



# Facility Enhancement Fund (FEF)

GUIDELINES – 2026 ROUND

**OPEN:** 22 JUNE 2026    **CLOSE:** 20 JULY 2026



## ACKNOWLEDGEMENT OF COUNTRY

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

## INTRODUCTION

These Guidelines outline the key objectives, eligibility criteria, assessment criteria, assessment process and timeframes for the Tennis NSW Facility Enhancement Fund (FEF).

**Applicants should familiarise themselves with this document before filling out an application.** These Guidelines should also be read in conjunction with the FEF 2026 FAQs, where additional details and clarifications are provided.

All references to funding amounts throughout these Guidelines are exclusive of GST.

### 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 assist to grow the sport and make it (and its venues) more sustainable and accessible.

**The Fund is for small to medium sized facility upgrades or enhancements typically between \$8,000 and \$200,000 in total value.**

**The FEF may fund up to 40% of eligible total project value or between \$3,200 to a maximum of \$80,000.** More details are below in the section *Funding Available – including criteria* for greater funding contribution for venues which meet the criteria for hardship.

**In the 2026 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.

## Key Objectives

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; and
- Address barriers to participation.

As a result, such projects will support Tennis NSW to achieve the following broader strategic objectives:

- Improve the quality and/or number of tennis venues in NSW;
- Increase the utilisation, activation and sustainability of tennis venues (in-line with Tennis NSW participation priorities and policies);
- Support the equitable provision of, and access to, tennis venues to grow participation for women and girls and other identified target demographics such that tennis is accessible, inclusive and reflective of its diverse communities;
- Improve the tennis experience for players, officials, coaches, venue operators, administrators and spectators; and
- Create and improve tennis pathways for performance and competitive play.

These objectives align with the *Tennis NSW State Infrastructure Investment Strategy (SIIS)*, *Tennis NSW Strategic Plan – Vision 2030*, and various other Tennis Australia and Tennis NSW policies and strategies to support the sport’s growth and success.

## Project and Investment Readiness

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?



## IMPORTANT DATES

<b>Applications Open</b>	Monday 22 June 2026, 9am
<b>Applications Close</b>	Monday 20 July 2026, 5pm (Strictly – no applications will be accepted after cut-off time. Please submit well ahead of deadlines)
<b>Assessment and Notification</b>	July to September 2026
<b>Notification</b>	From Monday 21 September 2026
<b>Execution of Funding Agreements</b>	Within 2 weeks of funding offer (notification)
<b>Project Commencement</b>	From October 2026, after execution of Funding Agreement
<b>Project Completion and Report Finalisation</b>	Within 18 months of execution of Funding Agreement

### Funding Available

**A total of \$500,000 (ex GST) is available in the 2026 Round.**

The funding program is a competitive process which will award projects that best demonstrate the need and alignment with program objectives in addition to being eligible. Projects must meet all relevant criteria and show that they are Project and Investment Ready. It is expected that successful projects will be spread across the regions of NSW, though no formal split or allocation per region is to be applied.

Only one application per venue may be submitted in any FEF funding round.

**The grant amount requested by an applicant must be a minimum of \$3,200 and cannot exceed \$80,000 – and reflect no more than 40% of the total project value.**

**As such projects will typically be a minimum of \$8,000 through to \$200,000 in total project value (but may be higher).**

All applicants are required to have secured the remaining funds through one or more of the following:

- Direct co-contribution
- Other secured partnered funding (e.g. landowner contribution and grant contribution)
- In-kind value (restrictions exist on eligible in-kind value that will be accepted – See Section below)

Applicants will be asked whether their project would proceed with partial funding (i.e. an amount less than that requested), and where the answer is no, the applicant must be able to satisfactorily support that claim. As it is expected that requests for funding will exceed the total available funding, some projects may be offered a funding amount less than that requested. Likewise, the funding amount offered

may be varied from that requested should it be found that some of the expenditure relates to works/expenses that are not eligible.

