



THE QUEEN'S CLUB  
FOUNDATION

# GRANT GUIDELINES

## APPLICANTS

### About The Queen's Club Foundation (QCF)

The Queen's Club Foundation is the official charity of The Queen's Club and was set up by Queen's Club Members in 2015. The QCF is a grant giving charity, operating from The Queen's Club. These guidelines are intended to assist applicants in the process of completing the grant application forms and give guidance as to the types of projects or individuals that The QCF is aiming to fund.

### QCF Mission

*Our aim is to provide grants to widen participation and allow individuals to reach their full potential in the racquet sports played at The Queen's Club, lawn tennis, rackets, real tennis and squash.*

### QCF Objectives

*"For the public benefit the promotion of community participation, especially among children and young people in healthy recreation in particular in the sports of lawn tennis, real tennis, squash and rackets (the sports) and to assist in the development of the skills of those playing the sports in such ways as are exclusively charitable according to the laws of England and Wales as the Trustees think fit, including but not limited to, by: 1) Providing grants to other charities that promote community participation in the sports; and 2) Providing grants and other financial assistance to or for the benefit of children and young people in need of such assistance, to allow them to participate in one or more of the sports."*

For more information please see [www.queensclubfoundation.co.uk](http://www.queensclubfoundation.co.uk) / Follow us: [@QueensClubFdn](https://twitter.com/QueensClubFdn)

## Application Pack Documents

The following documents complete The QCF application pack.

1. Grant Guidelines – Applicants
2. Safeguarding Policy

### ORGANISATIONS:

3. Grant Application Form
4. Grant Offer Letter
5. Terms and Conditions
6. Grant Review Form – Midpoint
7. Grant Review Form – Project Completion

### INDIVIDUAL PLAYERS:

8. Grant Application Form
9. Grant Offer Letter
10. Terms and Conditions
11. Grant Review Form

## Application Process

Applications must be made in writing, on the relevant application form;

- 1) Organisations, including coaches and charities
- 2) Individual players

Completed applications should be sent to The QCF Office at: [info@queensclubfoundation.co.uk](mailto:info@queensclubfoundation.co.uk) or posted to The QCF Office at The Queen's Club.

## 1) Eligibility Criteria for Organisations including Coaches and Charities

### Who can apply:

- Applicants may include: clubs, schools, other venues, organisations, coach led schemes, registered charities or charitable projects

### Applications must comply with all of the following criteria:

- Supports one of the following sports:
  - o lawn tennis, rackets, real tennis, squash
- Run within England and Wales
- Complies with all necessary government regulations including but not limited to DBS checks, first aid, insurance and safeguarding

### Priority will be given to organisations supporting:

- Children and young people
- People with learning or physical disabilities
- Projects which improve mental and physical health and wellbeing
- Those with a proven need of assistance
- Widening participation in communities
- Progression routes for the project beneficiaries to continue playing after the grant funding period has ended
- Sustainable long-term projects beyond any grant awarded

### Examples of expenditure that are eligible for grant funding include, but are not limited to:

- Coach and court costs
- Kick starting new programmes
- Equipment to enable activities
- Reward materials (eg: badges / certificates)

### Areas of funding not supported:

- Free taster sessions with no plan as to how the project will continue long-term or exit

- routes
- Capital items including infrastructure that do not demonstrate community benefit
- Pressure groups, campaigning organisations, religious groups or political organisations
- Spending that has already taken place
- Activities where people are excluded on the basis of religion, sexual orientation, gender, ethnicity, disability, etc. unless the project is specifically for that group
- Organisations who have not completed a Grant Review Form on a previous grant from The QCF
- Purely commercial ventures for profit

## 2) Criteria for Individual Players

### Applications must comply with all of the following criteria:

- Individual player playing in one of the following sports:
  - o lawn tennis, rackets, real tennis, squash
- Player to have permanent residence within England and Wales

### Examples of expenditure that are eligible for grant funding include, but are not limited to:

- Coaching and court fees
- Equipment costs
- Tournament entry fees
- Travel to tournaments in the UK and internationally
- Costs for coach to accompany the player travelling to tournaments

### Priority will be given to individuals who demonstrate:

- Dedication to their chosen sport
- Financial need of assistance
- How a QCF grant will benefit their lives and their sport
- Progression within their sport

## Grant Size for Organisations

£500 - £3,000 per year

(Applications requesting funds greater than £3,000 may be considered in exceptional circumstances for outstanding and far reaching projects. Please contact The QCF Office to initially discuss the project before completing the application form).

