

Instructions

COMPLETED EXAMPLE APPLICATION FORM

This application form includes the following tabs for completion:

Application	Requirements
1. About You	Details on the venue applying for the funding.
2. The Project	Details of the project being proposed
3A. Tennis Membership Workings	Entry details for tennis membership numbers and price points
3B. Other Membership Workings	Entry details for any other sports and non tennis memberships provided at the venue
3C. Pay and Play Workings	Entry details for any pay and play offerings
4. Project Outcomes	Relevant KPIs measured by the LTA. These figures will be taken from your income workings
5. Cashflow	A cashflow forecast. Some figures in this forecast have data entry tabs as detailed below
6. Financial Checks	This section will complete checks as to whether the project is affordable and sustainable.
7. Pre Submission Checklist	This section details all the necessary documentation that needs to be submitted alongside the application form

Cell Entry Information

Select From List

Cells this colour require you to complete the information.

Cells with this wording have a pre populated list of options for you to select from.

Cells that turn this colour indicate the information that you have submitted is not in line with the criteria for funding. Prior to submitting your application, please contact facilityloans@LTA.org.uk so we can discuss your project in more detail.

LTA Loan Scheme for Capital Projects
COMPLETED EXAMPLE APPLICATION FORM
Example Tennis Club
Pre Submission Checklist

Please ensure you have the following information to hand so that it can be submitted with this application form.

All relevant tabs in this spreadsheet complete	<input type="checkbox" value="Yes"/>
All checks green	<input type="checkbox"/>
2 sets of financial accounts	<input type="checkbox" value="Yes"/>
Evidence of security of tenure.	<input type="checkbox" value="Yes"/>
Final scheme design, lighting datapack and tendered costs	<input type="checkbox" value="Yes"/>
Proof of planning permission where applicable	<input type="checkbox" value="Yes"/>
Evidence of secured partnership funding.	<input type="checkbox" value="Yes"/>
Evidence of the venues constitution	<input type="checkbox" value="Yes"/>
Business Plan	<input type="checkbox" value="Yes"/>
Copy of coaching contract where applicable	<input type="checkbox" value="Yes"/>
Technical services visit report	<input type="checkbox" value="Yes"/>

Once completed, please submit your application to facilityloans@lta.org.uk

Example Tennis Club**COMPLETED EXAMPLE APPLICATION FORM**

Name	John Smith
Contact Position	Project Lead
E-mail	projectlead@exampletennisclub.co.uk
Telephone Number	1001001

1.2 Venue Details

Venue Name	Example Tennis Club
Venue Address Incl Postcode	Priory Lane, London, SW15 5JQ
LTA County	Surrey
Local Authority	Wandsworth
Year end date of last financial statements	31/05/2018

1.3 Venue Information

Is the venue an active LTA Registered venue?	Yes
Please state your registration number	SUR999
Which of the following categories best describes your organisation?	Club
What tenure does the site have?	Leasehold
If leasehold how many years does the venue have remaining on the lease?	18
Who is the landlord who has granted the lease?	Wandsworth Borough Council
What is the Land Registry number for the site?	IGY789JHG987
What is the Clubs constitution? If your constitution is not listed please give details of your constitution in Cell C33	Company Limited by Guarantee
Is your venue legally authorised to borrow money?	Yes
Is your venue VAT registered?	Yes
Are you able to reclaim VAT against the capital project?	No
Does the venue have the appropriate level of insurance in place (i.e. Buildings and Contents)?	Yes

1.4 Facilities

Type of Courts	Number of Courts After Project Completed	Sinking Fund Requirement
Number of Porous Asphalt Courts	6	£7,200.00
Number of Acrylic Courts	0	£0.00
Number of Artificial Grass Courts	0	£0.00
Number of Artificial Clay Courts	0	£0.00
Number of Courts Floodlit	6	£3,600.00
	Total Sinking Fund	£10,800.00
Please describe other facilities at your venue here.	We have a small clubhouse and decking area which is central to the club.	
Are all the facilities at your venue accessible to all?	Yes.	

1.5 Coaching

Please explain the existing relationship with your head coach, including financial arrangements between the two parties	
Is there a formal contract in place?	

