

Opportunity Knocks

Subsidy Program Guidelines



Opportunity Knocks Subsidy Program

Part A – Application Guidelines

1. About the Subsidy

The **Opportunity Knocks Subsidy Program** (“**Subsidy**”) offers young people aged 5 - 17 facing disadvantage or adversity the opportunity to continue their tennis journey with subsidized coaching by a qualified tennis coach.

The Subsidy will ideally support children introduced to tennis through the Kids Tennis Program or who have completed other group coaching programs and are interested in moving into competitive play.

2. Subsidy Objectives

The Subsidies aim to:

- reduce financial barriers to participation in sport outside of school for children and young people;
- use tennis as a vehicle to strengthen resilience, promote self-worth and build a sense of belonging in children and young people;
- provide continued access to opportunities to experience success and social connection.

This is not a high performance scholarship.

3. Participant Eligibility

Funding is available to children and young people who meet the following criteria:

- **aged between 5 – 17**
- **facing financial hardship or disadvantage**
- families have no outstanding reporting requirements for any other Tennis Australia or ATF funding programs

4. Funding Details

Funding of **up to \$400 per person per year for coaching fees and an additional \$100 per person per year for club membership and/or competition fees** is available.

Funds will be paid as a reimbursement for expenses against eligible items.

Applicants must first seek and obtain approval before claiming reimbursement for any expenses (see section 7 – Application Process).

Funding will be awarded in Semester one for Terms 1 & 2 and Semester two for Terms 3 & 4. Applications will be accepted until each Semester’s funding allocation is exhausted.

Funding may be used to fully or part fund eligible items for the nominated period.

5. Eligible items

The funding may be used to reimburse expenses against the following eligible items:

- Coaching fees
- Club membership fees
- Competition entry fees

Funding will be awarded for club or community coaching programs (either individual or group), not Tennis Australia or Member Association high performance programs.

Coaches delivering lessons or programs must be a Tennis Australia Coach Member, meeting all Tennis Australia child safety requirements.

Competitions must be a Tennis Australia endorsed competitive play offering. See <https://www.tennis.com.au/competitiveplay/calendar> for current information.

6. Important Dates

Activity	Timeline	
	Semester one	Semester two
Applications open	December (previous year)	1 June
Applications close	When funds are exhausted	When funds are exhausted
Funding confirmation	Within ten working days of application receipt	Within ten working days of application receipt
Reporting due	End of each term	End of each term

7. Application Process

The Subsidy is awarded in a two step process.

Step 1 – Approval of Applicant (Part A – Application Guidelines)

- Lodge an application online via this [link](#) in accordance with these guidelines.
- This may be done prior to incurring any expenses.
- For assistance with this process, please contact: Susie Norton email: susie.norton@australiantennisfoundation.com.au
- Applicants are required to provide banking information as part of the application process, to enable reimbursement of expenses.

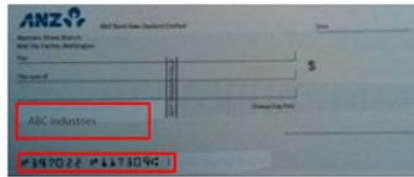
Supporting documents required to verify banking information

To verify banking details and ensure funds reach the desired recipient safely, of one of the following documents must also be attached to the application.

Bank Deposit Slip



Cheque



Screenshot or a photo of the bank details via internet banking, or physical bank statement (not including balances)

ANZ		Account Statement Report Oct 19, 2020	
Account Name	: ABC Industries	Opening Balance (Oct 19, 2020)	:
Number/CCY	: 013912-91234567892	Closing Balance (Oct 19, 2020)	:
Company	: ABC Industries	Opening Available Balance (Oct 19, 2020)	:
Bank	: ANZ Bank, Australia	Closing Available Balance (Oct 19, 2020)	:
Country or Region	: Australia		

Step 2 – Reimbursement of Claim (Part B – Reimbursement Guidelines)

- Successful applicants may submit an expense reimbursement claim in accordance with Part B – Reimbursement Guidelines.

8. Assessment Process

Applications will be reviewed on a case by case basis and assessed against the remaining budget available for that semester.

9. Notification

All applicants will be notified in writing of the outcome of their application.

Reimbursement claims may be lodged anytime after notification of approval (refer Part B – Reimbursement Guidelines)

10. Subsidy Terms and Conditions

By submitting an application, applicants agree to be bound by Part C - Subsidy Terms and Conditions. Successful applicants may only use the funds in accordance with those Terms and Conditions.

Part B – Reimbursement Guidelines

1. Approved Applicants

Once applicants are approved, a reimbursement claim form can be submitted online in accordance with these guidelines.

2. Reimbursement Requirements

Reimbursement will only be for items listed in with Part A – Application Guidelines (including eligible items, the relevant item limits and the terms and conditions in that Part).

