



# Grant Program Guidelines

## Rally as One – Community Events

Supporting bushfire affected communities



# APPLICATION GUIDELINES

## 1. About the Program

*Rally as One – Community Events Program* ('The Program') offers grants to eligible Tennis Australia State Member Associations and/or local Tennis Clubs to deliver local events in communities affected by the 2019-20 bushfires. Events should promote community connection, social cohesion and inspire hope for the future.

## 2. Program Objectives

The Program aims to provide an opportunity for disadvantaged children and young people to feel supported, valued and connected with their community through participation in a local event that promotes community connection and social cohesion.

Successful applications will demonstrate how the event contributes to the below objectives:

1. **Develop sense of belonging and community** through experience with tennis
2. Ensure participants **feel safe, welcome and included**
3. **Provide low cost opportunity** for social connection and community engagement

## 3. Important Dates

ACTIVITY	KEY DATES
Applications Open	Wednesday 5 April 2023
Applications Close	Rolling Date
Notification of outcomes	14 Days Receipt of Application
Expected completion date	End March 2024

## 4. Application Criteria

Community events should primarily target 5-24 year old's, offering the opportunity to enjoy social connection with family and other community members. Events should be held in a shared community space and open for all community members to participate. Best efforts should be made to provide activities, entertainment and/or food at no or low cost to maximise community participation.

Types of events eligible for funding may include:

- Festival or fair
- Come and try day
- Club open day
- Other social gathering

Funding is available for the following items:

- Marketing and promotion
- Catering
- Entertainment (e.g., Local musicians or face painters etc)
- Equipment for activities (e.g., Sports or craft equipment)

- Venue and equipment hire (e.g., AV equipment, shade)
- Payment of volunteers to support event planning and delivery

The [Tennis Australia Club Open Day](#) resource may be useful for event planning and delivery.

## 5. Eligible applicants

Incorporated Tennis Clubs in LGA's that were impacted by the 2019-20 Bushfire event are eligible to directly apply for this grant. Priority will be given to Tennis Australia Affiliated clubs.

Tennis Australia Member Associations whose regions were impacted by the 2019-20 Bushfire event are also eligible to apply for this grant. Member Associations are strongly encouraged to partner with local government or other local community agencies in the delivery of events.

See Appendix 1 for list of LGA's eligible for bushfire funding.

## 6. Funding details

Maximum of \$5,000 (inc GST) per project.

Eligible Member Associations may apply to host events in more than one community. Separate applications are required for each event/community.

## 7. Ineligible activities

Activities ineligible for support from this grant include:

- Appearance fees
- Staff travel expenses greater than 10% of the total project cost
- Liquor licencing fees or other costs associated with provision of alcohol
- Delivery of pre-existing events or activities

The ATF reserves the right to exclude any budget items considered inappropriate use of ATF funds.

## 8. Application process

Applications must be lodged electronically via the link below:

<https://tennis.smartygrants.com.au/CommunityEvents2023>

To discuss any aspect of your project prior to application, please email Susie Norton from the ATF at [Susie.norton@australiantennisfoundation.com.au](mailto:Susie.norton@australiantennisfoundation.com.au)

## 9. Assessment process

All applications will be assessed against the eligibility and application criteria and the proposed project's alignment with the Program Objectives.

During the assessment process, the ATF may require further information and may seek to obtain this information from external sources.

The ATF reserves the right to recommend grant amounts that may differ from the amount requested in the application.

## 10. Notification

All applicants will be notified in writing of the outcome of their application within 2 weeks of receipt of application.

Applicants are welcome to seek feedback on unsuccessful applications, however the ATF's decision regarding funding to be awarded will be final.

## 11. Successful Applicants

### **Payment terms**

Successful applicants will receive an up-front payment of the full-approved amount within two weeks of approval and provision of a compliant invoice to the ATF.

### **Project reporting**

The successful applicant will be required to complete a Project Report and Financial Acquittal upon completion of the activity via the Smarty Grants portal.

## ATF Grants – Terms and Conditions

Australian Tennis Foundation Rally as One Community Events Grant ('Grants Program') are funded and administered by the Australian Tennis Foundation Limited ACN 138 906 797 ('ATF'). The Grants Program is designed to promote community connection, social cohesion and inspire hope for the future. The following terms and conditions apply to the Grants Program:

### Applications

1. Applications are open to those organisations as set out in the Grants Program Guidelines ('Application Guidelines')
2. If an Application does not comply with these terms and conditions or the Application Guidelines, it will be ruled invalid and withdrawn from consideration.
3. To apply for a grant, applicants must accurately and truthfully complete the Community Grants Application Form within the 'Application Guidelines'.
4. To be considered for the Grants Program, completed Applications must be submitted by the deadline set out in the Application Guidelines.
5. By submitting an Application, the applicant warrants that all information given, and each statement made, to the ATF or to Tennis Australia Limited ('Tennis Australia') by the applicant or its agents is true, correct and not misleading in any way.
6. These terms and conditions are to be read in conjunction with the completed Application Form, the Application Guidelines and the eligibility criteria detailed in the Application Guidelines (collectively, 'the Application Documentation').
7. The Application Documentation forms the terms of agreement for the distribution of the grant. The Application Documentation is governed by the laws applying in the State of Victoria.
8. As the number of responses may be substantial, not every application that meets the selection criteria will necessarily receive a grant. The ultimate decision as to who grants will be awarded to, and the amount of the grant is at the ultimate discretion of the ATF and guided by the principles set out in the Application Guidelines.

