

SURREY HEATH BOROUGH COUNCIL COMMUNITY GRANT APPLICATION FORM

COMPLETED APPLICATIONS MUST BE RETURNED TO:
COMMUNITY PARTNERSHIPS OFFICER
SURREY HEATH BOROUGH COUNCIL
SURREY HEATH HOUSE
KNOLL ROAD
CAMBERLEY
SURREY GU15 3HD

OFFICE USE ONLY
APPLICATION NO:

APPLICATION FOR A COMMUNITY FUND GRANT

1. YOUR ORGANISATION

1.1 Organisation Name: Camberley Lawn Tennis Club

1.3 Organisation's contact details (please provide an email address for correspondence related to the application):



om

Amount applied for: £5,000

1.4 Please confirm your organisation is 'not for profit'..... Yes. Meets the HMRC Community Amateur Sports Club (CASC) requirements

1.5 Organisation Type (please tick):

☒

Formally constituted
Club/Association/Trust

☐

Other public sector body

☐

School/college

☐

Other

1.6 How many members are in your organisation? ☐ up to 25 ☐ 26-50 ☐ 51-75

☐

76-100

☒

101+

1.7 How long has the organisation existed? 62 years

1.8 Are you a registered charity? No
(If yes, please state the charity number)

1.9 Are you VAT registered? No

(If yes, please state VAT number)

- 1.10 Are you affiliated to a national organisation? Yes – British Tennis (also known as the Lawn Tennis Association or LTA)
- 1.11 If yes, have you applied to them for funding? Yes. Received some funding for court upgrade and floodlighting
- 1.12 If not, please state your reasons for not doing so.....

- 1.13 Please state where your funding comes from: Membership subscriptions; LTA loans

2. PROJECT DETAILS

- 2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

The project is to excavate and construct a crate-based attenuation soakaway system of approximately 41.6 cubic metres (more details are given in the attached sample quotation)

No
responsibility

This work is necessary to prevent and mitigate the effect of flooding on the tennis courts as well as Southcote Park recreation area, the Southcote Park car park, and the pedestrian access to Prior Heath School.

These links provide short video clips to show the effect of recent flooding

https://drive.google.com/open?id=0B7nYr_I m9qCtekRZRmF6LUhvUHM
https://drive.google.com/open?id=0B7nYr_I m9qCtc2dPWmJsWDNOQWs

- 2.2 What is the timescale of the project? Start Date: asap – plan is September 2017

Completion Date: October 2017

- 2.3 Who will benefit from the project, the wider community or a small section?
The tennis club members, the large number of children who receive tennis lessons or participate in summer camps at the club, the users of Southcote park, the parents and children and staff of Prior Heath School

Not
relevant

- 2.4 Please describe your current facilities.
5 hard tennis courts, floodlighting and clubhouse. Please see attached Business Plan for more details

- 2.5 What other activities/services are offered at this site? Tennis, mini-Tennis, Touch Tennis

- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?

No. This work preserves the existing activity

- 2.7 How many people use the current facilities? More than 300 members and over 150 children who are non-members

- 2.8 How many people will use the facilities on completion of the project? About the same

- 2.9 Over what period will the community benefit from the completion of the project?

☐ up to 12 months ☐ 1 to 2 years ☐ 2 to 3 years ☒ over 3 years

- 2.10 Is it necessary to be a member of your organisation to participate in its activities?

Not for all activities.

- 2.11 Does your organisation charge a membership fee and if so, how much is the charge?

Adult membership is £140, Junior membership is £50, and Child (under 11) is £35 per year

- 2.12 When was the membership fee last increased? March 2017

- 2.13 Which parts of the local area do your members tend to come from?

Mostly Camberley and Frimley

- 2.14 Does your organisation have open days to encourage new members?

Yes. We also participate in the LTA's Tennis for Kids programme to attract very young people into Tennis

- 2.15 How many people regularly use your facility? About 300 members and over 150 children who are not members

- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.

Adult membership is static. Junior participation has increased significantly over the last 5 years.

- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members

This work protects the drainage of the court surfaces which is crucial to the usability and safety of the facilities. It should also benefit Southcote Park. X

3. PROJECT SITE

- 3.1 What is the location of the project? Camberley Lawn Tennis Club, Southcote Park, Portsmouth Road, Camberley GU15 1JD, and Camberley Heath Golf Club

- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

CLTC land is leased from Surrey Heath BC. The lease is due for renewal in January 2019.

- 3.3 What is the current condition of the property and are any other works being carried out?

The property is in good condition. See the Business Plan for details of recent improvements and those planned.

- 3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.

Camberley Heath Golf Club has given its consent to the portion of the works which encroaches on their land.

