

LTA TENNIS FOUNDATION GRANT MAKING FRAMEWORK INITIAL REVIEW GROUP – ASSESSMENT GUIDE



This checklist has been designed to help guide members of the Initial Review Group (IRG) in reviewing applications made to the LTA Tennis Foundation's (LTA TF) Grant Making Framework.

In reviewing applications, the IRG are assessing both the organisation and the project being proposed, in doing so, focussing on the following key themes:

The organisation:

- Eligibility
- Assurance
- Capability

The project:

- Relevance
- Benefits
- Value

THE ORGANISATION

ELIGIBILITY

- Is the organisation an eligible type of organisation, as per our guidance?

ASSURANCE

- Does the organisation have a satisfactory Safeguarding Policy in place?
- Is the organisation up to date with their Charity Commission / Companies House filing, where appropriate?
- Does the organisation have a satisfactory credit rating?
- Are their latest set of accounts showing any concerns or issues?
- Do they have a Reserves Policy and what is their current position?
- How proportionate is the size of their application in relation to their turnover?

CAPABILITY

- What is the size (headcount and turnover) and maturity (years active) of the organisation?
- What track record does the organisation have in delivering a project of this type and scale?
- Who is leading the project / how will it be managed?
- Is the applicant clear about its plans and what success looks like?

THE PROJECT

RELEVANCE:

- Does the project meet the criteria of being for public benefit and is in line with the LTA TF's charitable objectives
- How relevant and true is the project to our mission of 'Improving lives through tennis' vs it being a more mainstream, everyday project?
- What target groups has the project identified to deliver to? Are they from the suggested list in the guidance, or are any different?
- What outcomes has the project identified to deliver? Are they from the suggested list in the guidance, or are any different?
- For projects in the 'Innovate' theme, how genuinely innovative is it?

BENEFITS:

- How strong is the need for this project? How strong is the problem it is trying to solve? What's the insight / evidence base around this?
- Why is the application a good response to the need? What difference will it make? Why are they the right people to do the work?
- How will they monitor progress and evaluate the results?

VALUE:

- Do the proposed set of KPIs seem appropriate, i.e. challenging but realistic?
- Does the financial amount being requested seem appropriate, is it good value for money, could / should the amount be challenged to be decreased?
- Has the applicant demonstrated an appropriate level of partnership funding, whether cash or in-kind?
- How robust has the applicant articulated their thinking about what happens after the project has been completed – what element of sustainability has been thought through?

Please direct any questions about the assessment guide to info@ltaennisfoundation.org.uk