



Facility Enhancement Fund (FEF)

GUIDELINES – 2024 ROUND (STREAM 1)

OPEN: 12 August 2024 **CLOSE:** 9 September 2024



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.

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 \$10,000 and \$250,000 in total value.

The FEF may fund up to 25% of eligible total project value or between \$2,500 to a maximum of \$50,000. More details are below in the section Funding Available – including criteria for greater funding contribution for venues which meet the criteria for Financial Hardship.

In the 2024 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.

Two Streams of the FEF will operate:

Main Round (Stream 1)

- As outlined in these Guidelines
- Funding Co-Contribution requirements secured to be eligible

Future In-Principle Funding (Stream 2)

- Applicants must be invited to apply.
- Are for projects which have yet to fully secure co-contribution requirements as required in Stream 1 but which are projects that would benefit from in-principle funding from Tennis NSW to secure other funding commitments.
- Invited Projects will be required to complete all application forms and meet all criteria per Stream 1.
- Applicants will be assessed under the same criteria as those in Stream 1 and as such, any successful applicant will have been deemed to be competitive against similar approved applications in a typical round for Stream 1.
- Successful Stream 2 applicants will be provided 12 months in-principle conditional support, upon which either a) the full funding and co-contributions have been secured and the project is funded from the next FEF Funding Round; b) an extension may be granted; or c) in-principle funding commitment expires (is not renewed/ extended).
- Stream 2 is always open and interested venues should speak to their local Tennis Development Officer, Regional Tennis Manager or the Tennis NSW Infrastructure & Planning team.
- Assessment of Stream 2 applications will mirror the merit based criteria and other requirements of Stream 1, with the exception of the co-funding secured criteria.

Tennis NSW also separately considers funding for major project investment aligned to the State Infrastructure Investment Strategy on a case-by-case basis. Interest in such projects

should be directed to your local Regional Tennis Manager or Tennis NSW's Infrastructure & Planning Manager.

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 with an objective to increase participation opportunities for women and girls, and other identified target demographics, ensuring 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 2025*, 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

Applications Open	Monday 12 August 2024, 9am
Applications Close	Monday 9 September 2024, 5pm (Strictly – no applications will be accepted after cut-off time. Please submit well ahead of deadlines)
Assessment	September 2024
Notification	From early October 2024
Execution of Funding Agreements	Within two weeks of funding offer (notification)
Project Commencement	From October 2024, after execution of Funding Agreement
Project Completion and Report Finalisation	Within 18 months of execution of Funding Agreement



Funding Availability

A total of \$500,000 (ex GST) is available in the 2024 Round (Stream 1).

The funding program is a competitive process which will award to 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.

Applicants may only submit one application per FEF funding round.

The grant amount requested by an applicant must be a minimum of \$2,500 and cannot exceed \$50,000 – and reflect no more than 25% of the total project value.

As such projects will typically be a minimum of \$10,000 through to \$250,000 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 government grant)
- 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 favourably consider applicants who have not previously been successful in requests through the FEF. All applications from all eligible applicants however, will be welcomed and considered in a given funding round.

Financial Hardship – an applicant may request an amount between 25% and 50% of the total project value where it can demonstrate disadvantage or hardship. Examples of hardship applications which are more likely to be successful are those which relate to venues and communities that have faced natural disasters and/or those that are located within and serve communities that are deemed disadvantaged (as identified by SEIFA socio-economic data). Applications for this higher level of funding will not be supported where hardship is on the basis of poor planning or poor / inadequate financial management.

Projects which may not have yet secured the required co-contributions but may benefit from receiving an in-principle funding commitment to secure other funding sources – such as government grants and landowner funding contributions – are directed to speak to Tennis NSW about seeking an invitation to apply through Stream 2.

Eligible Applicants

1. **The Applicant should either be the landowner or the lead organisation which has responsibility for managing the venue in which the proposed project is to occur.**
2. The Applicant should be actively engaged in furthering tennis strategically and actively engaged with Tennis NSW through membership, participating in Tennis Restart (including sharing data and completing HIT/VSR audits), and following directions, policies and standards of Tennis NSW.
3. Applicants need to show that Tenure or Strategic Commitment is secured – that is demonstration that the venue will benefit tennis participants for the life of the facility improvements that the funding delivers.

If a lease/license or venue management agreement is not in place for said period, an acceptable alternative is the inclusion of a letter of support 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.

4. 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/or has a Tennis NSW member associated with the venue as a user group and that member supports the application.



5. Eligible Applicants are (assuming they meet criteria 1-4 above):

- NSW based incorporated tennis clubs and associations that are affiliated with Tennis NSW.
- Local Councils in NSW that are affiliated with Tennis 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 that are managed by Tennis Australia accredited coaches and meet all Child Safety and Member Protection requirements and standards.