The Assessment Panel may give preference to applicants who have not previously received FEF funding. However, all eligible applications from across the state will be welcomed and considered in each funding round.

### Hardship Application

**An applicant may request an amount between 40% and 65% of the total project value.**

Hardship claims must be supported by a clear explanation of the current situation and verifiable evidence, which may include (but is not limited to) financial records, community-impact information, SEIFA data, or documentation relating to natural disaster recovery or other exceptional events. Hardship or disadvantage should be connected directly to impact on the venue and/or the delivery of tennis outcomes.

- The assessment of hardship will be undertaken on a case-by-case basis and remains at the sole discretion of the Assessment Panel.
- Applicants who can contribute a portion of the project cost, even where hardship is demonstrated, may be viewed more favourably during assessment.
- Applications for this higher level of funding will not be supported if the hardship is due to poor planning or inadequate financial management.



## Eligible Applicants

1. The Applicant is typically either the landowner or the lead organisation which has responsibility for managing the venue in which the proposed project is to occur.
2. Applicants need to show that Tenure or Strategic Commitment is secured – that is demonstration that the venue will benefit tennis participants and deliver tennis outcomes for the life of the facility improvements that the FEF Funding Amount contributes towards.
3. Applicants that meet the eligibility requirements but are not a current Tennis NSW member, may remain eligible if the venue to be improved/upgraded through the proposed project is an affiliated venue through another Tennis NSW member and that member supports the application.

### **Eligible Applicants are (assuming they meet criteria 1-3 above):**

- NSW-based incorporated tennis clubs and associations that are affiliated with Tennis NSW;
- Local Councils in NSW;
- Non-Council Organisations that own and administer public parklands;
- Schools or Universities that have tennis venues which provide services and programming to the public and are affiliated with Tennis NSW;
- Other bodies that are located in NSW and are affiliated with, recognised and/or sanctioned by Tennis NSW may include
  - Incorporated bodies that provide tennis coaching and venue management services and are delivering tennis activation, services and venue management within a venue.

- Unincorporated bodies such as Sole Traders that provide tennis coaching and venue management services and are delivering tennis activation, services and venue management within a venue.
- If not able or appropriate to be affiliated with Tennis NSW, such bodies should demonstrate compliance with Tennis NSW and Tennis Australia standards to be eligible, including but not limited to, coaching programs and activities which are managed by Tennis Australia accredited coaches and meet all Child Safety and Member Protection requirements and standards.

### **Ineligible applicants are:**

- Any organisation that does not have support of the Tennis NSW venue affiliate in which the proposed project or work is to occur.
- Individuals, groups of individuals and unincorporated organisations (unless stipulated expressly above).
- Educational institutions which do not meet the above criteria, as well as Parents and Citizens (P&C) associations, TAFE Colleges, childcare centres and Sporting Zones or Organisations not based within NSW.
- Local Government Parks Committees.

To seek clarity if your organisation meets the eligibility criteria, please contact the program administration team [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au)

