



# **Tennis NSW Facility Enhancement Fund**

FURTHER INFORMATION & FAQ'S

JULY 2024

## INTRODUCTION

This document provides important information relating to the Tennis NSW Facility Enhancement Fund application process and other relevant information for consideration.

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### About the Tennis NSW Facility Enhancement Fund (FEF)

The Tennis NSW Facility Enhancement Fund (“FEF” or “the Fund”) is an initiative established by Tennis NSW which aims to stimulate investment in community tennis facilities which will help grow the sport and make it (and its venues) more sustainable and accessible.

The Fund is for small to medium facility upgrades or enhancements typically between \$10,000 and \$250,000 in total value.

The FEF may fund up to 25% of eligible total project value or between \$2,500 to a maximum of \$50,000.

In the 2024 Round, up to \$500,000 has been made available for eligible applicants.

The Tennis NSW Facility Enhancement Fund will be delivered by Tennis NSW directly.

Eligible applicants must demonstrate Project and Investment Readiness – which critically requires applicants to identify:

- WHO will benefit?
- WHAT is going to happen? (scope of work)
- WHERE is it going to happen?
- WHY does it need to happen and HOW will it meet FEF objectives?
- WHEN is it going to happen? and
- HOW it is going to happen and HOW much will it cost?

Tennis NSW separately considers funding for major project investment aligned to the State Infrastructure Investment Strategy on a case-by-case basis. Interest in such projects should be directed to your local Regional Tennis Manager or Tennis NSW’s Infrastructure & Planning Manager.

*All references to funding amounts are exclusive of GST.*

### What are the objectives of the FEF?

The key objectives of the FEF are to support facility upgrades or development which will:

- Increase the number of people who participate
- Improve the quality of the participation environment which will support improved participation numbers, experience and other outcomes that benefit tennis
- Increase the type of tennis activities that can be delivered
- Enhance venue sustainability
- Address barriers to participation.

## Key Dates

Important Dates	
<b>Applications Open</b>	Monday 12 August, 2024 at 9am
<b>Applications Close</b>	Monday 9 September 2024, 5pm
<b>Assessment</b>	September 2024
<b>Notification</b>	From early October 2024
<b>Execution of Funding Agreements</b>	Within 2 weeks of funding offer (notification)
<b>Project Commencement</b>	From October 2024, after execution of Funding Agreement
<b>Project Completion and Report Finalisation</b>	Within 18 months of execution of Funding Agreement

## What are the differences between the two streams?

The FEF is made up of two streams.

Stream 1 is for applicants where co-contributions are secured, and the Applicant is eligible under the eligibility criteria as outlined in the FEF guidelines. A single funding round will open to applications once per year.

Stream 2 has been created to support projects which have yet to fully secure co-contribution requirements as required in Stream 1, however are projects which would benefit from in-principle funding from Tennis NSW to secure other funding commitments. Stream 2 applications are open on an ongoing basis; however, applicants must be invited to apply.

Further information and detail on the two streams is provided within the Guidelines. Please contact your local Tennis Development Officer or the FEF administrator to discuss further.

## What is the best way to contact Tennis NSW to discuss the FEF?

You can contact Tennis NSW via emailing the Program Administrator at [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au) or by calling 1800 752 983 and asking to be directed to the Tennis NSW Infrastructure & Planning team.

Alternatively, you can also contact your local Tennis Development Officer to discuss your project in further detail. Contact details for your local Tennis Development Officer can be found [here](#).

## Who are eligible applicants?

The Applicant should either be the landowner or the lead organisation which has responsibility for managing the venue in which the proposed project is to occur. Eligibility criteria can be found on page 6 of the FEF Guidelines.

### What supporting documents are considered?

- Project Plans
- Evidence of management agreement/s (where an applicant is responsible for management of venue/s)
- Landowner consent form
- Funding agreements
- Letters of support
- Development Application or evidence that a Development Application Is not required (where required)

It's recommended that all applicants discuss their project initially with their local Tennis Development Officer to determine the level of supporting documentation required and in the case that the TDO may already have Information and documents to support your application.

### How to apply?

The FEF Is utilising SmartyGrants to manage the application process.

SmartyGrants is an online grants management system designed to streamline and simplify the process of managing grants.

It's recommended that applicants familiarise themselves with the online application form ahead of preparing the application and plan to submit ahead of the closing date.