Ineligible applicants are:

- Any organisation that is not the landowner or lead organisation who has responsibility for managing the venue in which the proposed project or work is to occur.
- Individuals, groups of individuals and unincorporated organisations (unless stipulated above).
- Incorporated not-for-profit organisations that are not affiliated with Tennis NSW.
- 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 at a specific location within NSW.
- Local Government Parks Committees.
- PCYCs / YMCAs / Scouts.

Almost all tennis venues in NSW will have an eligible organisation which may apply for funding for that venue (or the ability to become an eligible organisation). Ineligible organisations should speak to and partner with that venue's eligible organisation to deliver a project. For example, a club-coach (sole trader or otherwise) who does not have the direct (head) lease and management responsibilities for the example venue (though it might be delegated to undertake works under their arrangements such as a sub-lease, coaching contract or venue service agreement), the landowner or venue manager (under head lease) should be the Applicant. Another example is an organisation that is not affiliated with Tennis NSW but should they become an affiliate, would be able to meet the other eligibility requirements.

Eligible Projects

Facility upgrades or development that demonstrates:

- Increased number of people who participate;
- Improved quality of the participation environment which will support improved participation numbers, experience and other outcomes that benefit tennis;
- Increase in the type of tennis activities that can be delivered;
- Enhanced venue sustainability; and
- Addressing barriers to participation.

Examples of eligible project types and components include:

- New or upgraded courts – inclusive of major court rectifications, court conversion, additional/new courts (including Hot Shots and courts that support complementary formats), and court resurfacing.
 - Court resurfacing projects are eligible but only where the applicant can make a compelling case that it will result in improved participation outcomes.
 - 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.
 - May include new or upgraded irrigation for grass and clay courts.
- New or upgraded facilities e.g.
 - Building, expanding and/or upgrading clubhouse and amenities (such as roofing, shading, viewing areas, change rooms, toilets, kitchen/kiosk major update/upgrade);
 - Venue accessibility (such as walkways, ramps, off-court lighting);
 - Ancillary facilities including fixed shade and seating structures, scoreboards and Public Announcement (PA) systems;



- Upgrade to site security including new/ replacement venue fencing and CCTV;
- Hitting Walls (fixed); and
- Fit-out and equipment considered part of new or upgraded fixed assets – such as fixed appliances in a new kitchen (e.g. rangehoods, ovens, etc.) and fixed/permanent signage.
- Projects which improve venue and/ or environmental sustainability within a venue, e.g. court lighting upgrade to LED, safety lighting, water saving initiatives and installation of solar and battery systems.
 - Such projects should articulate and directly quantify what benefits are expected to be observed.
- Digital Court Access and Integrated Lighting Solutions.
 - Inclusive of light control equipment and other hardware such as locks;
 - Inclusive of permanent hardware installation including gates and providing services as required;
 - Purchase of software and any ongoing subscriptions to support/service solution may not be included; and
 - Venue management and online booking software purchase or subscription may not be included.



Ineligible projects and expenditure include:

- Projects that 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 a clear public benefit pertaining to the community's interest in tennis and also have documented landowner consent).
- Projects that 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 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 (i.e. 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.



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 should not 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 is 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.
- If you are not eligible, you can partner with an eligible organisation, although they will need to submit the application.

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 [here](#).

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.

Step 5: Submit your application

Applying for a grant is a simple process using the [SmartyGrants platform here](#).

Tennis NSW recommends that applicants familiarise themselves with the online application form ahead of 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 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 panelists, including:

- Two (2) x Tennis NSW Board Directors (one of whom is the Chair or the Audit, Risk & Investment Committee);
- Independent panelist;
- Tennis NSW Chief Executive Officer;
- Tennis NSW Head of Tennis Development.

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 a funding request for \$2,500 to \$10,000 will be less than for \$30,000 to \$50,000 and more complex projects. All applicants must meet the minimum application criteria wherever identified.

The assessment criteria is detailed in the FAQs document which is located on the FEF website [here](#). 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.



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 that are set out in 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 [here](#).

Variations to approved projects

Please see FAQs for further information on variation requests.

Evaluation and reporting

A Notice of Project Completion is required within 60 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 before and after facility enhancements and benefits achieved as a result of the project. Recognition of project completion and those who contributed to its 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 project completion.

Payment of grants

Grants of under \$20,000: The full amount is to be paid to recipients upon execution of the Funding Agreement and provision of an acceptable tax invoice as directed by Tennis NSW.

Grants of between \$20,001 and \$50,000: The full amount will be paid in two milestone payments:

1. 90% of the grant amount will be paid upon execution of the Funding Agreement and provision of an acceptable tax invoice.
2. 10% of the grant amount will be paid upon submission of an acceptable Notification of Project Completion and provision of an acceptable tax invoice.

Available supporting documents and for more information

Documents available on the [Fund website](#) to assist your application include:

- Program Guidelines
- Frequently Asked Questions (FAQs)
- Landowner Consent Form

You can contact your local Tennis Development Officer or the Tennis NSW FEF Administrator at nswfef@tennis.com.au for assistance.



Tennis NSW

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