1.6 Current Borrowing

Type of Borrowing	Amount Outstanding	Repaid By
Bank Loan		
Members Loans		
LTA Loans 1	500	2020
LTA Loans 2	37,620	2028
Mortgage		
Other Loans (Specify)		

Example Tennis Club

COMPLETED EXAMPLE APPLICATION FORM

We are looking at building 2 new floodlit courts at the club on an area of land that used to house two grass courts. We will create a new pathway that will connect the two new courts to the main clubhouse and the other two hard courts that sit in front of where we plan to build. The project will include landscaping, the removal of a number of trees and the creation of a temporary access way into the club for the construction period. Once completed, we will add the gate access system to the two new courts so that we are able to offer pay and play access to the local community.

2.2 Why is the project needed?

We have reached a point where we are struggling to accommodate all the demand for court time at the club. We have successfully grown our coaching programme but in order to accommodate this growth we need to allocate extra court time which is resulting in it becoming harder for members to book a court for casual play etc. An additional two courts would allow us to continue to grow our successful programme and continue to accommodate new members to the club. Whilst we have successfully grown our membership in recent years, it is now becoming harder for us to retain our membership base and attract new members, given the pressure placed on our court availability.

2.3 How will the project grow participation?

The new courts will allow us to continue to welcome new members to the club as well as offering pay and play opportunities to the local community.

2.4 Project Costs

Element of Project	Brief Description	Cost
New Court Works	Two new porous asphalt courts with ducting provision for floodlights	£72,000
Works to existing courts		£0
Floodlighting	Provision of new 6.7m high LED lights to cover both courts.	£24,000
Court Covers		£0
Online Booking and Access System	Inclusion of CIA gate access system on gate.	£6,000
Fencing	Provision of new chain-link fencing surrounding the whole block with one normal access gate	£12,000
Court Equipment		£0
Social Facilities		£0
Pathway	Landscaping of a new pathway connecting the courts to the clubhouse	£3,000
Other (Please State)		£0
Other (Please State)		£0
	Net Cost	£117,000

Allowance for Fees - 8%	£9,360.00
Allowance for Contingencies - 10%	£12,636.00
Allowance for VAT - 20%	£27,799.20

Total Project Cost **£166,795.20**

Technical Services Fee	£1,500
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Total Project Cost	£168,295.20
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2.5 Project development

Have you received a technical services visit from one of the LTA technical consultants?	Yes, a technical services visit was carried out by Sports Facility Planning and Design. We have also received a specification against which quotations were received.
How much partnership funding have you secured?	£45,000
Please tell us the sources of your partnership funding?	We have secured £45,000 from the London Marathon Charitable Trust.
How much of your own funds are you using?	£39,295
Please tell us if you were unsuccessful with any partnership funding applications.?	Biffa Environmental Trust - We were unsuccessful as we are not located within the designated funding zone.
How much funding are you applying for?	£84,000
The maximum loan period will be 10 years. What repayment term are you seeking?	10
Anticipated start date	Apr-19
Anticipated end date	Jul-19
Have you obtained quotes for the work, if so how many and who are the contractors?	Yes, we have received quotes from Trevor May Contractors, Fosse Contractors and Chiltern Sports. For floodlights we have received tenders from Luminance Pro and Surface Lux
Have you obtained planning permission for the project if required?	Yes
What is the reference number for your Planning Approval if required?	WAND18/18/2001939103

