

TENNIS AUSTRALIA NATIONAL COURT REBATE GUIDELINES 2017/18

Tennis Australia's facility funding program



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Note: Information included in this guide is not site or project specific and is provided as an overview only, for further information about the program please contact your State or Territory Member Association.

1. Definition of Terms

Affiliated Clubs

Tennis clubs which are a member of, or affiliated to, the State or Territory Member Association

Affiliated Organisations

Organisations (other than Member Associations, Regional Associations and Affiliated Clubs) which are affiliated to Tennis Australia

ANZ Tennis Hot Shots

Tennis program designed specifically to meet the needs of children by using smaller courts and modified equipment

Applicant

Organisation applying for the NCR contribution

Conditions of funding

Conditions between the applicant and Tennis Australia upon offer of a NCR contribution

Conditional contribution

Successful applications will receive a letter indicating the value of NCR contribution and conditions that must be agreed

Deferred

Unsuccessful applications that may be reconsidered in a future funding round

In-kind funding

Goods and services provided free of charge that would normally be paid for

League Manager

Tennis Australia's online league management system that allows players to view their fixtures, scores and statistics

Member Association

State and territory governing bodies of tennis in Australia

MyTennis

Tennis Australia's online membership system for clubs and players

Operational Health Check (OHC)

Tennis Australia's national benchmarking survey for tennis venues

State Body

State or territory governing organisations of tennis in Australia, also referred to as Member Associations

Tennis

Collective term to describe Tennis Australia and its state and territory Member Associations

Tennis Australia

National governing body for tennis in Australia

Terms & Conditions

Legal requirements that must be agreed to participate in the NCR program and receive a funding contribution

2. Tennis Australia's National Court Rebate

National Court Rebate (NCR) is Tennis Australia's facility funding program assisting affiliated venues, local councils and schools to create positive environments for the long term success of tennis in Australia. Projects supported by the program range from developing new courts, upgrading or resurfacing existing court surfaces, ANZ Hot Shots courts, Tennis Australia's Book a Court with integrated gate access technology, associated tennis infrastructure, major projects and strategy & planning.

In the last ten years, the program has proven to be a resounding success in stimulating more than 2,600 new or resurfaced tennis courts and considerable investment in the sport across Australia. The NCR continues to act as a catalyst for all tennis and government stakeholders to form partnerships and better plan for the provision of strategically located networks of community tennis venues.

This Guide explains the process to apply for NCR funding and should be read even if have completed an NCR Application previously.

3. Who can apply?

All affiliated clubs, venues, local councils and schools who have appropriate security of tenure on the land on which the proposed project will sit are welcome to apply for NCR. To demonstrate this a copy of leasehold or freehold documentation must be supplied with applications, or evidence of approval from the head lease holder / asset owner.

To ensure the organisation and project is eligible for NCR funding, state bodies will coordinate a screening process (see **section 8.3 Screening Checklist**) to assess basic requirements that must be met before completing an NCR Application Form. Prerequisites vary between applicant type, however where relevant all applicants must demonstrate:

- ✓ Affiliation to the State or Territory Member Association (or for the venue where the project is taking place)
- ✓ Tennis Australia Coach Members are operating from the venue (where coaches are operating from the venue)
- ✓ Member Association / state body has been consulted throughout planning stages of the project
- ✓ Venue is accessible to non-members and casual players (not 'member only')
- ✓ Project outcomes and measures have been identified
- ✓ Operational Health Check (OHC) has been completed for the most recent financial year (see **Section 8.2 Before you Apply**)

If you are a school or local council applicant the following separate requirements apply:

- ✓ School applicants must be involved in tennis through Tennis Australia's National School Partnership Program (NSPP) or Australian Government's Sporting Schools program (visit www.tennis.com.au/schools/curriculum-tennis for more details).
- ✓ Local councils should be engaged with the relevant Member Association for example via a partnership, strategic planning or other collaboration.

4. Project Types

NCR will fund projects that create positive tennis environments and player / community experiences, including:

- Developing courts (e.g. new courts, surface conversion, base works)
- Improving courts and surrounds (e.g. resurfacing, lighting, fencing)
- Enhancing access (e.g. Book A Court technology, wheelchair accessibility)
- Upgrading venues (e.g. clubhouses, environmental infrastructure, facilities, ancillaries)

Funding is also available under the theme of strategy & management for projects relating to planning and venue management to support the provision of well utilised and sustainably operated community tennis venues.

