represented groups of your community?

4.3 Adjustments may include those to cater for: ambulant disabled; wheelchair users; visually impaired; hearing impairment; learning disabilities.

4.3 Adjustments/provision for disabled participants

As the service provider of a public facility you have a duty under the Equity Act 2010 to make reasonable adjustments/provision to ensure that disabled participants are able to use your facility. What steps have you taken to comply with this legislation?

4.4 Please record the number of uses per week. If 1 individual uses the facility three times a week count this as 3 uses each week.

4.4 Number of uses

How many active participants per week do/did use your facility? How many do you anticipate will use your facility in years 1, 2 and 3?

	Previous	Last year	Current	Year 1	Year 2	Year 3
Under 16 – Male						
Under 16 – Female						
Adult – Male						
Adult – Female						

How many days per week will the proposed facility be available for physical activity / sports participation?

How many weeks per annum will the proposed facility be available for physical activity / sports participation?

4.6 If your activity will be coached or your facility will require volunteers to run it please note number of people involved.

4.6 Number of coaches / volunteers

	Previous	Last year	Current	Year 1	Year 2	Year 3
Unqualified Coaches						
Qualified Coaches Level 1						
Qualified Coaches Level 2						
Qualified Coaches Level 3						
Qualified Coaches Level 4+						
Volunteers						

4.7 Please note here if you plan to have coached sessions within your facility. On average, how many coaching hours per week are offered, and/or are likely to be offered to, adults (ie 16+) and also Under-16s?

4.7 Average coaching / volunteering hours per week

	Current		Future	
	Coach	Volunteer	Coach	Volunteer
Adults				
Under 16's				

4.8 Please provide the name(s) and department(s) of your contact(s) in the Local Authority/Governing Body

4.8 Project Integration

Do you have established links with your local authority/Tennis Scotland or any other national organisation?

Local Authority
 Tennis Scotland
 Other
 No integration

Please specify & provide contact details:

5. Advice notes

5 OPERATIONAL DETAILS

5.1 Please indicate the charges you make at present and/or propose to make, using your discretion where the description does not exactly match your own. (You may wish to enclose a copy of your charges schedule).

5.1 Current and proposed charges

No charges apply Charges apply – please complete table below

	Current			Future		
	Male adult	Female adult	Junior U16	Male adult	Female adult	Junior U16
Entrance fee / admission charge	£	£	£	£	£	£
Joining fee (for membership)	£	£	£	£	£	£
Annual subscription	£	£	£	£	£	£
Playing charge	£	£	£	£	£	£
Other subs/levies (specify below)	£	£	£	£	£	£

Other subs/levies:

6 DOCUMENTATION

Please confirm that you are enclosing the following documents, where relevant, in support of this application.

- Governing documents
- Minutes of meeting adopting or approving current Governing Documents
- Minutes of meeting giving authority to apply for funding
- List of names & full contact details of office bearers
- Sketch Proposals
- Site photos
- Site plan and location plan
- Lease, Draft Lease Rental or Access Agreement
- Quotations or estimates
- BCIS specification of works
- Income and expenditure projection for the first three years of the facility
- Latest and previous two years' annual accounts
- Current bank statement
- Draft Business plan
- Management or Access Agreements
- Child protection policy
- Draft Community Tennis Network Plan
- Cashflow & KPIs

7 CERTIFICATION

7.1 Endorsement

Your application must be endorsed and countersigned by an authorised representative of your organisation (e.g. President, Treasurer, Secretary) other than the main contact person referred to in Section 1.1, page 1, or the signatory to the applicant's statement on this page.

I endorse this application, confirm that it has been authorised by the organisation, and certify that to the best of my knowledge, the information provided is truthful and accurate.

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Position	<input type="text"/>		
Phone number	<input type="text"/>		
E-mail address	<input type="text"/>		

7.2 Applicant's statement

Please read and sign this statement. This is a legally binding declaration.

I confirm and certify on behalf of this applicant that:

I am completing this application on behalf of the organisation named in question 1.1 and have read the Guidelines, including **sportscotland's** obligations under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004, and have formally authorised this application to **sportscotland**.

I agree to this application form being shared with Tennis Scotland, **sportscotland & LTA**.

The project which is the subject of this application has not been commenced by way of letting a contract or start on site.

On completion of the project no-one will be denied the right to equal access to our facilities on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion. To the best of my knowledge all information provided in this application and its supporting documentation is truthful and accurate. I understand that any misleading statements given at any time will render this application invalid. I undertake to inform Tennis Scotland, **sportscotland & LTA** fully and immediately if any changes in circumstances require us to amend the application or the supporting material.

I certify that I have made full and complete disclosure of all relevant facts relating to the application, or its subject matter, whether supportive of the application or otherwise.

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Position	<input type="text"/>		
Phone number	<input type="text"/>		
E-mail address	<input type="text"/>		

The completed application form and supporting documentation should be sent to:

facilities@tennisscotland.org

or post a hard copy to: Tennis Scotland, 177 Colinton Road, Edinburgh, EH14 1B2