

## FEF SUPPORTING DOCUMENT CHECKLIST

This document outlines the essential and recommended (where relevant) supporting documents for the Facility Enhancement Fund applications. For more information, please refer to the Guidelines and FAQs documents for more details on supporting documents and other requirements for your application.

Merit Assessment Criteria	SUPPORTING DOCUMENTS	
	Essential	Recommended Where Relevant
<b>Applicant and Project Eligibility</b>	<p>Landowner Consent (for the project)</p> <p>Development Approval or evidence that Development Approval is not required</p> <p>Security of Tenure or Strategic Commitment</p> <p>Bank Statement (Transactions can be redacted)</p> <p>Hardship evidence (if applying for Hardship)</p>	
<b>Project Scope and Objectives</b>		<p>Facility design brief, concept plan, schematic or detailed plans</p> <p>Evidence scope meets Tennis requirements/standards and other relevant requirements/standards (building compliance, Australian Standards etc)</p>
<b>Project Need and Strategic Justification</b>	<p>Photo of current asset condition</p>	<p>Condition audit, photographs, other reports as necessary</p> <p>Hit Audit completed within 3 years</p> <p>Current and forecast in participation and facility usage data</p> <p>Venue asset management plan, master plans, evidence of alignment to other relevant plans/strategies</p> <p>Letters of Support from other user groups and relevant supporters of the project</p>
<b>Project Budget and Value</b>	<p>Project Quotes</p> <p>Evidence of Co-contributions Confirmed (including in-Kind)</p> <p>Evidence of Applicant Co-Contribution (Proof of funds)</p>	<p>Assessment of ongoing lifecycle maintenance and renewal costs</p> <p>Details Applicant's capacity/strategy to fund ongoing lifecycle costs and renewal strategy</p>
<b>Organisation Capacity, Project Deliverability and Project Readiness</b>		<p>Project Plan</p> <p>Risk Management Plan</p> <p>Confirmation of project delivery management roles and responsibilities</p> <p>Venue Strategic and/or Business Plan</p>