## Eligible Projects

Examples of eligible project types and components include but not limited to:	
<b>Court Upgrades</b>	<ul style="list-style-type: none"> <li>• New or upgraded courts – inclusive of major court rectifications.</li> <li>• Where a new court, may include all court- related infrastructure such as lighting, fencing, nets and net posts as well as the preparatory works such as civil sub-base works, drainage and court pavement.</li> </ul>
<b>Court Conversions</b>	<ul style="list-style-type: none"> <li>• Court conversions must provide a primary tennis outcome</li> <li>• Where the purpose of the project is to support multi-sport outcomes (including Pickleball), should align to <a href="#">Tennis NSW' position statement</a> on complementary disciplines and evolving network planning frameworks</li> <li>• Applicants will be asked to provide evidence on how they will program the converted courts</li> <li>• Funding agreement special condition that full/partial repayment of funds should the recipient not utilise the converted courts as outlined for a period of 5 years from the time that the project was completed</li> <li>• Applicants are encouraged to discuss projects with Tennis NSW prior to applying for FEF and receiving technical and strategic support in developing their projects</li> <li>• Projects with insufficient confidence in the technical solution presented will not be supported (requires appropriate engineer and/or contractor warranties).</li> </ul>
<b>Court Resurfacing</b>	<ul style="list-style-type: none"> <li>• Court Resurfacing - Priority                             <ul style="list-style-type: none"> <li>◦ May apply for up to full 40% of eligible costs (eligible to apply for hardship)</li> <li>◦ Applicants to demonstrate that the proposed resurfacing project meets one of the following criteria:                                     <ul style="list-style-type: none"> <li>▪ Supports Competitive Play venues and outcomes in Tier 1-3 venues - refer to the <a href="#">State Infrastructure Investment Strategy</a>.</li> <li>▪ Project is required due to critical failure of the sub-base, drainage or other element that has expedited the need to resurface.</li> </ul> </li> </ul> </li> <li>• Court resurfacing - General                             <ul style="list-style-type: none"> <li>◦ Resurfacing projects which cannot meet the criteria for Court Resurfacing (priority) may apply for up to 15% of eligible costs (not eligible to apply for hardship)</li> <li>◦ Will only be considered after all other eligible projects have been considered, and Program funds have not been exhausted</li> </ul> </li> </ul>

<p><b>New or upgraded facilities</b></p>	<ul style="list-style-type: none"><li>• Building, expanding and/or upgrading clubhouse and amenities (such as roofing, shading, viewing areas, change rooms, toilets, kitchen/kiosk major update/upgrade);</li><li>• Venue accessibility (such as walkways, ramps off-court lighting);</li><li>• Ancillary facilities including fixed shade and seating structures, scoreboards and Public Announcement (PA) systems;</li><li>• Upgrade to site security including new/replacement venue fencing and CCTV;</li><li>• Hitting Walls (Fixed); and</li><li>• Fit-out and equipment considered part of new or upgraded fixed assets – such as fixed appliances in a new kitchen (e.g. range hoods, ovens, etc.), fixed/ permanent signage.</li></ul>
<p><b>Sustainability and Court Access</b></p>	<ul style="list-style-type: none"><li>• Court lighting upgrade to LED<ul style="list-style-type: none"><li>◦ optimally (but not required to be) paired with an appropriate integrated light control and/or gate access solution</li></ul></li><li>• Safety lighting</li><li>• Water saving initiatives</li><li>• Installation of solar and battery systems.</li><li>• Digital Court Access and Integrated Lighting Solutions.<ul style="list-style-type: none"><li>◦ Inclusive of light control equipment and other hardware such as locks;</li><li>◦ Inclusive of permanent hardware installation including gates and providing services as required;</li></ul></li></ul>