For more information, please refer to Page 11 of the FEF Guidelines.

### Is It possible to apply by submitting a paper version to Tennis NSW?

All applications need to be submitted via the SmartyGrants platform. If there are extraordinary circumstances by which this is not possible, please contact the FEF administrator via the following options:

- Phone 1800 752 983 and ask to be directed to the Tennis NSW Infrastructure & Planning Team
- Contact your local Tennis Development Officer
- Email the FEF administrator at [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au).

### What else can I do to prepare for the FEF?

- Get Project Ready – Tennis NSW provides a Project and Investment Ready Toolkit (link to webpage [here](#)) to members to guide tennis venues through the process of planning, funding and delivering a successful infrastructure project. The Project Plan template and other resources are valuable to guide through the key steps and how to prepare all the information required for any grant (not just the FEF). Start as early as possible. You do not need to wait for applications to open to get Project and Investment Ready.
- Speak to your local Tennis Development Officer – let them know you are looking to apply and let them know a bit more about your project.
- Read the Guidelines, these FAQs and other supporting documents carefully.
- Make sure that you are eligible to apply and that your proposed project is eligible.

- Speak to the landowner and ensure that all relevant stakeholders support the project and have sufficient time to provide supporting documentation that you need for your application.

**What is the closing date:**

Monday 9th September, 5pm.

Please note that no applications will be accepted after the cut-off time, with no exceptions.

**Merit Assessment – What are the main assessment criteria?**

The assessment of merit will consider each application and supporting evidence submitted, to score each project against the assessment criteria and determine the final merit assessment score.

A minimum scoring requirement for each criterion will need to be met. Where an application does not meet a minimum scoring requirement, the Assessment Panel reserves the right to remove the application from further consideration.

If ineligible project scope and components are included in the application and seek grant funding, the Assessment Panel may adjust the requested grant amount accordingly.

**Merit Assessment Criteria**

<p><b>Criterion 1: Project Scope and Objectives (20%)</b></p>	<ul style="list-style-type: none"> <li>• Provide a clear scope of works proposed for the project and components that are to be delivered</li> <li>• Provide supporting documentation such as facility design brief, concept, schematic or detailed design plans</li> <li>• Demonstrate that project scope and components will meet relevant Tennis requirements/standards, Australian Standards and other relevant requirements/standards (as necessary)</li> <li>• Describe which objectives of the Tennis NSW Facility Enhancement Fund (FEF) program are to be addressed through the project</li> </ul>
<p><b>Criterion 2: Project Need and Strategic Justification (30%)</b></p>	<ul style="list-style-type: none"> <li>• Describe why the project is needed, including how the project scope and components will address the one or more objectives of the FEF funding program.</li> <li>• Include condition audits, photographs, other reports (by consultants/experts) as necessary.</li> <li>• Provide current participation and facility usage data alongside forecast and measurable changes in participation data expected because of the project's delivery (and can be reported by the applicant at the request of Tennis NSW).</li> <li>• Include details of how the design and resulting changes to future operation (enabled by the project)</li> </ul>

	<p>considered inclusive design to deliver against objectives such as addressing barriers to participation and strengthening pathways for identified participant types.</p> <ul style="list-style-type: none"> <li>• Provide detail of community profile, demonstrated need, key user groups, project beneficiaries and the project urgency.</li> <li>• Describe how the project delivers against evidence of the venue's strategic and business plans and/or medium to long-term planning for the venue including masterplans, asset management plans and other planning for the expansion/renewal of the venue (linked to participation and community needs).</li> <li>• Describe how the project is aligned to Federal / State / Local recreation, open space, sports, health and other community strategies.</li> <li>• Describe how this project aligns to key tennis infrastructure strategies e.g. <i>Tennis NSW State Infrastructure Investment Strategy (2023)</i> and other Tennis NSW participation-focused strategies.</li> <li>• All applicants are required to have completed a venue sustainability audit within 18 months of submitting the application – either a VSR or HIT Audit. Please contact your local Tennis Development Officer to support the completion of an initial or updated audit.</li> </ul>
<p><b>Criterion 3: Project Budget and Value (25%)</b></p>	<p>Project budgets should be reasonable, realistic, cost effective and viable. The project should represent value for investment, including favourably viewing the leveraging of partnerships, to enhance project outcomes delivered.</p> <ul style="list-style-type: none"> <li>• Provide a detailed budget including project capital costs and funding sources. The budget should clearly identify project components that will be funded by the grant and the components to be funded by the applicant.</li> <li>• Provide evidence to support budgeted costs and revenues e.g. itemised cost estimates or quotes from reputed/qualified suppliers/contractors and any assumptions for revenue projections</li> <li>• Provide evidence of approval for committed co-contribution(s) funding. All applications are required to provide a minimum 75% co-contribution of the total project cost (Note: alternative of 50% co-contribution for applicants which successfully demonstrate financial hardship per criteria provided earlier in these Guidelines)</li> <li>• Projects may include in-kind value with limitations as described earlier in these FAQs and the Program</li> </ul>

