

PREVIEW OF 2026 FEF APPLICATION QUESTIONS

To help applicants begin preparing ahead of applications opening, please see below a preview of the questions that will be included in the application. The final application form may be subject to minor changes prior to the portal opening.

We encourage you to prepare your responses in advance and copy them into the application when it becomes available. Please make sure you have read the 2026 FEF [Guidelines](#), [FAQs](#) and the [supporting document checklist](#) in preparing your responses. Please note the response word limits where applicable and ability to provide supporting documentation. The FAQs provide detailed guidance on the weighted assessment criteria. Projects of greater value (and higher funding requests) as well as greater complexity to deliver will often require more substantial input and supporting documentation. Further support to become Project and Investment Ready (PAIR) is available [here](#).

- **Please detail the works/upgrades to be undertaken? *** Word count: Must be no more than 200 words. Briefly list (bullet points) the specific activities that will take place and where they will take place.
- **Which FEF objectives will be addressed by the Project (may select more than one): ***
 - 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
- **Briefly describe the outcomes you expect the project to achieve *** Word count: Must be no more than 200 words. Refer to the 2026 FEF Guidelines for more information.
- **Why does this work need to be done? (refer to the FEF objectives) *** Word count: Must be no more than 200 words. Describe the specific issue or need you want to address. How are the proposed project works/upgrades going to address one or more of the FEF objectives? You can provide evidence in the form of photos, condition reports/audits or other evidence to support your claims.
- **Please describe who will benefit from these works/upgrades? *** Word count: Must be no more than 200 words. Describe key stakeholders, user groups and others who will benefit from these works.
- **Who supports this project and is it strategically justified? *** Word count: Must be no more than 200 words. Describe how the project might be strategically aligned and justified, including what support has been secured for the project from other community or related entities. Make links to external strategies e.g. Council/Tennis NSW
- **How will you show that your project has been a success? *** Word count: Must be no more than 200 words. Describe three changes you will see if the expected outcomes of the project occur and how will you measure and demonstrate this?
- **Now that we know about your project, we would like to find out more about your organisation's capability to successfully deliver the work proposed. Please provide detail about how your organisation plans to manage and successfully procure the project. *** Word count: Must be no more

than 200 words. Please provide detail regarding how you plan to effectively manage the project including information on procurement.

- **What risks have you considered and what mitigation plans do you have to deliver the project on time, to budget and achieve the identified outcomes?** * Word count: Must be no more than 200 words.

Hardship (Relevant only if seeking hardship)

For more information regarding hardship please see page 4 of the 2026 FEF Guidelines.

- **Please outline the basis for hardship consideration and any supporting documentation.** * Must be no more than 400 words. Those wishing to seek a Hardship claim, should speak to Tennis NSW and refer to the FEF Guidelines before submitting your application. If your hardship claim is not accepted, Tennis NSW will consider your application as per other applications and the requirement to make or have secured the full co-contribution.
- **Upload Evidence** - Provide supporting documents that show evidence of your hardship claim for natural disaster and/or financial hardship.

Project Budget & Value

This is a sample budget and value section; you can expect these tables and questions to be in the application. All \$ amounts should be **exclusive of GST**.

There are three tables in this section:

- Project co-contributions
- Project expenditure
- In-kind contributions.

Total project cost, Excluding GST (including in-kind) = \$40,000

Total FEF amount requesting = \$ 16,000

Project cost calculation (Automatically calculated%) = 40%

Project co-contributions table

FEF can provide funding for up to 40% of the total project cost, please detail how the remaining 60% of the project cost will be funded. If seeking hardship, FEF can provide up to 65% of total project cost.

This table should reflect all cash co-contributions. Eligible in-kind materials, labour, services or works provided should be input into the below In-kind contribution table and not this table.

| Co-Contributions (Do not include FEF amount requested) | \$ Amount (Ex GST) |
|--|---|
| Please enter confirmed co-contributions from all parties towards the project e.g Club, Council and other funding sources | Must be a dollar amount. |
| <input type="text" value="ABC Tennis Club"/> | <input type="text" value="\$14,000.00"/> + - |
| <input type="text" value="ABC Council"/> | <input type="text" value="\$9,000.00"/> + - |

Expenditure Table

The expenditure table should comprise of all major expenses towards the project, validated with supporting quotes. Eligible in-kind provided materials, labour, services or works should be input in the in-kind contribution table below and not in this table.

In-kind contribution table

| Itemised Expenditure | \$ Amount | Expenditure Comments |
|---|--|---|
| Description of expense | Please enter figures excluding GST | Example: "Quote 062 from ABC Electrical" |
| <input type="text" value="Supply of LED lights"/> | <input type="text" value="\$22,000.00"/> | <input type="text" value="Quote 062 from ABC Lights"/> + - |
| <input type="text" value="Electrical works"/> | <input type="text" value="\$17,000.00"/> | <input type="text" value="Quote 085 from ABC Electrical"/> + - |

An in-kind contribution is a contribution of a good or service (other than money) that directly supports the delivery of the project.

Some examples include:

- Voluntary labour (for example, demolition work)
- Donated goods (for example, building materials/pole lights)
- Donated services (for example, professional advice from an architect)

Note that in-kind professional services should be capped at 5% off the total project value

| In-kind Contribution Description | \$ Equivalent value |
|---|--|
| Contribution towards project that is any non-monetary offering such as a good or a service. | |
| <input type="text" value="ABC Equipment hire/ Scissor lift hire"/> | <input type="text" value="\$1,000.00"/> + - |
| <input type="text"/> | <input type="text"/> + - |

Budget totals (Calculated based on the above tables)

Note that in-kind contributions are calculated in both the Total Project Income and Total Project Cost figures below

Total Project Income

\$40,000.00

This number/amount is calculated. Inclusive of all co-contributions, funding requested and in-kind contributions.

Total Project Cost

\$40,000.00

This number/amount is calculated. Inclusive of total expenditure amount and in-kind contributions.

Check Total Project Cost Equals Income

\$0.00

This number/amount is calculated. There should be no gap if income and expenditure are entered correctly.

Partial Funding

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. Furthermore, you will have an opportunity within the application to nominate a partial funding amount in that the project can still be completed at either full or reduced scope.

Please note that if you do nominate a partial funding amount in the application, your original amount requested will be considered in full.

- **Would you like to nominate a partial funding amount? ***
 - Yes. I will nominate a partial funding amount and outline a project scope that can be completed by the due date if the partial funding amount was awarded.
 - No. My organisation cannot deliver this project if we do not receive the requested funding amount.
- **What is the partial funding amount you are requesting? (only applicable if select yes above)** Must be a dollar amount. Must be lower than requested FEF amount outlined earlier in the application.
- **With the partial funding amount nominated which of the following will you do?**
 - Complete project with original scope outlined in application, my co-contribution will increase
 - Reduce project scope
- **Provide details of the project scope that you would propose to change if partially funded (only applicable if select reduced scope above).** Must be no more than 200 words. Please detail the scope of works that would be likely not be delivered if partial funding was provided and any intended outcomes that would no longer be possible to deliver. Please ensure that the remaining scope of works meets all FEF Program eligibility requirements.