### Successful Grant Recipients

9. A successful grant recipient ('Recipient') must only use any funds distributed by the ATF that form part of the grant for purpose of completing the project detailed in the Application Documentation, and as permitted by the Application Documentation ('Approved Purpose'). The Recipient must undertake the Approved Purpose in a timely, diligent, reasonable and economical manner, and exercising reasonable skill and care. If the Application documentation contains a plan for carrying out the Approved Purpose, the Recipient must carry out the Approved Purpose in accordance with that plan.
10. By submitting a completed Application Form, applicants and successful Recipients consent to the ATF disclosing the information provided in the Application Form for the purposes of conducting the Community Grants Program, reviewing, processing and awarding the grants and any other matter connected to or incidental to the Program.
11. Applicants and Recipients may be contacted by the ATF or Tennis Australia, and/or their representatives, directly for the purpose of validation of information contained in the completed Application Form and due diligence. All completed Application Forms become the property of the ATF.
12. The ATF reserves the right, at any time, to verify the validity of information contained in the Application Forms and to disqualify any applicant that submits an Application Form that is not accurate, truthful or that does not otherwise comply with these terms and conditions.
13. Recipients must submit tax invoices to the ATF in accordance with the requirements set out in the Application Guidelines. The ATF will not make any grant payment to a Recipient until it has received a valid tax invoice from the Recipient.

14. Recipients must provide to the ATF the reports and other documents specified in the Application Documentation.
15. The ATF may from time to time review, monitor or audit any matter or thing related to the Grant Program, the performance by the Recipient of its obligations under the Application Documentation, the carrying out of the Approved Purpose or the receipt, use or expenditure of the grant. The Recipient must in connection with any such review, monitoring or audit by the ATF comply with any reasonable directions of the ATF.
16. If the Recipient fails to comply with the timelines and due dates set out in the Application Guidelines, the ATF may, in its absolute discretion, revoke its decision to award the grant to the Recipient and the Recipient will forfeit the grant.
17. Applicants should check the nature of any supply made by the ATF with their taxation adviser. Notwithstanding, any grant from the Grants Program is a 'gift' and gifts under income tax legislation do not attract GST. A receipt may be requested by the ATF to confirm arrival of the gift.
18. If, at any time, the purpose of the grant-funded project no longer exists or the project is no longer able to be achieved in the manner described in the completed Application Form, the Recipient must advise the ATF to discuss alternate options.
19. The ATF may, at its sole discretion, vary the amount of the grant at any time.
20. The ATF may, at its sole discretion require the Recipient to repay any unexpended funds forming part of the grant. The Recipient must repay to the ATF on demand in writing:
  - a. Any part of the grant that is not required by the Recipient to carry out the Approved Purpose; and
  - b. Any part of the grant that is used by the Recipient for a purpose that is not the Approved Purpose.
21. The ATF may request the Recipient to provide public acknowledgement of the grant funding.
22. All Grant Material, use of the ATF logo or Tennis Australia logo (if applicable) and/or any reference to any other Grant Program intellectual property by the Recipient is subject to approval by the ATF prior to use.
23. The Recipient acknowledges the importance of maintaining the good name and reputation of the Grants Program, Tennis Australia and the ATF.
24. The Recipient may be requested to provide general assistance with promotional or marketing campaigns being run by the ATF, or any other corporate government partner in relation to the Grants Program. For example, the ATF may request the Recipient to provide photos, quotes and other materials for marketing or promotional campaigns ('Marketing Materials'), which will become the property of the ATF for use in marketing, promotional, advertising and other related purposes without any payment being made to the Recipient. The Recipient and the ATF will work together to obtain all necessary consents from third parties to enable the ATF to use the Marketing Materials.
25. The Recipient, and any members of the Recipient's club, consent to Tennis Australia, the ATF and their government and commercial partners taking images of the project funded by the Grants Program, and that any such photographs or video footage may be used by the above organisations for use in promotional, advertising or marketing materials, without any further notice or payment to the Recipient or the members of the Recipient's club.
26. The ATF is not liable for any loss, damage or personal injury suffered or sustained in connection with, or as a result of, the Grants Program, use of a grant, or participation in the Program.
27. The Recipient agrees to indemnify, and keep indemnified, Tennis Australia, the ATF and their officers, employees and agents against any loss, liability, injury or death incurred by Tennis Australia or the ATF including any loss or damage to their property, or loss or expense incurred by them in dealing with any claim against them) howsoever arising from or in connection with any acts, omissions and/or negligence of the Recipient, its employees or its agents in relation to the Grants Program.