	<p>Guidelines. Appropriate documentation is required to support assessment of in-kind values. It is recommended that applicants speak with the FEF Program Administrator prior to submission of their application to confirm whether proposed in-kind work and values will be accepted.</p> <ul style="list-style-type: none"> <li>• Projects which leverage partner funding co-contributions – such as Federal / State / Local government grants and funding sources – will be considered favourably.</li> <li>• Projects which are delivered in partnership with experienced project delivery partners (e.g. Council project management support or responsibility) whilst not an eligible financial co-contribution or in-kind contribution, will be considered favourably in respect to value for investment and Project Deliverability.</li> <li>• Provide evidence of the applicant’s capacity to fund and manage ongoing operations including routine and lifecycle maintenance costs.</li> <li>• Project budgets should consider planning of risk – including unidentified or additional scope of works that may arise in the delivery of the project; changes to costs in the supply and construction of materials and services related to the project. Applicants are responsible for all project over-runs if they arise. Applicants may be required to return some or all granted funds should they not deliver projects in-line with their application and any reasonable variation negotiated in their final Funding Agreement.</li> </ul>
<p><b>Criterion 4: Organisation Capacity, Project Deliverability and Project Readiness (25%)</b></p>	<p>At minimum projects must:</p> <ul style="list-style-type: none"> <li>• Provide evidence of landowner(s) consent for the project.</li> <li>• Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required. Projects with Development Applications pending (yet-to-be-determined) will not be considered eligible for this Funding Round.</li> </ul> <p>Projects should provide greater detail in the following for projects of larger value and delivery complexity:</p> <ul style="list-style-type: none"> <li>• If no Development Application exists, confirm there are no serious planning, construction, zoning, environmental and/or Native Title impediments to delivering the project (e.g. Review of Environmental Factors for large value projects and for lower value projects, a letter from the landowner may be considered sufficient).</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide a project plan that illustrates key project tasks, milestones and forecast delivery timeline.</li> <li>• Provide evidence of the ability to commence and complete construction within 18 months of execution of Funding Agreement.</li> <li>• List any assumptions, constraints and dependencies in delivering the project.</li> <li>• Demonstrate the capacity to deliver the project through robust strategies for procurement, project management and risk management.</li> <li>• Demonstrate proven experience in delivering similar size projects. This should consider the applicant's proposed project management resources and any specialist external resources to be engaged to deliver the project.</li> <li>• Applicants have met key obligations for other Tennis NSW, Tennis Australia or Government funded projects where grant funding has been provided.</li> <li>• Applicants who deliver projects (particularly more complex projects) in partnership with experienced deliverers (e.g. a tennis venue with Council overseeing, supporting or managing project delivery) will be viewed favourably.</li> <li>• Applicants who demonstrate active engagement of Tennis Restart and Project Readiness, including the completion of key steps such as completion of VSR/HIT audits, sign up and use of the Tennis NSW Project and Investment Readiness Toolkit, and the development of projects as a result of developing Venue Action Plans and venue planning activities, will be considered favourably.</li> </ul>
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### Evaluation and Reporting - How does this process work?

A financial acquittal and project completion report will be required within 30 days of the completion of the project or by the Funding Agreement end date (whichever is earlier) and as outlined in the Funding Agreement. A template financial and completion report will be provided to assist Recipients provide all necessary information. The Project Completion Report will report against the outputs and outcomes information provided by the applicant in the submitted application. The Project Completion Report should provide photography and other evidence of the before and after facility enhancements and benefits achieved as a result of the project. Recognition of the completion of the project and those who contributed to its delivery should also be demonstrated.