5. Timelines

The primary round for 2017/18 NCR applications will run from September – December 2017 when the majority of NCR will be allocated. Further rounds will be determined after this date when an assessment will be made if remaining funds are reserved for deferred projects and strategic priorities or open for public application.

2017/18 NCR Funding Rounds

Round	Screening (Step 1)	Applications (Step 2)	Assessments	Outcomes
1	September – November 2017	December 1, 2017	December 2017	December 2017
2	Further public process TBC	March 16, 2018	March 2018	April 2018

Note: Timeframes are indicative only and Tennis Australia may at their discretion assess applications on an ongoing basis determined by level of priority and strategic importance.

6. Funding Categories

2017/18 NCR funding categories are based on the maximum potential NCR contribution in relation to total project cost. Applicants should align projects to one of the categories and themes shown in the table below and use this information as a guideline of:

1. Potential funding that may be available, and
2. Level of information to provide in the Application Form (i.e. the larger the NCR request the more detail should be provided)

2017/18 NCR Funding Categories*

Category	Total Project Cost	Rebate	Themes
Small	Up to \$100,000	Up to \$15,000	ANZ Hot Shots Access
Medium	Up to \$500,000	Up to \$75,000	Facility Renewal Facility Development Schools
Large	Up to \$1,000,000	Up to \$150,000	Management & Strategy Major Project

*Where projects do not fit in the above categories the applicant must provide further justification for request of support.

7. Assessment Criteria

The first stage of the assessment criteria checks the organisation and project meets NCR eligibility requirements (see **Section 8.3 Screening Checklist**). TA will then assess applications against the following (see **Section 8.4 Application**):

Priority	<ul style="list-style-type: none"> ✓ Increased opportunities to play tennis and positive on and off court experiences ✓ Participation focused
Project need	<ul style="list-style-type: none"> ✓ Project scope is linked to objectives (e.g. lighting provision will increase available playing hours) ✓ Community and stakeholders have been involved in the projects development
Outcomes	<ul style="list-style-type: none"> ✓ Impact against TA's 4 Pillars for sustainable venues (see Section 8.5 Evidence) ✓ Performance measures have been identified (OHC is recommended to achieve this)

Evidence

- ✓ All information is provided
- ✓ Supporting information verifies statements made in Application Form

8. Application Process

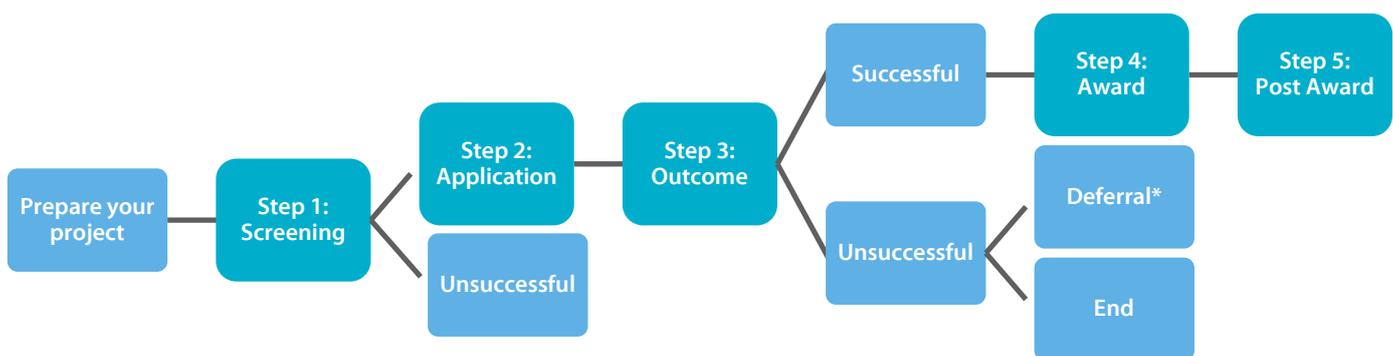
8.1 Overview

There are two simple steps to apply for a NCR contribution which is designed to ensure:

- ✓ Project alignment to tennis participation growth and community benefit
- ✓ Information is only requested that is needed to a) process applications, and b) make a funding decisions
- ✓ Potential project impact supported by evidence based data (OHC) providing a mechanism for ongoing reporting

The full application process is outlined below, which commences with engagement of your state body in the planning stages to ensure close collaboration with tennis throughout the life of the project.

