

TENNIS QUEENSLAND EMERGENCY DISASTER RELIEF FUND GUIDELINES

INTRODUCTION

Queensland is the most disaster-prone state in Australia and faces the highest financial impact from such events.

Tennis Queensland ("TQ") acknowledges the significant effects these disasters can have on tennis clubs, associations, and the broader community within impacted areas.

The purpose of the Emergency Disaster Relief Fund ("Fund") is to provide critical support to TQ affiliates that have experienced significant damage to their infrastructure due to a natural disaster and are unable to resume normal operations.

This Fund is specifically designed to assist with the immediate clean-up efforts at affected facilities, such as:

- replacement of damaged equipment that directly relates to the re-establishment of activities
- payment of services and hire costs, and purchase of equipment and tools that assist in short-term clean-up
- reimbursement of the purchase of the above made from the date of the relevant disaster

This initiative forms part of TQ's broader commitment to helping affiliated clubs recover, rebuild, and remain active in their communities following major disruptions.

FUND SCOPE

Eligible Natural Disasters

Natural disasters for which a coordinated multi-agency response was required, which include:

- bushfire
- cyclone
- earthquake
- flood
- landslide
- meteorite strike
- storm
- storm surge
- terrorist act
- tornado
- tsunami

Significant Damage

Significant structural or operational damage that prevents normal operations, poses safety risks, and requires extensive repairs, rebuilding, or financial assistance to resume activities.

Examples include:

- Courts are unplayable due to severe surface damage
- Extensive roof, fencing, or clubhouse damage requiring structural rebuilding
- Severe water, fire, or wind damage leading to facility closure
- Critical infrastructure preventing safe use
- Extended operational disruption (weeks or months) due to required reconstruction or financial strain

ELIGIBILITY

To be eligible for support through the Fund, applicants must meet **all** the following criteria:

1. Be a **current TQ affiliate**
2. Have experienced **significant damage** to club-operated infrastructure as a direct result of an eligible natural disaster resulting in affiliate being **unable to resume normal operations** without immediate clean-up or recovery assistance
3. Have **legal or documented tenure** over the affected infrastructure (e.g. ownership, lease, or license agreement) *

**Not-applicable for non-facility affiliates/associations*

ELIGIBLE COSTS

- Replacement of damaged equipment that directly relates to the re-establishment of activities (including office and canteen equipment)
- Payment of services and hire costs, and purchase of equipment and tools to assist in short term clean-up of facilities.
- Reimbursement for the purchase of the above made from the date of the relevant disaster.
- Funds to repair or replace when this is lower than the premium excess set by the insurance provider may be eligible.
- Excess coverage for insurance claims**

***costs recovered through insurance claim payments or other sources are not eligible under this program*

Please note that this scheme is not intended to address superficial damage, nor is it meant for general maintenance. It is not a substitute for insurance or other funding sources but rather acts as supplementary support to help clubs recover from the immediate and significant impacts of an eligible natural disaster.

APPLICATION PROCESS

How to Apply

Applicants must complete the [Tennis Queensland Emergency Disaster Relief Fund Application Form](#), available on the TQ website.

Supporting Documents

To ensure a fair and transparent process, the following documentation may be asked for during the application process:

- Proof of infrastructure tenure (e.g., lease or ownership documentation)
- Detailed description of damage and impact on operations
- Photographic evidence of damage
- Quotes or invoices for clean-up costs or replacement item, if applicable
- Bank details for reimbursement or payment processing

Submission Timeframe

Applications must be submitted **within two weeks of the date of the eligible natural disaster event** to be eligible for assessment. Late submissions will be reviewed at TQ's discretion, subject to available funding.

Processing Times

Applications will be assessed as they are received and processed as promptly as possible, with an indicative processing time of five business days.

ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

Severity of impact: Extent of physical and operational disruption to club infrastructure and activities

Recovery timeframe: Time required to restore operations

Evidence provided: Clarity, completeness, and reliability of the supporting documentation

Eligibility compliance: Alignment with Fund objectives and scope

TQ reserves the right to prioritise funding allocations based on community impact and funding availability.