### Ineligible projects and expenditure include:

- Projects which are not primarily for tennis activities.
- Retrospective funding requests – where projects have commenced construction or have already been completed.
- Projects that will not be completed by the specified timeframes outlined for each funding round (i.e. within 18 months of executing the Funding Agreement).
- Projects that are on private land (unless there is clear public benefit pertaining to the community's interest in tennis and have documented landowner consent).
- Projects which have not received Development Approval, are pending Development Approval (DA submitted but not determined) or cannot demonstrate that such approval is not required.
- Items that do not meet Australian standards and where applicable do not meet minimum standards set out by Tennis Australia or the ITF for tennis facilities.
- Works which are not fit-for-purpose.
- Works which are not considered capital renewal or replacement or not considered new capital assets.
- Maintenance, general repairs and/or operating costs – includes minor refurbishment and refresh of facilities (such as painting and dealing with general wear and tear).
- Repair of facilities where the damage can be covered by insurance.
- Non-fixed items and equipment – include nets, net posts, umpire chairs, non-fixed scoreboards, court signage and windbreaks, portable hitting walls, other portable items.
- Costs incurred in securing Development Approval (including fees, levies etc).
- Costs associated with the preparing and submitting the application for funding under this program or other funding programs.
- Costs associated with the feasibility, design or development stages including feasibility studies, business cases, concept plans and master plans.
- Items which do not become the property of the venue (i.e. items that can be taken away and not preserved for the use of the venue in delivering tennis activation).
- Projects for the construction/upgrade of roads, car parks or playgrounds.
- Project components which are not part of the tennis venue.
- Purchase of land or lease of land/venue.
- Rent or associated occupancy payments.
- Food, drink, catering or hospitality.
- Prize money, trophies or awards.
- Staff wages and administration costs (operational related).
- Rates, utility costs and other costs associated with occupying and operating the venue.
- Insurance (public liability and other general insurance covers).
- Purchase of vehicles.
- Purchase of Office Equipment (e.g. office furniture, printers, photocopiers etc).
- Any project costs should the project not proceed – i.e. any costs incurred and expended in the development or partial completion of a project. There is no guarantee that funding will be approved and as such costs incurred are at the applicant's own risk.
- Purchasing of software or any ongoing subscriptions
- Whilst project contingency should be budgeted for it is an ineligible expense to receive FEF funding

## Facility Enhancement Fund (FEF) Guidelines Round 2026

### Accepted with Limitations

- Project Management Costs – delivered by a qualified and experienced professional, for reasonable time to deliver or oversee the project.
- Costs for Professional Services such as consultants related to development of detailed (tender) design and obtaining of necessary certification (i.e. occupation certificate) related to the specific construction or delivery of the project itself.
- Together, Project Management Costs and Professional Services Fees are capped at no more than 10% of the total project value (for the purposes of the application) and should be justified with appropriate timesheets, invoices and/or evidence of market competitive rates and services provided.

### In-Kind Contributions

- Supplier discounts shouldn't be included in the Budget as an Applicant co-contribution (but they should be acknowledged for information within the application as a benefit of partnerships secured, value for investment, and rationale for non-competitive procurement where applicable).
- In-kind works or supplies provided should be properly documented and reflect fair market value and can demonstrate meeting all building code, engineering, design, regulatory and industry standards. If this cannot be provided, they should be excluded from the total project value and not be included as an Applicant co-contribution.
- Project Management Costs and Professional Services provided in-kind should be capped at no more than 5% of the total project value.

It's 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.



## Application Process

### How to apply

Follow the steps below to submit an application

#### Step 1:

##### Check Your Eligibility

- See Eligible Applicants section of these Guidelines to see which organisations can apply for funding.
- Incorporated organisations should provide documentation of incorporation. You can check your status on the NSW Fair Trading or ASIC websites.

#### Step 2:

##### Understand the requirements

- Before applying, please read these Guidelines and related materials to make sure you understand all relevant requirements, including whether you are eligible to apply.
- Read the sample Funding Agreement – your organisation should ensure that it is comfortable and understands its obligations and responsibilities should it be awarded funding and enter into a Funding Agreement with Tennis NSW.
- You can find the relevant information on the Tennis NSW Website.

#### Step 3:

##### Get Project and Investment Ready

- Engage your Tennis NSW Tennis Development Officer and undertake steps to develop a suitable project, working through the Project Readiness Steps – as set out in the Tennis NSW Project Ready Toolkit and use helpful resources such as the Template Project Plan. A great deal of the information collated will be useful to transfer directly into your future grant applications (for this and other funding programs).

#### Step 4:

##### Prepare your application

- Seek support for the project by forming partnerships and seeking statements of support from Council, landowners, other land/facility users, and other parties whom might support or be involved in the project (noting some are required within this application and others may strengthen the case for your application).
- Gather your evidence including documentation confirming secured funding commitments, development approvals, images/plans, participation data and so on as outlined in these Guidelines as requirements.
- For questions relating to the FEF program or for specific assistance with the online system, email the FEF Program Administrator at [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au).