Tennis NSW reserves the right to request this data from successful applicants on an annual basis for a period of up to six years following completion of the project.



### **Are successful applicants required to acknowledge Tennis NSW's funding contribution?**

Successful applicants must acknowledge Tennis NSW's support through the provision of funding through the Tennis NSW FEF as outlined in the Funding Agreement and supporting evidence.

Tennis NSW reserves the right to be involved in media opportunities and speaking engagements relating to the funded project.

Recipients must ensure that any media opportunities, speaking engagements and signage relating to the Program or project are discussed with, and approved in advance by, Tennis NSW.

### **If we are approved funding, and our project changes, requiring a variation, what's the process and is this possible?**

Successful applicants may, in extenuating circumstances, apply for a variation to an approved project should there be substantive changes to project scope, budget, or program. Approval of any variation requests is at the sole discretion of Tennis NSW and variation requests must be made in writing to the FEF Administrator at [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au).

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### **What further information should be considered?**

#### **Notification of Outcomes**

Once the recommendations have been made, all applicants will be notified in writing and details of successful projects will be published on the Tennis NSW website. General feedback for unsuccessful applicants will be available through the Tennis NSW Project Ready Toolkit after the announcement of successful projects.

Tennis NSW will contact the successful applicants to finalise the project milestones and establish a Funding Agreement. Funding Agreements must be executed within two weeks of notification by Tennis NSW.

#### **Conflicts of Interest and ethical conduct**

As part of the application process Applicants are required to declare any interests that a reasonable person would understand to represent an actual, potential or perceived conflict of interest relevant to the application they are submitting, including but not limited to any interest or connection to Tennis NSW or its representatives that a reasonable person would perceive as a conflict beyond a normal arms-length relationship.

Applicants must not attempt to influence the decision-making process of Tennis NSW, the Assessment Panel or the Board in any way, including but not limited to offering gifts or inducements to anyone at Tennis NSW or who is otherwise involved in the delivery of the program.

Applicants must ensure that they do not do anything which could place a representative of Tennis NSW, the Assessment Panel or the Board into an actual, potential or perceived conflict of interest.

The obligation to report conflicts of interests is ongoing, and Applicants and/or grant recipients must advise Tennis NSW of any actual, potential or perceived conflict of interest as soon as they arise.

### **Budgets, GST and Being Registered for GST**

It is very important that Applicants refer to all costs, funding and other financial components EXCLUSIVE of GST. Should an Applicant not be Registered for GST, it should prepare its Budget accordingly – that is the expected GST applicable to expenses added as an addition expenditure item. Applicants are asked in their application to confirm whether they are registered for GST or not.

### **Project Expenditure Supporting Documents**

Should be provided from licensed and reputable contractors and suppliers, or a qualified Quantity Surveyor or equivalent professional.

### **Funding Agreement – What is this?**

Organisations approved for funding by this Program are required to enter into a funding agreement with Tennis NSW. It will cover things like the funding amount, the purpose of use, the reporting and data requirements and any other specific requirements for the project. The main purpose is to give clarity on everyone's role and use of funds.

### **Who should provide a letter of support?**

Tennis NSW recommends seeking letters of support from local partners, such as community groups, sponsors, local councils and/or any entity or person that is appropriate in giving support for your project.

For this Fund, Tennis NSW is not required to provide a letter of support to your organisation.

### **Insurances**

Organisations approved for funding by this program are required to have minimum Public Liability Insurance cover of \$20 million. It is recommended, but not a condition of funding, that an applicant organisation has Industrial Special Risks (covering the infrastructure), Personal Accident, Professional Indemnity, Directors and Officers insurance. Some of these insurances will be covered by Tennis NSW affiliation. Organisations that employ staff must comply with the Workplace Injury Management and Workers Compensation Act 1998 (NSW).

Recipients delivering projects must undertake all diligence to ensure that all contractors, suppliers and others related to the project obtain and maintain appropriate insurance, licenses, memberships and qualifications throughout the delivery of the project.

Tennis NSW takes on no liability for any contractual issues.

### **Publicity**

Tennis NSW reserves the right to be involved in media opportunities and communications relating to the funded project. Recipients must ensure that any media opportunities, communications and signage relating to the Program or project are discussed with, and approved in advance by, Tennis NSW. All recipients of Tennis NSW funding should acknowledge Tennis NSW's support through the provision of funding.

