



Queens Park Tennis Club CIC

Bursary Fund Policy and Procedure

Key contact:

Mark Cull, QPTC CIC Management Committee Member

Who policy is intended for:

Existing adult members and potential new adult members who are experiencing financial hardship.

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1. Policy summary

As a Community Interest Company, Queens Park Tennis Club CIC (QPTC CIC) aims to make tennis more inclusive and accessible to people on low incomes. Since 2025 and through the generous donations of Queens Park Tennis Club members and through fundraising activities, QPTC CIC now offers a limited number of concessionary memberships through our Bursary Fund.

This initiative was suggested by Queens Park Tennis Club members at our 2025 Annual general Meeting.

2. Purpose and scope

The purpose of the Bursary Fund is to provide a number of concessionary memberships for adults who, through financial hardship, are unable to afford the Adult Membership Fee (currently £175). The concessionary membership fee is £80 (for the financial year April 2025 – March 2026), a reduction of £95 which is paid from the Bursary Fund. The concessionary membership fee is the same price as a student membership.

We do not apply a rigid criteria to applications. We look at each application on a case-by-case basis.

We anticipate that applicants might be:

- out of work or in work and on a low income,
- in receipt of benefits and struggling to make ends meet,
- a full-time carer, or
- a young person (18-25 years) leaving the care system.

People know their own financial circumstances, and we trust that people will act with integrity and only make an application if they are in genuine financial hardship.

The number of concessionary memberships available each year is subject to the amount of money in the Bursary Fund. In the first year of the Bursary Fund (April 2025 – March 2026) we can provide 12 people with a concessionary membership.

Being offered a concessionary membership one year does not automatically mean that someone will receive a concessionary membership in future years.

3. Other sources of support

If you are struggling to afford food or experiencing fuel poverty, here is some helpful information:

<https://bhfood.org.uk/food-insecurity-advice/>

4. Procedure

4.1 Applying for a concessionary membership

People can apply for a concessionary membership by completing an online application form:

<https://forms.gle/jxQXG4M45GKXsgiT9>

Please see QPTC CIC Data Protection Policy for how we process and store personal data.

4.2 Assessing applications

Applications for concessionary membership will be considered by the Bursary Fund panel of 3 appointed club members, who will meet to discuss each request.

All applications will be processed in the strictest confidence and applicants will be treated fairly and with dignity and respect. The Bursary Fund panel may ask for basic proof of circumstances or may ask additional questions to clarify an individual's circumstances.

The Bursary Fund panel is:

Sally Rosscornes

Jane Cunningham

Mark Cull

4.3 Decision making

If the application is supported by the Bursary Fund panel, they will make their recommendation to the QPTC CIC Management Committee, who will have final approval on each application. QPTC CIC Management Committee meetings are monthly.

If your application is approved, we will ask you to complete our standard membership application form.

5. Exclusions

The Bursary Fund concessionary memberships are not intended for people who:

- are already a paying member of another tennis club, sports club or gym; or
- could afford to pay for QPTC adult membership monthly but would struggle to pay the full year in advance. (NB. We currently are unable to offer monthly or quarterly membership payments due to the additional administration costs to the club; however, we will keep this under review), or
- are students aged 25 or under who would therefore qualify for student membership.

6. Donations

Any members of Queens Park Tennis Club who wish to donate to the Bursary Fund can do so by bank payment to:

Sort code: 30-91-25

Account number: 00523357

Account name: Queens Park Tennis Club

Reference: Surname-Bursary

This is entirely voluntary and contributions will be treated in strict confidence. Members may want to include a donation upon their annual membership renewal.

All donations to the Bursary Fund are ring fenced and only used for concessionary memberships.

7. Related documents

QPTC CIC Data Protection Policy

8. Equality Impact Assessment

This Equality Impact Assessment (EIA) helps QPTC CIC to consider whether a policy discriminates or unfairly disadvantages people from a range of groups and helps us think through actions that can be taken to lessen impact and advance equality, diversity and inclusion.

Impact summary: summarise whether the proposed policy will have a disproportionate impact on any of the groups listed below and what actions if any will be taken.	
Age	
Disability: Hearing impairment Visual impairment Physical disability Learning disability Mental health need	This policy has not been adapted to an easy read version and as such may disadvantage some people with learning disabilities. This policy has not been adapted for and therefore disadvantages people that are visually impaired.
Gender reassignment (incl. trans & non-binary)	
Marriage and civil partnership	
Pregnancy and maternity	
Race: People from diverse ethnic backgrounds Refuges & asylum seekers People with English as an additional language	This policy has not been adapted to an easy read version and as such may disadvantage some people with English as an additional language.
Religion or belief	
Sex - men, women and intersex	
Sexual orientation	
People with (unpaid) caring responsibilities	
People from lower socio-economic backgrounds and people living in areas facing deprivation	This policy is intended to help people experiencing financial hardship to afford to join Queens Park Tennis Club. The policy is clearly signposted on the QPTC website section on membership, making it accessible to any existing or potential member.
People with low levels of English	This policy has not been adapted to an easy read version and as such may disadvantage some people with low levels of English.
Intersectionality (include any other relevant information relating to the intersection of any of these protected groups)	

Policy control sheet

Policy title	Bursary Fund Policy & Procedure
Version number	V2
Policy owner	Name: Mark Cull Designation: QPTC CIC Management Committee Member
Target audience	Existing adult members and potential new adult members who are experiencing financial hardship.
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Date approved	8.1.2026
Approved by	QPTC CIC directors and management committee
Effective date	8.1.2026
Date of last review	8.1.2026
Date of next review	8.1.2027

Amendment history

Version no. & date created	Author	Summary of changes made
V1 8.1.2026	Mark Cull	N/A
V2 4.8.26	Mark Cull	Jane replaced Ian on Bursary fund panel. Data Protection policy mentioned.