



Grants Working Group

The role of the Grants Working Group is to seek funding from granting agencies to support the mission and objectives of Gardens Tennis. With the assistance of the Service Provider the Working Group undertakes the following activities:

1. Scanning the environment for relevant grant funding programs and opportunities
2. In consultation with relevant parties developing and submitting applications to grant funding programs
3. Meeting the requirements of grant funding agreements including grant acquittals
4. Reporting to members on grant outcomes

Membership

The Grants Working Group should be made up of the following members:

- President (Charles Webb)
- Treasurer (Jamie O'Brien)
- 1-2 x regular committee members (Lindsay Hutley)

Responsibilities

The Working Group shall undertake the following responsibilities in line with the Contract with the Service Provider:

- Throughout the year to seek and review opportunities for grant funding to support the mission, objectives and activities of the Club
- Provide the Committee with information on relevant grant funding opportunities and seek endorsement for development of applications
- Communicate with relevant parties including the Service Provider and Tennis NT on the development of grant funding applications
- Where possible, provide Committee with copies of draft grant funding applications for comment and approval.
- Notify Committee, members and other relevant parties of successful grant funding applications

- Ensure that the requirements of grant funding agreements including acknowledgement and acquittals are fully met
- Provide regular reports to the Club Committee
- Maintain a database of grant funding applications and their outcome

Desirable skills and requirements of Working Group members

- Strong written skills
- Previous experience in grant writing
- Understanding of the mission, objectives and activities of Gardens Tennis
- Knowledge of relevant grant funding schemes
- Capacity to understand and fulfil conditions of grant funding agreements

Review and hand over

Following the Annual General Meeting, Committee will review this document to ensure it continues to reflect the requirements of the Club. The Working Group must also ensure that the grants database is updated with all relevant information.

The estimated time commitment required for members of the Sponsorship Working Group is 3-4 hours per month.