NCR Process Flow



**Deferral may occur when further information is required or project is not ready to progress (Round 1 only)*

8.2 Before you apply

When thinking about any tennis project there are several actions that can be undertaken in the very early stages to aid the development process. This will not only put your project in good stead as are mandatory requirements for all NCR applications, but will assist to establish a strong platform for success by undertaking appropriate consultation, benchmarking and planning. They are:

- ✓ Consult your state body / Member Association
- ✓ Undertake an Operational Health Check (<https://www.tennis.com.au/clubs/venue-management>)*
- ✓ Prepare a Project Plan

**The OHC is highly recommended as an annual process even if your NCR application does not fall in the current financial year to assist with benchmarking performance over a period of time, planning and evidencing project need.*

8.3 Screening Checklist

This step of the process is designed to assess the suitability of a project for a NCR contribution. Led by the state body a discussion will take place with the applicant to understand basic project and organisational information, in addition to confirming eligibility requirements. The information is captured via a Screening Checklist that may be completed directly by the applicant or in partnership with the state body representative. To complete the process the state body will provide this information to Tennis Australia and confirm support of the project prior to an Application Form being issued.

The Screening Checklist covers a range of areas with the following questions requiring mandatory 'Yes' answers (as applicable):

- Is the organisation affiliated to the State or Territory Member Association?
- Are the coaches operating from the venue Tennis Australia Coach Members?
- Has the Member Association / State Body been involved in planning and development of the project?
- Is the venue accessible to non-members and casual players?
- Have the project outcomes been identified?
- Does the project have support from local council?
- Does the applicant have security of tenure?
- Has a current OHC been completed for the venue?

If questions are not applicable then the answer should be 'no' with a short explanation, for example if:

- You are a local council and an affiliation category isn't available in your state or territory
- There are no coaches operating out of the venue
- You are a school and there are currently no community access opportunities
- You are a school and not required to complete an OHC

It is recommended the level of detail provided at screening reflects the value of requested NCR contribution and level of current project knowledge by Tennis Australia (less knowledge = more information required).

To progress to Step 2 the applicant must:

- ✓ Provide a current OHC Summary Report to your Member Association / State Body
- ✓ Confirm supporting evidence can be provided at application stage
- ✓ Progress scope to a satisfactory point
- ✓ Agree to screening Terms & Conditions

a. Application Form

Following a successful screening process the applicant will receive a NCR Application Form accompanied by the Application Guide that must be read to ensure questions are answered correctly. All sections of the Application Form must be complete and supporting documents submitted to Tennis Australia before assessment takes place, however the level of detail may vary depending on the funding category.

Tips for completing the application form include:

- ✓ Link project components to desired outcomes (*e.g. LED lights will increase playing hours and decrease operational costs*)
- ✓ Provide additional evidence to demonstrate project need (*e.g. photos of current facilities, letters of support from user groups*)
- ✓ Align level of detail provided with the funding category (*e.g. if asking for a large contribution make sure sufficient information is provided to increase Tennis knowledge and understanding of the project*)
- ✓ Discuss and develop the Application Form with your state body prior to submission

Outlined at the beginning of the Application Form are the NCR Conditions of Funding for successful applications (see **Section 10 Post Award**) that can be reviewed and agreed before progressing.

b. Evidence

Successful applications will be prioritised having demonstrated a focus on tennis opportunities and participation outcomes, evidenced by a clear need and identified measures to showcase impact. For projects with broader objectives (e.g. strategic planning,

financial viability, improved compliance, environmental initiatives) applications are still encouraged, however further justification for request of support must be provided.

The core component of the assessment criteria is included in the 'outcomes' section of the Application Form, requiring applicants to evaluate projects against Tennis Australia's 4 key pillars for sustainability that must be in place at local tennis venues:

- Accessibility – physically and economically accessible by all members of the public
- Sustainability – financially viable with implementation of asset maintenance and replacement plan
- Community Benefit – venue is inclusive, welcoming and provides a diverse range of programs
- Accountability – appropriate responsibility is taken for the assets ongoing sustainability and future security

The above pillars underpin healthy, vibrant tennis venues that service communities and deliver mutual benefits for tennis and the landowner (usually local council). Tennis Australia highly recommend applicants to use this section to demonstrate how projects will deliver against the 4 Pillars; questions are provided in the Application Form to assist with developing effective answers.