Note: Where permission is required and has not been obtained, the application will not progress.

Approval of the grant does not signify approval under any other council requirements such as planning permission.

- 3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

Yes. Two independent quotes for the work are attached. We would propose going with lower of the 2

- 3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

Not Applicable

4. PROJECT COSTS

- 4.1 How much grant are you applying for?

£5,000

- 4.2 What do you anticipate the total project cost to be?

£10,468

COST

ITEM

- 4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).

£10,468

Excavation of 40 cubic metre hole and installation of crate based soakaway; re-seeding of grass on completion

£

£

£

£

- 4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.) Yes
- 4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received We have asked Camberley Heath GC to contribute to the project. They have declined, but have offered their informal support and agreed to provide access to their land
- 4.6 What additional fund-raising have you undertaken? All club funds are committed to court re-surfacing and maintenance of the facility.
- 4.7 Do your present funds contain any provision for future commitments? Please see Business plan for details of planned capital expenditure
- 4.8 Please provide details of any other regular revenue or capital payments to your organisation?
Membership income and possible LTA loans. See Business Plan for details
- 4.9 How much additional income will be generated on completion of the project?

£0

- 4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

The Club plans to run an operating surplus which builds a sinking fund to cover the cost of renewal of all capital facilities over the lifetime of those facilities (usually about 10 years). See the Business Plan and Annual Accounts for the numbers involved.

5. RISK

- 5.1 If your application is unsuccessful how will your organisation fund the project?

We are unlikely to proceed with the project and will have to accept the risk of damage to the facilities by flooding

- 5.2.1 What is the risk to your organisation if the project doesn't happen?

There is risk of injury to players through slipping, and costs of repairing or replacing damaged court surfaces

- 5.3 How will you mitigate/reduce the risk? We will try to extend our insurance cover

- 5.4.1 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?

We will not proceed with the project at this time unless we can get around £5,000 towards the total cost of £10,500. The club will fund the balance from its own sinking fund.

6. OTHER RELEVANT INFORMATION

- 6.1 What age groups will you cater for? ☒ >5 ☒ 10 ☒ 13-16 ☒ 17-25
☒ 26-40 ☒ 41-60 ☒ 60+
- 6.2 Provision for use by which gender? ☐ Female ☐ Male ☒ Both
- 6.3 Does your organisation serve specific groups (Please tick)
- ☐ Ethnic minority groups
 - ☐ Religious groups
 - ☐ Disabled groups
 - ☐ Unemployed groups
 - ☐ Single parent family groups
 - ☐ Other (please specify)

6.4 How will the community benefit from the completion of the project? The project will significantly reduce the risk of flooding to the tennis courts and to Southcote Park. The community will benefit from improved availability of the facilities and a lower risk of injury to participants.

6.5 How will you measure the success of the project?
Reduced frequency and intensity of flooding

6.6 How did you become aware of this fund?
Contact with Surrey Heath officers and members

DOCUMENTS ENCLOSED WITH THE APPLICATION

Please send copies of these documents with your application (please tick).

☒ A copy of your organisation's constitution

https://drive.google.com/open?id=0B7nYr_lm9qCtOFp5aHg2N3lIZzg

☒ Copies of your organisations audited accounts for the last two years
https://drive.google.com/open?id=0B7nYr_lm9qCtSnpndnAxSjFxUGc
https://drive.google.com/open?id=0B7nYr_lm9qCtNFVjWUc1YURHRmc



Copies of statements of current or investment account balances
(as at date of application)

https://drive.google.com/open?id=0B7nYr_lm9qCtYjFRLXJxNTNSU1U



Copies of two written estimates for the purchase or hire of any equipment or work to
be undertaken

https://drive.google.com/open?id=0B7nYr_lm9qCtdVdpbHNwRDIHQVkJ
https://drive.google.com/open?id=0B7nYr_lm9qCteGpMdVhTRXRoaVE



Evidence you have applied to other sources of funding
Correspondence with Camberley Heath Golf Club

Also, if applicable:



Proof of tenure of the property

https://drive.google.com/open?id=0B7nYr_lm9qCtT2dubi1LanBoUnc
https://drive.google.com/open?id=0B7nYr_lm9qCtbzVkwEXhbkFZOFE



Copies of building regulations or planning permission



Any architects plans or sketches

Copy of CLTC Business & Development Plan 2016-2019

N.B. Failure to provide this information will immediately disqualify the application.

7. DECLARATION

I certify that the information provided on this form is correct to the best of my
knowledge. I agree that if the Council award a Community Fund grant to my
organisation, I will comply with the grant conditions attached to the payment.



Position: Treasurer

Date: 22 June 2017