



## GRANT and LOAN SCHEME

### AVON TENNIS GRANT and LOAN SCHEME

**Note:** The “Scheme” and the funds that are available are wholly owned and are the sole responsibility of Avon Tennis. No other third-party organisation has any jurisdiction or involvement in the “Scheme”.

#### Terms and Conditions:

##### Avon Tennis Registration

1. The Club making the application must be registered as an “LTA Registered Venue” within the “County of Avon”, i.e. within the local authority of either Bath & N E Somerset, City of Bristol, N Somerset or S Gloucestershire.
2. The Club must also maintain membership of Avon Tennis.
3. All successful applicants must retain their registration for at least 5 years otherwise the grant and/or loan must be repaid in full.

##### Borrowing Powers

4. If a loan is requested the Club’s Constitution (or governing document) must clearly state that the Club has the power to borrow money.

##### Winding-Up/Closure

5. The Club’s Constitution (or governing document) must clearly state that should the Club be wound-up/cease to operate then surplus funds will be distributed within tennis.

##### Governance

6. A Club applying for a loan must be an incorporated entity. That is a Community Interest Company (CIC), a Charitable Incorporated Organisation (CIO) or a company limited by guarantee.
7. A Club applying for a grant and/or a loan must demonstrate good management of its affairs and contribute a proportion of its own funds into the project.

##### Purpose of a Grant/Loan

8. The grant/loan must be used for the purpose it was originally agreed and must satisfy Avon Tennis’ charitable objectives to promote and advance tennis as an amateur sport; to encourage more physical activity; and, a healthier lifestyle for all those in Avon.
9. All grant monies received must be treated as “restricted funds” for accountancy purposes.

##### Outside of Scope

10. The “Grant & Loan Scheme” will not be available for:
  - Grants - Projects that could reasonably be expected to have been financed by the club as part of its normal business and budget, either on an annual basis or on long term maintenance such as court resurfacing, floodlighting, painting and cleaning.
  - Feasibility studies and planning permission applications.
  - Individuals.
  - Projects that do not meet the charitable objectives of Avon Tennis.
  - Retrospective funding (projects that have already started or completed).



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In addition, as a charitable organisation, Avon Tennis has a responsibility for upholding its reputation as a registered charity and will therefore ensure that any funds requested, including from a limited company or a non-charitable organisation are:

- aligned with the company's/organisation's objectives and are only used to promote and develop tennis for the public's benefit
- not being used to support or fund non-charitable purposes
- does not result in any non-incidental private benefit to the organisation or any person connected with it
- tightly controlled to ensure the proposed use is actually implemented and the ongoing result is as expected
- not conflicting with any of Avon Tennis' objectives and/or could adversely affect the charity's public image and reputation

### **Application for Grant/Loan Funding**

11. All applications must be submitted using the appropriate form and be signed off by two authorised club officials. In addition, the following information should also be submitted:
  - i. Certified copy of the Club's Constitution (or governing documents)
  - ii. Last 3 years Annual Club Accounts
  - iii. Latest Management Accounts (Income & Expenditure)  
Plus, for loan applications:
    - iv. Copies of the last 3 months Bank statements
    - v. And, where possible, a Business Plan – detailing the financial and participation benefits to the Club and which demonstrates the ability to repay the loan.
12. Applications and the required documentation should be sent to:  
Avon Tennis  
c/o Coombe Dingle Sports Complex  
Coombe Lane  
Bristol  
BS9 2BJ

### **Finance**

13. The Club should consider other possible sources of funding as well as requesting a grant/loan from Avon Tennis. Applications should be made before the start of a project.

#### **Grant**

14. Any individual grant will normally be limited to 50% of the project costs, i.e. £2,500 maximum if the overall project costs are £5,000, with the club contributing a majority from its own funds.
15. All grant monies received must be treated as "restricted funds" for accountancy purposes and reporting.

#### **Loan**

16. Normally, the maximum amount of a loan will be £15,000 and will be interest free, subject to note 17.
17. The loan will be made on an unsecured basis, i.e. no personal guarantors or a legal charge over property/assets will be required.



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18. Repayments will usually be made quarterly with the first payment being made 6 months after the funds have been lent.
19. If the Club fails to make repayments as scheduled Avon Tennis reserves the right to demand immediate repayment of the full amount and to charge interest of 5% above base rate until the date of payment.

### **Quarterly Monitoring Report**

20. Successful grant and loan applicants must provide a quarterly report using the template provided by Avon Tennis so that the impact of the funding can be quantified and used as a basis for future decisions on club support.

### **Ongoing Commitment**

21. The Club must continue to be an LTA Registered Venue maintaining the “Minimum Standards” of Registration as well as continuing to be a member of Avon Tennis.
22. Any LTA qualified coaches (Level 2, 3, 4 or 5) working at the Club must meet the National Accreditation Standards.
23. The Club ensures that a representative(s) attends Avon Tennis Club Forums and other relevant meetings, such as Annual General Meetings.
24. The Club proactively promotes and supports Avon Tennis competitions and tournaments.