Evidence to submit with Applications can be categorised as mandatory or optional. There is flexibility of the information to be submitted and assistance available from Tennis Australia to meet each requirement. Typical examples of information provided are detailed in the **NCR Application Form Evidence Checklist**. A high level summary provided below in addition to the information that must be included in letters of support from state bodies, land owners and school principal (as applicable).

NCR Application Evidence

Mandatory	General	Schools
Stakeholder support	✓	This evidence must include detail of tennis activity taking place at the school
Operational Health Check	✓	
Security of Tenure	✓	
Applicant funding contribution	✓	✓
Confirmed partnership funding	✓	
Quotes	✓	✓
Business Plan / OHC Action Plan	✓	
Maintenance Plan	✓	Construction projects only
Project Plan	✓	Construction projects only

Optional evidence can include strategic plans, images, specialist reports, costings, permits or any other documents as relevant.

Letters of support from state bodies must include confirmation of:

- ✓ Involvement at planning stages of the project
- ✓ Project support and approval
- ✓ Club / venue is affiliated and committed to ongoing affiliation
- ✓ A current OHC has been completed by the relevant club / venue
- ✓ Tennis Australia qualified coach(s) operate at the club / venue
- ✓ Club / venue delivers ANZ Tennis Hot Shots and (if applicable) Fitbit Cardio Tennis
- ✓ Applicants adherence to Tennis Australia's strategic priorities

- ! If the applicant is a school, confirmation that the school is part of Tennis Australia’s National Schools Partnership Program (NSPP), Australian Governments Sporting Schools Program, or other (as applicable)

Letters of support from land owners / local councils must include confirmation of:

- ✓ Project support and approval
- ✓ Current length of tenure and commitment to ongoing tenure
- ✓ Any local government grants / funding committed to the project (if applicable)

Letters of support from school principals must include confirmation of:

- ✓ Project support and approval
- ✓ Tennis Australia program(s) (e.g. Hot Shots) implementation at the school
- ✓ Interschool tennis is conducted either before, during or after school hours
- ✓ School is part of Tennis Australia’s National Schools Partnership Program (NSPP), Australian Governments Sporting Schools Program, or other (as applicable)
- ✓ School link to a Tennis Australia qualified coach or community club

9. Outcome

Applications will be assessed in accordance with Tennis Australia criteria and outcomes communicated directly to applicants within the timeframe indicated (see **Section 5 Timelines**). Applications will either be ‘successful’ or ‘unsuccessful’, with some unsuccessful projects ‘deferred’ whereby subject to available funding and additional information provided may be reconsidered for another round. NCR attracts a significant volume of applications resulting in a number projects being unsuccessful; in these instances applicants will receive an outcome letter providing an overview of the reasons why.

NCR Outcomes & Descriptions

Outcome	Definition	Description
Award	Funding offered	<ul style="list-style-type: none"> • Application demonstrated clear need and with identified outcomes and is ready (e.g. partnership funding is secured, scope is confirmed) • Project was identified as of strategic importance or strongly aligns to tennis priorities
Deferral	Unsuccessful but may be reconsidered in a future round	<ul style="list-style-type: none"> • Application was missing information, requires clarification or stronger evidence • All information / evidence was provided and application performed well but project is either not ready or others were prioritised for that round
Unsuccessful	Unsuccessful and must reapply	<ul style="list-style-type: none"> • Application did not provide enough detail for a funding decision, present sufficient evidence or address criteria, or other projects were assessed as higher priority • Application was withdrawn by Tennis Australia or the applicant

If successful in your application a NCR contribution will be offered (conditional contribution). It is important for applicants to understand at the beginning of the process the contribution offer may not be for the full amount requested as will factor in considerations including:

- Funding available
- Quality and volume of applications
- Ratio to total project cost (e.g. is the contribution assisting the project of critical for completion)

Conditional contributions will confirm any special conditions that may apply and outline the process to accept and claim awards, or decline if the funds are no longer required. Once the conditional contribution is accepted it is important to keep Tennis informed of progress to ensure funds are not held for projects no longer going ahead or changed in scope, to enable other projects to be assisted.