#### Step 5:

##### Submit your application

- Applying for a grant is a simple process using the SmartyGrants platform.
- Tennis NSW recommends that applicants familiarise themselves with the online application form ahead of the preparing the application and plan to submit ahead of the closing date to reduce the risk of missing the deadline.
- Applications will only be accepted through the SmartyGrants online platform.
- Complete your application by filling in each of the sections.
- Upload all required supporting documentation.
- Submit your application before the closing date and time.
- Successful submissions will be issued with a SmartyGrants system generated acknowledgment email containing a PDF copy of the application which will confirm the time the application was submitted.



### **Late Application**

- No late submissions will be accepted.
- Tennis NSW may vary the deadline or conditions should it be necessary to do so due to technical or other issues.

### **Late Supporting Documentation**

- Applicants are expected to provide all required and relevant documentation at the time of submission.
- If any document is not available prior to the closing date and time, and you would like to submit this for consideration you must contact the FEF Program Administrator [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au) at least 48 hours prior to the closing date and time. It is Tennis NSW's absolute discretion to permit acceptance of any late documentation, and it will confirm via email whether it has done so or not. Critical to its consideration will be whether acceptance would not compromise the integrity and competitiveness of the process.

## Assessment Process

The Facility Enhancement Fund (FEF) is administered by Tennis NSW in three stages:

1. Eligibility Check
2. Merit Assessment
3. Assessment Panel Review

Throughout the assessment process, Tennis NSW may request additional information from the applicant.

Eligibility Check and Merit assessment will be undertaken by the FEF Program Administrator and subject matter experts engaged to undertake this work.

The Assessment Panel will be made up of five panellists, including

- Two (2) x Tennis NSW Board Directors;
- Independent Panellist;
- Tennis NSW Chief Executive Officer; and
- CEO appointed staff member

The Assessment Panel will review the Merit Assessment and make the final decision over the distribution of funds.

## Merit Assessment and Criteria

It is expected that requests for funding will exceed the total funding available, making the process competitive. Applicants are encouraged to complete their applications to the best of their ability, noting that the expectation on the detail provided for projects valued up to \$10,000 will be less than for those projects at higher value and complexity. All applicants must meet minimum application criteria wherever identified.

### Merit Assessment Criteria:

**Criterion 1:** Project Scope and Objectives (20%)

**Criterion 2:** Project Need and Strategic Justification (30%)

**Criterion 3:** Project Budget and Value (30%)

**Criterion 4:** Organisation Capacity, Project Deliverability and Project Readiness (20%)

The assessment criteria is detailed in the FAQs document which is located on the FEF website. Applicants are encouraged to read this information as it will help them demonstrate Project and Investment Readiness as well as how well the project will deliver against the objectives of the FEF Program.



**All applications must include the following essential documentation:**

- **Security of Tenure**
  - Evidence of appropriate tenure for the proposed project site must be provided (e.g., a current lease, licence, or management agreement). If a lease/license or venue management agreement is not in place for said period, an acceptable alternative is the inclusion of a letter from the landowner, confirming that the venue will remain available and purposed for tennis activation (reference to relevant plans of management, strategies or adopted plans) for the life of the asset improvements.
- **Landowner Consent**
  - Written landowner consent confirming approval of the proposed project and scope of works at the specified site. Consent may be provided via letter or email and should clearly identify the venue/site and the works being approved.
- **Development Approval or evidence that Development Approval is not required**
- **Confirmation of Co-contributions**
  - Evidence of confirmed financial or in-kind co-contributions committed to the project. This can be a letter, email or evidence from a funding partner that specifies contribution amount. If you are co-contributing, please show sufficient funds to cover remaining balance of project.
- **Asset condition photos**
- **Quotes**
  - All quotes should be from reputable contractors and suppliers – and show how they meet relevant design and performance standards and requirements
  - **All quotes submitted must be dated within 6 months of the application submission date**, unless the quote includes a clearly stated validity period that is still current