FUNDING ALLOCATION

Funding amounts will be determined based on the extent of damage and demonstrated need, **up to \$5,000, in support of** significant recovery efforts and re-establishment of operations.

Final funding decisions are at the discretion of TQ, based on available funds and assessment outcomes. Partial funding or excess only may be offered where full funding is not possible.

CONTACT INFORMATION

For more information or assistance with your application, please contact your local **Tennis Development Officer (TDO)**.

TERMS AND CONDITIONS

Tennis Queensland funds and administers the Fund in accordance with following terms and conditions:

Definitions

- **Affiliate** means an entity who has completed the current affiliation renewal with Tennis Queensland, including payment being received.
- **Application Documentation** means these terms and conditions, the Guidelines and the Application Form.
- **Application Form** means the form of the same name for the Fund that is submitted by the Applicant.
- **Approved Purpose** means or purpose of completing the project detailed in the Application Documentation, and as permitted by the Application Documentation
- **Fund** means the Emergency Disaster Relief Fund.
- **Guidelines** means the Tennis Queensland Emergency Disaster Relief Fund Guidelines.
- **Non-facility affiliate** means an Affiliate who does not hold a tenure at a venue.
- **Recipient** means a successful grant recipient under the Fund.
- **Significant damage** means structural or operational damage that prevents normal operations, poses safety risks, and requires extensive repairs, rebuilding, or financial assistance to resume activities.
- **Tennis Queensland** means Royal Queensland Lawn Tennis Association Ltd ACN 009 713 544.

Applications

- 2.1 Applicants:
 - (a) must complete the Application Form in accordance with the Guidelines;
 - (b) warrant that all information given, and each statement made to Tennis Queensland by the Applicant or its agents is true, correct and not misleading in any way; and
 - (c) are bound by these terms and conditions and the Guidelines.
- 2.2 Tennis Queensland:
 - (a) may decide that an Application is invalid and withdraw it from consideration (including where the Application does not comply with these terms and conditions or the Guidelines);
 - (b) reserves the right, at any time, to verify the validity of information contained in the Application Forms and to disqualify any applicant that submits an Application Form that is not accurate, truthful or that does not otherwise comply with these terms and conditions;
 - (c) has the ultimate decision as to who grants will be awarded to, and the amount of the grant. As the number of responses may be substantial, not every Application Form that meets the selection criteria will necessarily receive a grant.

Application documentation

- 3.1 The Application Documentation:
 - (a) forms the terms of agreement for the distribution of the grant; and
 - (b) is governed by the laws applying in the State of Queensland.

Successful Grant Recipients

- 4.1 The Recipient:

- (a) must only use any funds distributed by Tennis Queensland that form part of the grant for the Approved Purpose.
 - (b) must undertake the Approved Purpose in a timely, diligent, reasonable and economical manner, and exercise reasonable skill and care.
 - (c) acknowledges the importance of maintaining the good name and reputation of the Fund and Tennis Queensland; and
 - (d) agrees to comply with Tennis Queensland's reasonable directions and policies including but not limited to the Tennis Australia National Policies: <https://www.tennis.com.au/about-tennis-australia/reports-and-policies/policies>.
- 4.2 If the Recipient fails to comply with the Application Documentation, Tennis Queensland may, in its absolute discretion, revoke its decision to award the grant to the Recipient, and the Recipient will forfeit the grant.

Information, intellectual property and privacy

- 5.1 All completed Application Forms become the property of Tennis Queensland.
- 5.2 Applicants and Recipients consent to:
 - (a) Tennis Queensland disclosing the information provided in the Application Form for the purposes of administering the Fund and incidental purposes;
 - (b) being contacted by Tennis Queensland for the purpose of validation of information contained in the completed Application Form and due diligence;
 - (c) Tennis Queensland taking images, video or sound recordings of any activity funded by the Fund, and that any such photographs or video footage may be used by Tennis Queensland for use in promotional, advertising or marketing materials, without any further notice or payment to the Recipient
- 5.3 The use of Tennis Queensland logo or Tennis Australia logo (if applicable) and/or any reference to any other Fund intellectual property by the Recipient is subject to approval by Tennis Queensland prior to use.
- 5.4 The Recipient may be requested to provide general assistance with promotional or marketing campaigns being run by Tennis Queensland in relation to the Fund, and the Recipient will comply with such reasonable requests.