10. Post Award

It is the responsibility of the applicant to adhere to the Terms & Conditions and Conditions of Funding (below). The project must be completed within 12 months and award claimed before the end of the following financial year. We also ask that you promote your project as much as possible using the guidance provided.

Project success is measured on the contribution it makes to Tennis Australia's goals to connect more people to tennis. To achieve this you will need to submit annual Operational Health Checks, register players on MyTennis and utilise systems such as Book a Court Software and League Manager to administer activities at the venue. This will enable tennis to record the number of times individuals take part in tennis at your facility without directly being requested this information.

NCR Conditions of Funding

1. Adhere to Terms & Conditions
2. Maintain ongoing affiliation with State or Territory Member Association
3. Claim award within timelines outlined in Terms & Conditions
4. Acknowledge the contribution via local media releases
5. Meet annual reporting requirements including Operational Health Check (OHC), updating details on MyTennis and performing annual review of the Business Plan / OHC Action Plan. For schools this includes the annual completion of a school tennis participation survey.
6. Ensure all coaches at the venue join Tennis Australia's Coach Membership. School applicants should ensure all coaches who deliver coaching programs at the school are Tennis Australia recognised qualified coaches.
7. Implement, conduct and be supportive of Tennis Australia's junior starter program ANZ Tennis Hot Shots
8. Support Tennis Australia's national systems, tournaments, research, programs and services e.g. Fitbit Cardio Tennis, League Manager, Fast4
9. Actively participate in case studies as requested
10. Implement blended lines for ANZ Tennis Hot Shots on at least one (1) of the courts (new or resurfaced) that have been successful under the National Court Rebate (acrylic courts only)
11. Ensure court specifications conform to the International Tennis Federations (ITF) minimum recommend court size
12. Ensure all additional construction specifications are compliant with relevant Australian construction standards

NCR Terms & Conditions

1. By submitting this Application for the National Court Rebate Program you agree, on behalf of the venue/facility/school/local government authority listed on the Application Form (Applicant) to be bound by these terms and conditions. The organiser of the National Court Rebate Program is Tennis Australia Ltd (ABN 61 006 281 125) of Melbourne Park, Olympic Boulevard, Melbourne Victoria 3000 (Tennis Australia). The funding for the rebate is being provided by Tennis Australia Ltd.
2. The application form and supporting documentation must be discussed with the Applicant's Member Association for review before submitting the full application to Tennis Australia for assessment.
3. Applications will be assessed by Tennis Australia in accordance with the Application Criteria.

4. Tennis Australia will only accept one National Court Rebate application and make one payment every ten years for any one Applicant. Exceptions may apply in cases of staged projects and projects that take place in schools.
5. Tennis Australia will notify successful Applicants in accordance with the Application Dates. Tennis Australia's decision is final and Tennis Australia is not required to disclose details of its evaluation or the reason for reaching its decision.
6. Payments to approved Applicants will be made once the Applicant has provided Tennis Australia with the Completion Documents to Tennis Australia's satisfaction. Payment may take up to 4 weeks to be processed and reach the nominated account.
7. Payments will be made by cheque or electronic transfer only and made payable to the Applicant unless otherwise agreed. Payments will generally be made within the approved 12 month period unless an extension has been requested and subsequently approved by Tennis Australia. All dollar amounts offered under the National Court Rebate Program are exclusive of GST. Applicants that have an ABN and are registered for GST must provide Tennis Australia with a tax invoice which adds GST. Applicants that have an ABN but are not registered for GST must provide Tennis Australia a tax invoice with no GST added. Applicants with no ABN will be required to fill out an ATO Statement by Supplier form.
8. Any funding approval issued by Tennis Australia is only valid for a period of 12 months from the date of the approval letter. Unless otherwise agreed, projects must be completed within 12 months of approval notification. A new application must be made if the project is not completed within this 12 month period unless an extension has been approved in writing by Tennis Australia.
9. By applying for a rebate through the National Court Rebate Program the Applicant warrants that it will use the rebate in accordance with the information provided to Tennis Australia. Tennis Australia may recover any, or all, of the rebate provided to the Applicant, or not pay the Applicant any portion of the rebate, if any portion of the funds have been used in breach of this clause. This clause survives the termination of this Agreement.
10. Tennis Australia will reserve the right, at its sole and absolute discretion and at any time, to change or alter any or all of the terms and conditions for the National Court Rebate Program or to cancel the National Court Rebate Program. The updated version of the terms and conditions will be available at tennis.com.au.
11. Tennis Australia 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 Australia funding assistance.
12. The Applicant agrees to indemnify (and keep indemnified) Tennis Australia (and any of its officers, employees or agents) against any loss, liability, injury or death incurred by Tennis Australia (including any loss or damage to Tennis Australia's property, or loss or expense incurred by Tennis Australia in dealing with any claim against Tennis Australia) arising from any acts, omissions and/or negligence of the rebate recipient, or the rebate recipient's employees or agents in connection with the National Court Rebate Program.
13. Information pertaining to the application for a rebate may be disclosed to the relevant local government organisation or Member Association. Applications may also be used as case studies to enhance Tennis Australia programs and initiatives. Tennis Australia's Privacy Policy can be viewed at www.tennis.com.au/privacy.
14. The National Court Rebate and these terms and conditions shall be governed by and construed in accordance with the laws of Victoria and all Applicants irrevocably and unconditionally consent to the exclusive jurisdiction of the state and federal courts of Victoria.