## Grant Size for Individual Players

**Under 16:**

£250 - £1,000 per year

**Age 16 and over:**

£250 - £1,500 per year

(Applications requesting funds greater than £1,500 may be considered in exceptional circumstances. Please contact The QCF Office to discuss initially before completing the application form).

## Length of Grants

**All funding is on an annual basis.**

Grants may be offered for one off projects, programmes with specific length, or long-term ongoing projects.

The QCF is able to provide ongoing funding for multiple years for the same projects and individuals, but a new application will be required each year. Grantees can reapply annually provided the Grant Review Form has been completed and reviewed by The QCF and all the Terms and Conditions of the grant have been met.

## Deadlines

Funding round dates will be dependent on the number of funding rounds as determined by the Grants Committee. These dates will be posted on The QCF website at least one month prior to the funding round closing date. For specific application deadline dates, please view The QCF website:

[www.queensclubfoundation.co.uk](http://www.queensclubfoundation.co.uk)

## Decision Making

All decisions by The QCF Trustees are final.

The QCF aims to acknowledge every grant application within one week of receipt. If the proposal does not meet The Foundation's eligibility criteria, The QCF Office will inform the applicant. All eligible applications will be assessed and the applicant may be contacted for more details about the application.

Applicants can expect to hear from The QCF on the outcome of their application within two months from the application deadline date (as posted on The QCF website). This timescale ensures that the Trustees can consider all applications, carry out the necessary due diligence and consider against funding available. If funding is required more urgently and does not fit into The QCF timelines, please contact The QCF Office in advance.

Following The QCF Board Meeting, applicants will receive feedback on the application within two weeks of the meeting. All grants are confirmed in writing and the Terms and Conditions must be accepted by a signature and returned to The QCF Office. (Please view the Terms and Conditions document numbered 14).

## Repeat Applications

If The QCF is unable to support the application due to lack of QCF funds, the applicant will be informed when there are sufficient QCF funds to reapply. If the application has been refused because it does not fit The QCF's criteria, please do not re-submit unless there are changes that now meet the criteria. If the application has been refused for a specific project, the applicant can still apply for funding for another project at any time.

## Payment of Grants to Organisations

All grants will be paid in two tranches upon receipt of an invoice from the grantee and are subject to The Terms and Conditions.

Written acknowledgement of grant received will be requested.

**First tranche:** Invoice to be sent after the Midpoint Grant Review Form has been completed half way through the project.  
**Second tranche:** Invoice to be sent at the end of the project after the Project Completion Grant Review Form has been completed and returned.

All invoices paid within one month of receipt.

## Payment of Grants to Individual Players

All grants will be paid in two tranches and are subject to the Terms and Conditions.

Written acknowledgement of grant received will be requested.

**Over 18's:** Grants will be paid to the grantee or as agreed otherwise in the offer letter.  
**Under 18's:** Grants will be paid to the grantee's parent or guardian, the grantee's coach, or as agreed otherwise by the Trustees and written in the offer letter.

**First tranche:** To be paid on acceptance of the offer letter, Terms and Conditions and providing your bank details.

**Second tranche:** To be paid once all receipts have been submitted for the first half of the grant and informal feedback has been provided to The QCF Office.

## Grant Monitoring Organisations

The monitoring and evaluating of our grants enables The QCF to measure the impact of grant making against its aims and objectives. Midpoint Grant Review Form will need to be completed and returned to The QCF Office half way through the project. All grantees will be required to complete the Project Completion Grant Review Form within six weeks of the end of the grant.

## Grant Monitoring Individual Players

Informal feedback on player performance and or other impact will need to be provided to The QCF Office half way through the project. All grantees will be required to complete the Grant Review Form within six weeks of the end of the grant.

## Terms and Conditions

Before applying please read the relevant Terms and Conditions. These are located on The QCF website.

## Contact Us

To discuss The QCF, grant application process or application form, please don't hesitate to get in touch with The QCF Office.

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