Tax invoices and payment

Recipients must comply with any reasonable requirements in respect of invoicing or completion of forms as requested by Tennis Queensland. Tennis Queensland will not make any grant payment to a Recipient until the Recipient has complied with such request.

- 6.1 Applicants should check the nature of any supply made by Tennis Queensland with their taxation adviser. Notwithstanding, any grant from the Grants Program is a 'gift' and gifts under income tax legislation do not attract GST. A receipt may be requested by Tennis Queensland to confirm arrival of the grant.

Audits and reporting

- 7.1 Recipients must provide to Tennis Queensland the reports and other documents specified in the Application Documentation.
- 7.2 Tennis Queensland may from time to time review, monitor or audit any matter or thing related to the Fund, the performance by the Recipient of its obligations under the Application Documentation, the carrying out of the Approved Purpose or the receipt, use or expenditure of the grant. The Recipient must in connection with any such review, monitoring or audit by Tennis Queensland comply with any reasonable directions of Tennis Queensland.

Changes to grants and repayment

- 8.1 If, at any time, the Approved Purpose no longer exists or the project is no longer able to be achieved in the manner described in the completed Application Form, the Recipient must advise Tennis Queensland to discuss alternate options.
- 8.2 Tennis Queensland may:
- (a) vary the amount of a grant under the Fund at any time.
 - (b) require the Recipient to repay any unexpended funds forming part of the grant. The Recipient must repay to Tennis Queensland on demand in writing:
 - (i) Any part of the grant that is not required by the Recipient to carry out the Approved Purpose; and
 - (ii) Any part of the grant that is used by the Recipient for a purpose that is not the Approved Purpose.
 - (c) request the Recipient to provide public acknowledgement of the grant funding.

Liability

- 9.1 Except for the direct negligence of Tennis Queensland, it is not liable for any loss, liability, damage or personal injury suffered or sustained in connection with the Fund.
- 9.2 To the extent permitted by law, the Recipient agrees to indemnify, and keep indemnified, Tennis Australia, Tennis Queensland and their officers, employees and agents against any loss, liability, injury or death incurred by Tennis Australia or Tennis Queensland (including any loss or damage to their property, or loss or expense incurred by them in dealing with any claim against them) howsoever arising from or in connection with any acts, omissions and/or negligence of the Recipient, its employees or its agents in relation to the Fund.

Insurance

- 10.1 The Recipient must:
- (a) Notify their insurer provider that they are using the Fund to cover certain costs relating to the Significant Event;
 - (b) Not claim the same expense from both the Fund and their insurer.
 - (c) Keep and maintain adequate insurance (including public liability insurance) for the activities carried out in relation to this Fund, or projects the subject of this Fund, against any claims for loss or damage to property and/or injury or death to persons.

General

- 11.1 Tennis Queensland:
- (a) Can suspend or terminate the Fund at any time without notice.
 - (b) amend or vary these terms at its discretion, and in such instances, revised conditions will be circulated to each Recipient.
- 11.2 The Recipient acknowledges that the terms of any grant under the Fund is confidential and will not disclose any information unless required by law, disclosure is to its professional advisers or Tennis Queensland has consented to such disclosure.
- 11.3 Any term in these terms and conditions that is either wholly or partly unenforceable will be severed to the extent necessary to make the remaining terms enforceable.
- 11.4 Nothing contained in this document nor anything done by Tennis Queensland and the Recipient, shall create a joint venture, partnership, employment or agency relationship between Tennis Queensland and the Recipient.