- Quotes older than 6 months will be reviewed on a case-by-case basis as part of the merit assessment and may impact the overall assessment score
- A cost estimate by a qualified Quantity Surveyor is also acceptable
- In limited circumstances, a cost estimate(s) by other recognised and experienced professional(s) may be accepted – including project manager (council), architect, builder, other – the estimator should substantiate why and how their estimate is valid if it is to be accepted – references to past recent projects (with evidence) or similar

Project Component Value	Up to \$24,999	1 quote required
	\$25,000 to \$49,999	2 quotes required
	\$50,000 or more	3 quotes required

- The above table details the minimum requirement of quotes for each project component, additional quotes will be viewed upon favourably.
- Exceptions may be considered where applicants are unable to obtain additional quotes due to limiting circumstances, such as being located in rural or remote areas, or where the goods/services required are highly specialised with limited providers. In these cases, applicants must explain within their application why multiple quotes could not be obtained. This rationale will be assessed by the merit assessment panel.

For more information on essential and recommended where relevant supporting documents please see the [FEF Supporting Document Checklist](#).

### Funding Obligations

Successful applicants are required to enter into a Funding Agreement to receive the approved funding amount.

Funding granted to a successful applicant is contingent upon the applicant delivering the project as set out in the application (including approved scope and budget), completing the project within 18 months and meeting all relevant obligations, terms and conditions within the Funding Agreement.

Failure to do so may result in requiring some or all funds to be returned to Tennis NSW.

The standard funding agreement terms and conditions are available in the FAQs document located on the FEF website.

### Payment of Grants

Grants will be paid in two milestone payments:

- 70% of the grant will be paid upon execution of the Funding Agreement and provision of an acceptable tax invoice.
- 30% of the grant amount upon submission of an acceptable Notification of Project Completion and provision of an acceptable tax invoice.

Recipients can seek a greater upfront proportion or third installment to support cash-flow whilst demonstrating appropriate expenditure of funds on the project and acquittal in-line with project budget.

### Variations to Approved Projects

Successful applicants may apply for a variation to their approved project in extenuating circumstances where substantive changes to the project scope, budget, or timeline occur. All variation requests must be submitted in writing to [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au) and will be considered on a case-by-case basis at the discretion of Tennis NSW.



### Evaluation and Reporting

A Notice of Project Completion is 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. The Notice of Project Completion should provide photographic and other evidence of the before and after facility enhancements and benefits achieved as a result of the project. Recognition of project completion and those who contributed to it's 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 five years following completion of the project.

### FEF Companion Documents and Further Information

A range of companion documents is provided on the [FEF website](#) to assist with the preparation of your application, including:

- FAQs
- Supporting Document Checklist
- Preview of Application Questions
- Landowner Consent Form
- Funding Agreement Template

You can contact your local Tennis Development Officer or the Tennis NSW FEF Administrator at [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au) for assistance.



**Tennis NSW**

Sydney Olympic Park Tennis Centre  
Rod Laver Drive, Sydney Olympic Park NSW 2127  
PO Box 6204 Silverwater NSW 1811

**Office Hours:**

Monday to Friday  
9.00am – 5.00pm

**E:** [nswfef@tennis.com.au](mailto:nswfef@tennis.com.au)

**W:** [tennis.com.au/nsw/clubs/tennis-nsw-facility-enhancement-fund](http://tennis.com.au/nsw/clubs/tennis-nsw-facility-enhancement-fund)

**Disclaimer**

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, Tennis NSW, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

**Copyright notice**

In keeping with the Tennis NSW's commitment to encourage the availability of information, you are welcome to reproduce the material that appears in this document for personal, in-house or non-commercial use without formal permission or charge. All other rights reserved. If you wish to reproduce, alter, store or transmit material appearing in this document for any other purpose, request for formal permission should be directed to the Tennis NSW, PO Box 6204 Silverwater NSW 1811. You are required to acknowledge that the material is provided by this document or the owner of the copyright.