Example Tennis Club

CO A. Tennis Membership Income Workings

Assumptions

Can the club reclaim VAT? No

Membership	2018	2019	2020	2021	2022	2023	2024
Prices (annual)	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Adult							
Adult	£120.00	£120.00	£120.00	£130.00	£130.00	£140.00	£140.00
Working away	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Senior	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Student	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Family	£180.00	£180.00	£180.00	£190.00	£190.00	£200.00	£200.00
Additional category							
Additional category							
Additional category							
Additional category							
Junior							
Under 8	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Under 12	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Under 14	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Under 16	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Under 18	£20.00	£20.00	£20.00	£20.00	£20.00	£20.00	£20.00
Additional category							
Additional category							
Additional category							
Additional category							
Member numbers							
	2018	2019	2020	2021	2022	2023	2024
	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Adult							
Adult	231	250	260	265	270	275	280
Working away	0	0	0	0	0	0	0
Senior	0	0	0	0	0	0	0
Student	0	0	0	0	0	0	0
Family	49	55	60	65	70	75	80
Additional category							
Additional category							
Additional category							
Additional category							
Total Adult	280	305	320	330	340	350	360
Junior							
Under 8	0	0	0	0	0	0	0
Under 12	0	0	0	0	0	0	0
Under 14	0	0	0	0	0	0	0
Under 16	0	0	0	0	0	0	0
Under 18	82	90	100	110	115	120	125
Additional category							
Additional category							
Additional category							
Additional category							
Total Junior	82	90	100	110	115	120	125
Tennis membership income							
	2018	2019	2020	2021	2022	2023	2024
	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Adult							
Adult	£27,720	£30,000	£31,200	£34,450	£35,100	£38,500	£39,200
Working away	£0	£0	£0	£0	£0	£0	£0
Senior	£0	£0	£0	£0	£0	£0	£0
Student	£0	£0	£0	£0	£0	£0	£0
Family	£8,820	£9,900	£10,800	£12,350	£13,300	£15,000	£16,000
Additional category	£0	£0	£0	£0	£0	£0	£0
Additional category	£0	£0	£0	£0	£0	£0	£0
Additional category	£0	£0	£0	£0	£0	£0	£0
Additional category	£0	£0	£0	£0	£0	£0	£0
Junior							
Under 8	£0	£0	£0	£0	£0	£0	£0
Under 12	£0	£0	£0	£0	£0	£0	£0
Under 14	£0	£0	£0	£0	£0	£0	£0
Under 16	£0	£0	£0	£0	£0	£0	£0
Under 18	£1,640	£1,800	£2,000	£2,200	£2,300	£2,400	£2,500
Additional category	£0	£0	£0	£0	£0	£0	£0
Additional category	£0	£0	£0	£0	£0	£0	£0
Additional category	£0	£0	£0	£0	£0	£0	£0
Additional category	£0	£0	£0	£0	£0	£0	£0
Total income	£38,180	£41,700	£44,000	£49,000	£50,700	£55,900	£57,700

Example Tennis Club

CO C. Pay and Play Income Workings

Assumptions

Can the club reclaim VAT? No
 Is pay and play VATable? No

Pay and Play Price	2018 Actuals	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
Indoor							
Member indoor							
Other indoor category							
Other indoor category							
Outdoor non floodlit	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00
Outdoor Floodlit	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00
Member Floodlights	£4.00	£4.00	£4.00	£4.00	£4.00	£4.00	£4.00
Other outdoor category							
Pay and Play bookings	2018 Actuals	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
Indoor							
Member indoor							
Other indoor category							
Other indoor category							
Indoor total	0	0	0	0	0	0	0
Outdoor non floodlit	360	340	350	360	370	375	380
Outdoor Floodlit	0	40	45	50	55	60	65
Member Floodlights	886	950	1,000	1,500	2,000	2,250	2,500
Other outdoor category							
Outdoor total	1,246	1,330	1,395	1,910	2,425	2,685	2,945
Pay and Play income	2018 Actuals	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
Indoor	£0	£0	£0	£0	£0	£0	£0
Member indoor	£0	£0	£0	£0	£0	£0	£0
Other indoor category	£0	£0	£0	£0	£0	£0	£0
Other indoor category	£0	£0	£0	£0	£0	£0	£0
Outdoor non floodlit	£1,800	£1,700	£1,750	£1,800	£1,850	£1,875	£1,900
Outdoor Floodlit	£0	£400	£450	£500	£550	£600	£650
Member Floodlights	£3,544	£3,800	£4,000	£6,000	£8,000	£9,000	£10,000
Other outdoor category	£0	£0	£0	£0	£0	£0	£0
Total	£5,344	£5,900	£6,200	£8,300	£10,400	£11,475	£12,550