### **Disclaimer**

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

### **Privacy Policy**

Tennis NSW will collect and store the information you voluntarily provide to enable processing of your application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Tennis NSW is required to comply with Australian Privacy laws. Tennis NSW collected the minimum personal information to enable it to contact an organisation and to assess the merits of an application. Applicants must ensure that people whose personal details are supplied with applications are aware that Tennis NSW is being supplied with this information and how this information will be used.

By submitting your information as part of the application process, you consent to the collection, storage, use and disclosure of your personal information in accordance with the [Tennis Privacy Statement](#) and the [Tennis Privacy Policy](#) which contains information about how you may access and seek correction of my personal information, how you can complain about a breach of your privacy, and how the complaint will be dealt with.

### **Disclosure of project information**

Information submitted in the application will be shared with Tennis NSW representatives and assessors. Should your application be successful, Tennis NSW will provide certain information to the media and other partners for promotional purposes. This information may include applicant name, project name, project description, location of the project, location of the grant recipient and amount funded. Information provided in the grant application, milestone and project completion reports to develop case studies including photos.

### **Declaration by Applicant**

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the organisation e.g. Chairperson, President, Chief Executive Officer (CEO), General Manager, or authorised member of the Board or Committee of the applicant.

### **Contact Information**

Tennis NSW staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide advice relating to the online application process. Please direct enquiries to [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au).

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## Terms and Conditions

1. By submitting this Application for the FEF, you agree on behalf of your organisation listed on the Application Form (Applicant) to be bound by these terms and conditions.
2. The organiser of the FEF is Tennis New South Wales Ltd (ABN 30 000 011 558) of Sydney Olympic Park Tennis Centre, Rod Laver Drive, Sydney Olympic Park NSW 2127 (Tennis NSW). The funding is being provided by Tennis NSW.
3. Applications will be assessed by Tennis NSW in accordance with the Guidelines.
4. Tennis NSW will only accept one Application per round of funding.
5. Tennis NSW will notify successful Applicants in accordance with the Timelines outlined in the Guidelines. Tennis NSW's decision is final, and Tennis NSW is not required to disclose details of its evaluation or the reason for reaching its decision.
6. Payments to successful (approved) Applicants will be made once the Applicant has provided Tennis NSW with the Completion Documents to Tennis NSW's satisfaction. Payment may take up to six (6) weeks to be processed and reach the nominated account.
7. Payments will be made by cheque or electronic transfer and made payable to the Applicant unless otherwise agreed. Payments will generally be made within the approved 18-month period unless an extension has been requested and subsequently approved by Tennis NSW.
8. All dollar amounts offered under the FEF are exclusive of GST. Applicants that have an ABN and are registered for GST must provide Tennis NSW with a tax invoice which adds GST. Applicants that have an ABN but are not registered for GST must provide Tennis NSW a tax invoice with no GST added. Applicants with no ABN will be required to fill out an ATO Statement by Supplier form.
9. Any funding approval issued by Tennis NSW is only valid for a period of 18 months from the date of the approval letter. Unless otherwise agreed, projects must be completed within 18 months of approval notification. A new application must be made if the project is not completed within this 18-month period unless an extension has been approved in writing by Tennis NSW.
10. By applying through the FEF, the Applicant warrants that it will use the funds in accordance with the information provided to Tennis NSW. Tennis NSW may recover any or all the funds provided to the Applicant, or not pay the Applicant any portion of the funds, if any portion of the funds have been used in breach of this clause. This clause survives the termination of this Agreement.
11. Tennis NSW reserves the right to make necessary changes to any or all the terms and conditions for the FEF.
12. To the extent permitted by law, Tennis NSW accepts no liability in respect to any claim, cause of action or loss of damage arising out of, or in relation to any project that is subject to Tennis NSW funding assistance.
13. Information pertaining to the application for funding may be disclosed to the relevant local government organisation or State/Territory Member Association. Applications may also be used as case studies to enhance Tennis NSW programs and initiatives.
14. The FEF and these terms and conditions shall be governed by and construed in accordance with the laws of NSW and all Applicants irrevocably and unconditionally consent to the exclusive jurisdiction of the state and federal courts of NSW.



Tennis acknowledges the Traditional Custodians of the land on which we work, rest and play, and pay our respect to Elders past and present.