11. Appendix 1 National Court Rebate – Program Checklist

This checklist covers all key items to consider from start to finish of your NCR Application.

Item	All	General applications	School applications
Preparing your project	<input type="checkbox"/> Read NCR Program Guidelines <input type="checkbox"/> Consult your Member Association	<input type="checkbox"/> Undertake an OHC <input type="checkbox"/> Prepare a Project Plan	<input type="checkbox"/> Prepare a Project Plan (construction projects only)
Step 1: Screening	<input type="checkbox"/> Complete a Screening Checklist <input type="checkbox"/> Agree to Terms & Conditions	<input type="checkbox"/> Provide OHC Summary Report <input type="checkbox"/> Update Project Plan	<input type="checkbox"/> Update Project Plan (construction projects only)
Step 2: Application	<input type="checkbox"/> Read NCR Application Guidelines <input type="checkbox"/> Complete NCR Application Form <input type="checkbox"/> Agree to Terms & Conditions <input type="checkbox"/> Prepare evidence <input type="checkbox"/> Submit NCR Application Form <input type="checkbox"/> Submit supporting documents	<i>Prepare following evidence:</i> <input type="checkbox"/> Stakeholder Support <input type="checkbox"/> Security of tenure <input type="checkbox"/> Applicant funding contribution <input type="checkbox"/> Confirmed partnership funding <input type="checkbox"/> Quotes <input type="checkbox"/> Business Plan / OHC Action Plan <input type="checkbox"/> Maintenance Plan <input type="checkbox"/> Project Plan	<i>Prepare following evidence:</i> <input type="checkbox"/> Project Plan <input type="checkbox"/> Stakeholder Support* <input type="checkbox"/> Confirmed funding <input type="checkbox"/> Quotes <input type="checkbox"/> Maintenance Plan (construction projects only) <input type="checkbox"/> Project Plan (construction projects only) <i>*Letter from School Principal must detail tennis activity taking place at the school</i>
Step 3: Outcome	<i>There are no requirements by the applicant at this stage unless notified by Tennis Australia.</i>		
Step 4: Award	<input type="checkbox"/> Accept or decline award offer <input type="checkbox"/> Keep your Member Association and Tennis Australia notified of project updates (<i>tip: use the Project Plan</i>) <input type="checkbox"/> On project completion provide required documents to Tennis Australia		
Step 5: Post Award	<input type="checkbox"/> Adhere to Terms & Conditions <input type="checkbox"/> Maintain ongoing affiliation with State or Territory Member Association <input type="checkbox"/> Acknowledge the award via local media releases <input type="checkbox"/> Meet annual reporting requirements including Operational Health Check <input type="checkbox"/> Ensure all coaches at the venue are Tennis Australia coach members <input type="checkbox"/> Implement and support Tennis Australia's junior starter program ANZ Hot Shots <input type="checkbox"/> Support Tennis Australia's national systems, tournaments, research, programs and services <input type="checkbox"/> Maintain venue access by the general public		