4. Project Outcomes

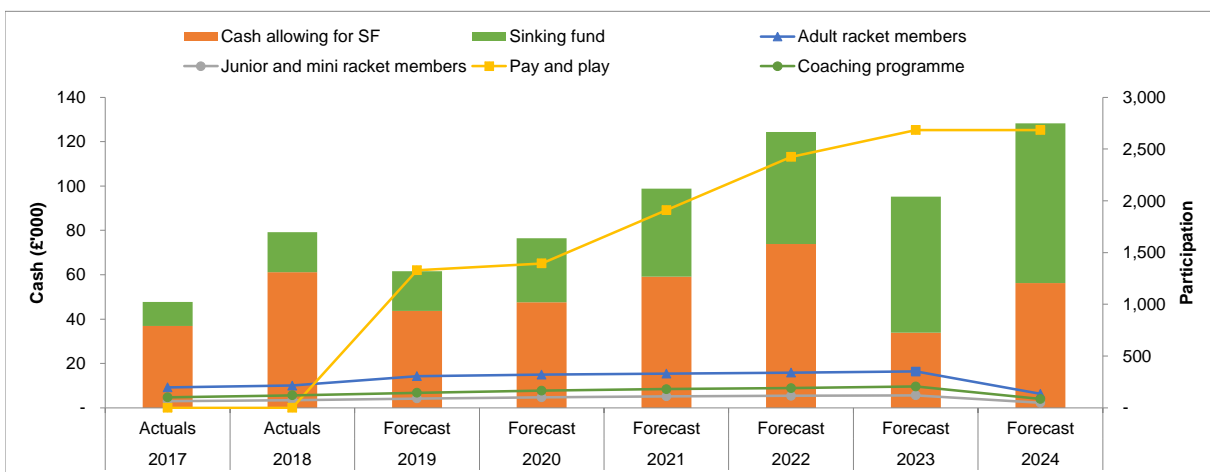
4.1 Venue Management System

Please tell us the online management system that is installed at your venue.	We use Clubspark and have the membership and pay and play modules within our website.
Can players at your venue book a court online?	Yes
Are non members able to book a court online?	Yes

4.2 Tennis Growth Projections

Indicator	Enter figures for 2 prior years if available		Minimum 5 years forecasting					Total Growth
	2017 Actuals	2018 Actuals	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	
Total number of tennis members	-	-	395	420	440	455	470	184
Number of adult members	197	214	305	320	330	340	350	136
Number of junior members	63	72	90	100	110	115	120	48
Total number of pay and play users	-	-	1,330	1,395	1,910	2,425	2,685	2,685
Number of pay and play users (outdoors)	-	-	1,330	1,395	1,910	2,425	2,685	2,685
Number of pay and play users (indoors)	-	-	-	-	-	-	-	-
Coaching Programme	101	121	145	165	180	190	205	84
Adults on the coaching programme	56	69	80	90	95	100	105	36
Juniors on the coaching programme	45	52	65	75	85	90	100	48

4.3 Please give a brief explanation of the above projections and tell us how you will attract new participants through marketing and improving your tennis offer?



Adult racket members	197	214	305	320	330	340	350	136
Junior and mini racket members	63	72	90	100	110	115	120	48
Coaching programme	101	121	145	165	180	190	205	84
Pay and play	-	-	1,330	1,395	1,910	2,425	2,685	2,685
Cash allowing for SF	36,915	61,150	43,615	47,635	59,135	73,925	33,940	56,180
Sinking fund	10,821	18,035	18,035	28,835	39,635	50,435	61,235	72,035

Example Tennis Club

COMPLETED EXAMPLE APPLICATION FORM

Months that accounts run from/to:

June to May

	2017 Actuals £	2018 Actuals £	2019 Forecast £	2020 Forecast £	2021 Forecast £	2022 Forecast £	2023 Forecast £	2024 Forecast £	
5.1 INCOME									
Tennis Membership	29,608	38,178	41,700	44,000	49,000	50,700	55,900	57,700	
Other Memberships			-	-	-	-	-	-	
Pay and Play & Floodlights	3,123	5,344	5,900	6,200	8,300	10,400	11,475	12,550	
Competitions and Events	1,201	2,200	2,400	2,600	2,800	3,000	3,200	3,400	
Tennis Programme	1,500	3,317	7,000	7,000	7,000	7,500	7,500	8,000	
Match Fees	1,400	2,600	2,800	3,000	3,200	3,400	3,600	3,800	
Coaching Court Hire	2,560	2,875	-	-	-	-	-	-	
Rental Income									
Bar Sales	7,119	8,960	9,120	9,200	9,300	9,400	9,500	9,600	
Bank Interest Received									
Sundry Income									
Funding for New Courts	71,105	20,227							
Total income	A	117,616	83,701	68,920	72,000	79,600	84,400	91,175	95,050
5.2 EXPENDITURE									
Rent and Rates	5,119	7,189	9,000	10,000	10,500	11,000	11,500	12,000	
Light and Heat	1,273	1,336	1,500	1,570	1,640	1,700	1,800	1,900	
Tennis Balls	1,316	1,389	1,400	1,400					
Bar and Social	4,695	6,225	7,000	7,500	8,000	8,500	9,000	9,500	
Stationary	74	467	450	450	450	450	450	450	
Postage	597	433	450	450	450	450	450	450	
Tee Shirts	-	-							
Maintenance	7,099	12,072	12,200	12,400	12,500	12,600	12,700	12,800	
Coach/Coach Equipment	2,475	3,723	4,000	4,250	4,500	4,750	5,000	5,250	
Legal Professional fees	175	218	300	300	300	300	300	300	
Insurance	1,542	1,786	1,800	1,850	1,900	1,950	2,000	2,150	
Team Costs	450	425	450	450	450	450	450	450	
Wimbledon Tickets	1,733	-							
LTA Registration	600	850	850	850	850	850	850	850	
Jack Petchy Misc. Expenditure	390	1,344	500	500	500	500	500	500	
Website	1,020	1,020	1,000	1,000	1,000	1,000	1,000	1,000	
Sundry	1,293	1,790	1,800	1,850	1,900	1,950	2,000	2,050	
Cleaning									
New Court Expenditure	94,022	18,348							
Depreciation - DO NOT DELETE									
Total costs	B	123,873	58,615	42,700	44,820	44,940	46,450	48,000	49,650
Operating profit/(loss) before tax & dividends	A-B=C	(6,257)	25,086	26,220	27,180	34,660	37,950	43,175	45,400

