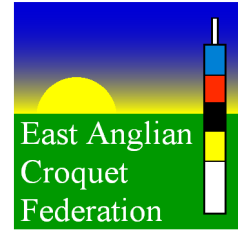


DEVELOPMENT GRANTS

Policy and procedures



The purpose is to give to Full Member Clubs of EACF some additional financial support in its aims to improve its facilities and/or increase its membership.

Grants will be limited to a maximum of £500 so will only be useful in situations such as those listed below:

- a) a top up to finance a project or scheme where the vast majority of the funding will be provided from other sources. This could include re-location. If the application is for a project or scheme for which a CA development grant has been approved, it will be treated as having already met EACF's criteria. An offer of support from the Federation may help to persuade other potential donors to provide financial support
- b) a contribution towards the purchase of a new piece of equipment which will improve the upkeep of lawns or an item which will improve essential off-court facilities
- c) a contribution to the costs of organising and publicising a special event designed to increase membership.

Development grants will **not** be provided to cover ordinary running costs including the replacement of equipment or regular lawn maintenance. This is because clubs are expected to make provision to meet such costs from their own resources including insurance cover where appropriate.

Applications should be made on the appropriate form which is available from the Federation Development Officer (FDO). jonathantoye@hotmail.com. It is recommended that any such application is discussed with the FDO regarding its suitability before submission. Applications will be considered by a sub-committee of the Executive Committee comprising the FDO, the Treasurer and one other Committee Member.

An offer of a grant will stay open for up to one year from the date of the offer but will lapse thereafter if not taken up.

Once the items or part of the scheme to which the grant relates are completed the club must advise the FDO accordingly and request payment.

If the grant is a top up to a larger project please send in a financial statement of the final cost of the project, showing how it has been funded, along with receipted invoices to show the amounts paid for the items for which the EACF grant was sought.

If the grant is for one or more individual items unrelated to a larger project please submit receipted invoices for these items.

Grants will not be considered for any work already started or for any item already purchased.

It is expected that the club will keep the FDO advised of progress and provide feedback on benefits achieved.