



PLAY TENNIS FUND

APPLICATION FORM

SECTION 1: APPLICANT DETAILS

1.1 Name of applying organisation? _____

1.2 Please indicate which of the following permitted applicants you are:

LTA Registered Venue LTA Accredited Coach Tennis Foundation 'Schools Tennis Member'

Other, please indicate: _____

1.3 Name of contact for the applicant: _____

1.4 Postal address for applicant:

1.5 Contact telephone number (daytime): _____

1.6 Contact E-mail address: _____

1.7 The locations and addresses of all tennis facilities / venues that will be involved in delivering this project
(please ensure you include the full address and postcode for each location):

SECTION 2: PROJECT PROPOSAL

2.1 What are the key aims and objectives of your project? (200 words max)

In several brief bullet points outline: the target audience you are trying to reach through your project, how you are trying to engage them in tennis, and how are you trying to retain them.

2.2 What is the delivery plan for your intended project? (500 words max)

Please provide an outline of how the project will be delivered. How will you reach your audience through appropriate marketing? How will any partners support your project? How is this project appropriate for your target audience?

2.3 How do you intend to retain these new participants at the conclusion of the project to keep them playing tennis on a regular basis? (200 words max)

2.4 Will you be looking for support from or to link with any other organisation or agency in order to deliver your project outcomes?

If yes, then please describe further how they will contribute to this project and whether they have formally agreed to provide the support that you intend?

2.5 What are the timelines for delivering this project?

Please provide realistic start and end dates, providing at least 6 weeks from the deadline for the funding application submissions to the project start date.

Project Start Date (dd/mm/2017)

Project Complete Date (dd/mm/2017)

Insert more detail about your project timeline below i.e. any key milestones for the LTA to be aware of.

SECTION 3: PROJECT OUTCOMES

3.1 Please outline below the planned impact and outcomes this project will deliver

This section will form the basis of what you'll be measured against if successful. So please be accurate in your assumptions.

(Not every KPI listed below will necessarily be delivered through your project – so please complete those that are appropriate to your project. Also if you feel there are other KPIs that you wish to measure your projects performance against then please add these in.)

Overall total number of new male tennis players	
Overall total number of new female tennis players	
Total number of male disabled tennis players involved in the project	
Total number of female disabled tennis players involved in the project	
Total number of male tennis players from BME background involved in the project	
Total number of female tennis players from BME background involved in the project	
Total number of male players retained in playing tennis regularly on the completion of the project	
Total number of female players retained in playing tennis regularly on the completion of the project	

3.2 How do you plan to monitor and evaluate this project?

How will you accurately collect the data to indicate whether you have successfully delivered the above KPI outcomes?

The LTA recommends projects to use ClubSpark for managing & recording the delivery of their project.

Will you be using ClubSpark to collect the KPIs in your project?

Yes No

If No, how will you accurately monitor the progress of the project?

SECTION 4: FINANCIAL INFORMATION

- 4.1 Does your organisation have a bank account in your organisation's name? Yes _____ No _____
- 4.2 How much funding are you seeking from the LTA Play Tennis Fund? £ _____
- 4.3 How much funding is your organisation contributing to this project? £ _____
- 4.4 How much partnership funding have you secured for this project? £ _____
- 4.5 What is the overall total project cost? £ _____
- 4.6 Please indicate those organisations that are supporting this project through partnership funding and how much they are contributing:
- 4.7 How much do you intend to charge participants / players involved through this project? £ _____
- 4.8 What is the projected amount of project income? £ _____
- 4.9 Please provide a detailed project budget of expenditure related to this project. This should be for the total project costs and not just how LTA funding will be spent. Please include exact cost breakdowns and make clear where the LTA funding would be supporting project costs.

Marketing Resources	Cost	Additional Information (where relevant provide the breakdowns as to how the overall costs for each item was calculated)
Hard copy resources (e.g. posters,flyers, etc)		
Digital copy resources		
Other (please provide further details if necessary)		

4.9 (continued)

Venue Hire	Cost	Additional Information (where relevant provide the breakdowns as to how the overall costs for each item was calculated)
Staffing Costs	Cost	Additional Information (where relevant provide the breakdowns as to how the overall costs for each item was calculated)
Equipment Costs	Cost	Additional Information (where relevant provide the breakdowns as to how the overall costs for each item was calculated)
Any Additional Costs	Cost	Additional Information (where relevant provide the breakdowns as to how the overall costs for each item was calculated)

Note: Before submitting your application to the LTA please take time to check that all of the costs that you have listed add up. In particular, do all the costs in question 4.9 equal the same as the figure you have listed for the 'Total Project Costs' in question 4.5; and do the figures in question's 4.2, 4.3 and 4.4 equal the overall costs in question 4.5.

SECTION 5: ADDITIONAL INFORMATION

5.1 If you have any other information that you feel is relevant to your application, please include it below:

APPLICATION SUBMISSION

Application submitted by (name):

Role at Organisation: _____ Date: _____

Thank you for your application.