

## Notes on the Completion of LSA Grant Application Form

If you have supporting information not covered by the items on the form please include this on a separate sheet attached to your application.

Download the form from my e-mail or the website

### **in Microsoft Word or a compatible word processing programme.**

Save the file with a file name using the date of the application

For example

Year 2018 = 18:

Month December = 12:

Day 22<sup>nd</sup> = 22 and

Your club initials e.g.

Lochaber Squash Club = LSC,  
giving "181222LSC.docx"

Insert the cursor at the start of each item you wish to enter and type in the information.

**Please ensure you have included, where appropriate, delivery and VAT costs**

**Save the completed form in Word,**

**compose an e-mail and**

**attach the form to the e-mail**

**(Please do not directly e-mail the form, as I need to copy the form).**

Please send the e-mail to

[john@johnrmortimer.co.uk](mailto:john@johnrmortimer.co.uk)

### Funding Process

Application to the Grants and Awards Committee
Committee Meeting
Offer of Grant made
Confirmation of Acceptance
Submission of Invoices/Receipts and Evaluation Form
Funds Released
Evaluation Form Issued by the Committee
Club or Individual returns the completed Evaluation Form

Applications should be made by e-mailing the fully completed form to the Committee Secretary. Applications may be sent by post to the address shown on the form.

The Committee meets regularly to assess Applications.

Once an offer of a grant has been issued the applicant has 3 months in which to claim the grant unless the Committee agrees an extension.

The funds will be released only on production of Invoices/Receipts.

Applicants should familiarise themselves with the Guidelines for awarding grants to avoid any unnecessary delay or disappointment.

John Mortimer

18 October 2018