COMPLETED EXAMPLE APPLICATION FORM

Months that accounts run from/to:

June to May

2017 Actuals	2018 Actuals	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
£	£	£	£	£	£	£	£

Cashflow adjustments

5.3 Working capital movements and non-cash items

(Increase)/decrease in debtors & prepayments	(241)	(16)							
(Increase)/decrease in stock									
Increase/(decrease) in creditors & accruals (excl loans)	4,995	9,359							
Depreciation (will be entered automatically)	-	-	-	-	-	-	-	-	
Other non-cash items									
D	4,754	9,343	-	-	-	-	-	-	
Net cashflow from operations	C+D = E	(1,503)	34,429	26,220	27,180	34,660	37,950	43,175	45,400

5.4 Project and club/facility financing

Receipt of LTA Loan			84,000					
(LTA loan repayments)				(8,400)	(8,400)	(8,400)	(8,400)	(8,400)
London Marathon Charitable Trust			45,000					
Receipt of LTA Grant								
Old LTA Loan 1	(1,000)	(1,000)	(500)					
Old LTA Loan 2		(1,980)	(3,960)	(3,960)	(3,960)	(3,960)	(3,960)	(3,960)
Total project and club financing	F	(1,000)	(2,980)	124,540	(12,360)	(12,360)	(12,360)	(12,360)

5.5 Capital expenditure and projects

Application Project Cost			(168,295)					
Other asset purchases							(60,000)	
Total capital expenditure	G	-	-	(168,295)	-	-	-	(60,000)

5.6 Tax

Tax received								
(Tax paid)								
Total tax cash movement	H	-	-	-	-	-	-	-

5.7 Cash

Net Cash Movement	Sum E:I	(2,503)	31,449	(17,535)	14,820	22,300	25,590	(29,185)	33,040
Cash balance brought forward (ensure agrees to accounts)		50,239	47,736	79,185	61,650	76,470	98,770	124,360	95,175
Cash balance carried forward (CF)		47,736	79,185	61,650	76,470	98,770	124,360	95,175	128,215
non S/F cash (C/F should always be more than the S/F)		36,915	61,150	43,615	47,635	59,135	73,925	33,940	56,180

5.8 Sinking Fund (S/F)

Balance B/F	8,416	10,821	18,035	18,035	28,835	39,635	50,435	61,235
(Movement Out)								
Movement In (Tennis)	2,405	7,214		10,800	10,800	10,800	10,800	10,800
Movement In (Other Facilities)								
Balance C/F	10,821	18,035	18,035	28,835	39,635	50,435	61,235	72,035

Example Tennis Club

CO Cashflow Checks

Is the project affordable?	<input checked="" type="checkbox"/> Yes
Enter cash balance in 2018 accounts	<input type="text" value="79,185"/>
Does the cash agree to accounts?	<input checked="" type="checkbox"/> Yes
Enter profit in 2018 accounts	<input type="text" value="25,086"/>
Does the profit agree to accounts?	<input checked="" type="checkbox"/> Yes
Total project cost	168,295
Agrees to cashflow?	<input checked="" type="checkbox"/> Yes
Is the LTA funding 50% or lower?	<input checked="" type="checkbox"/> Yes
Is the project fully funded?	<input checked="" type="checkbox"/> Yes
Is an adequate sinking fund in place?	<input checked="" type="checkbox"/> Yes
What is the % growth in children playing?	90%
What is the % growth in adults playing?	78%