28. The Recipient must keep and maintain adequate insurance (including public liability insurance) for the activities carried out in relation to this Program, or projects the subject of this Program, against any claims for loss or damage to property and/or injury or death to persons.
29. An authorised Tennis Australia or ATF representative may, where appropriate, visit the Program project site before, during and after the funding period, at times agreed by both parties.
30. The Grants Program can be suspended or terminated at any time by the ATF without notice.

These terms and conditions may be amended or withdrawn at the discretion of the ATF. In such instances, revised conditions will be circulated to the respective Recipients.

## Appendix 1: LGA's Designated to be Affected by 2019/20 Bushfires

(reference: Black Summer Bushfire Recovery Grants Program, Commonwealth Department of Industry, Science, Energy and Resources)

STATE	LGA	CATEGORY
ACT	All of ACT	1
NSW	ARMIDALE	1
NSW	BEGA VALLEY	1
NSW	BLUE MOUNTAINS	1
NSW	CLARENCE VALLEY	1
NSW	EUROBODALLA	1
NSW	GLEN INNES	1
NSW	HAWKESBURY	1
NSW	KEMPSEY	1
NSW	LITHGOW	1
NSW	MID COAST	1
NSW	NAMBUCCA	1
NSW	PORT MACQUARIE-HASTINGS	1
NSW	QUEANBEYAN-PALERANG	1
NSW	RICHMOND VALLEY	1
NSW	SHOALHAVEN	1
NSW	SNOWY MONARO	1
NSW	SNOWY VALLEYS	1
NSW	TENTERFIELD	1
NSW	WOLLONDILLY	1
NSW	BALLINA	2
NSW	BELLINGEN	2
NSW	BYRON	2
NSW	CENTRAL COAST	2
NSW	CESSNOCK	2
NSW	COFFS HARBOUR	2
NSW	COOTAMUNDRA-GUNDAGAI	2
NSW	DUNOGG	2
NSW	GOULBURN-MULWAREE	2
NSW	GREATER HUME	2
NSW	GWYDIR	2
NSW	INVERELL	2
NSW	KU-RING-GAI	2
NSW	KYOGLE	2
NSW	LAKE MACQUARIE	2
NSW	LISMORE	2
NSW	MID WESTERN	2
NSW	MUSWELLBROOK	2



NSW	NARRABRI	2
NSW	OBERON	2
NSW	PENRITH	2
NSW	SINGLETON	2
NSW	SUTHERLAND SHIRE	2
NSW	TAMWORTH	2
NSW	TWEED	2
NSW	UPPER HUNTER	2
NSW	UPPER LACHLAN	2
NSW	URALLA	2
NSW	WAGGA WAGGA	2
NSW	WALCHA	2
NSW	WINGECARRIBEE	2
QLD	LIVINGSTONE	1
QLD	LOCKYER VALLEY	1
QLD	SCENIC RIM	1
QLD	SOMERSET	1
QLD	SOUTHERN DOWNS	1
QLD	BRISBANE	2
QLD	BUNDABERG	2
QLD	COOK	2
QLD	FRASER COAST	2
QLD	GLADSTONE	2
QLD	GOLD COAST	2
QLD	GYMPIE	2
QLD	IPSWITCH CITY	2
QLD	MAREEBA SHIRE	2
QLD	NOOSA SHIRE	2
QLD	NORTH BURNETT	2
QLD	REDLAND	2
QLD	ROCKHAMPTON	2
QLD	SOUTH BURNETT	2
QLD	SUNSHINE COAST	2
QLD	TOOWOOMBA	2
QLD	TOWNSVILLE	2
QLD	WHITSUNDAY	2
SA	KANGAROO ISLAND	1
SA	ADELAIDE HILLS	2
SA	LOWER EYRE PENINSULA	2
SA	MID MURRAY	2
SA	MOUNT BARKER	2
SA	MURRAY BRIDGE	2
SA	PLAYFORD	2
SA	SOUTHERN MALLEE	2

SA	THE COORONG	2
SA	YORKE PENINSULA	2
SA	KINGSTON	2
VIC	ALPINE	1
VIC	EAST GIPPSLAND	1
VIC	INDIGO	1
VIC	MANSFIELD	1
VIC	TOWONG	1
VIC	WANGARATTA	1
VIC	WELLINGTON	1
VIC	WODONGA	1
VIC	ALPINE RESORTS	2
VIC	Falls Creek	2
VIC	Mount Hotham	2
VIC	Mount Stirling	2
VIC	ARARAT	2
VIC	BALLARAT	2
VIC	CAMPASPE	2
VIC	GLENELG	2
VIC	GOLDEN PLAINS	2
VIC	GREATER BENDIGO	2
VIC	MOYNE	2
VIC	NORTHERN GRAMPIANS	2
VIC	PYRENEES	2
VIC	SOUTHERN GRAMPIANS	2
VIC	STRATHBOGIE	2
TAS	BREAK O'DAY	2
TAS	CENTRAL HIGHLANDS	2
TAS	FLINDERS	2
TAS	GLAMORGAN/SPRING BAY	2
TAS	SOUTHERN MIDLANDS	2