Reimbursement claim form to be lodged electronically, via Smarty Grants portal, with receipts or other proof of payment attached.

The following information should be included on the proof of payment document:

Coaching Fees: Coach Name
Date of payment
Total amount paid
Program information / service provided

Club Fees: Club Name
Date of payment
Total amount paid
Membership type

Competition Fees: Competition Name
Date of payment
Total amount paid

One payment will be made per Subsidy per term. If the Subsidy will be used for expenses spread over two terms, one claim can be made each term.

3. Payment terms

The ATF will review each reimbursement claim, which will be assessed against the Guidelines. Funds will be paid as a reimbursement of expenses against eligible items.

For reimbursement claims lodged:

- before the 14th day of each month, payment will be made by the 30th of the same month.
- after the 14th day of a month, payment will be made by the 30th of the next month.

Funding will be paid directly to the bank account nominated in the application form and approved by the ATF.

Part C – Subsidy Terms and Conditions

Australian Tennis Foundation Opportunity Knocks Subsidy Program ('Subsidy Program') is funded and administered by the Australian Tennis Foundation Limited ACN 138 906 797 ('ATF'). The Subsidy Program is designed to develop resilience and inspire hope for the future. The following terms and conditions apply to the Subsidy Program:

1. These terms and conditions are to be read in conjunction with the completed Application Form, Reimbursement Form, the Application Guidelines, Reimbursement Guidelines and the eligibility criteria detailed in the Application Guidelines (collectively, 'the Subsidy Documentation').
2. The Subsidy Documentation forms the terms of agreement for the distribution of the Subsidy. The Subsidy Documentation is governed by the laws applying in the State of Victoria.

Applications

3. Applications are open to those individuals as set out in Part A - Application Guidelines ('Application Guidelines').
4. If an Application does not comply with these terms and conditions or the Application Guidelines, it will be ruled invalid and withdrawn from consideration.
5. To apply for a Subsidy, applicants must accurately and truthfully complete the Subsidy Application Form via Smarty Grants within section 7 of Part A - 'Application Guidelines'.
6. To be considered for the Subsidy Program, completed Applications must be submitted as set out in the Application Guidelines.
7. 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.
8. As the number of responses may be substantial, not every application that meets the selection criteria will necessarily receive a Subsidy. The ultimate decision as to who subsidies will be awarded to, and the amount of the subsidy is at the ultimate discretion of the ATF and guided by the principles set out in the Application Guidelines.

Reimbursements

9. After an applicant has submitted an application, the ATF will notify the applicants that they are either:
 - (a) Approved ("Recipient"); or
 - (b) Not approved. The ATF may request further information if the applicant is not approved.
10. To be eligible for reimbursement, a Recipient must submit a Reimbursement Form in accordance with Part B – Reimbursement Claim (including any relevant supporting documentation). Any claim for reimbursement must be for eligible items detailed in the Subsidy Documentation, and as permitted by the Subsidy Documentation ('Approved Purpose').
11. Recipients must provide to the ATF the reports and other documents specified in the Subsidy Documentation.

Use of Information

12. By submitting a completed Application Form or Reimbursement Form, applicants and successful Recipients consent to the ATF disclosing the information provided in the Application Form or Reimbursement Form for the purposes of conducting the Subsidy Program, reviewing, processing and awarding the subsidy and any other matter connected to or incidental to the Program.
13. 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 or Reimbursement Form and due diligence. All completed Application Forms or Reimbursement Forms become the property of the ATF.

14. The ATF reserves the right, at any time, to verify the validity of information contained in the Application Forms or Reimbursement Forms and to disqualify any applicant that submits an Application Form or Reimbursement Form that is not accurate, truthful or that does not otherwise comply with these terms and conditions.
15. The ATF may from time to time review, monitor or audit any matter or thing related to the Subsidy Program, the performance by the Recipient of its obligations under the Subsidy Documentation, the carrying out of the Approved Purpose or the receipt, use or expenditure of the subsidy. The Recipient must in connection with any such review, monitoring or audit by the ATF comply with any reasonable directions of the ATF.

GST

16. Applicants should check the nature of any supply made by the ATF with their taxation adviser. Notwithstanding, any subsidy from the Subsidy 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.

Intellectual property

17. All Subsidy Material, use of the ATF logo or Tennis Australia logo (if applicable) and/or any reference to any other Subsidy Program intellectual property by the Recipient is subject to approval by the ATF prior to use.
18. 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 Subsidy 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.
19. The Recipient, consent to Tennis Australia, the ATF and their government and commercial partners taking images of the project funded by the Subsidy 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.

Liability and Indemnity

20. The Recipient acknowledges the importance of maintaining the good name and reputation of the Subsidy Program, Tennis Australia, and the ATF.
21. If the Recipient fails to comply with the directives set out in the Application Guidelines, the ATF may, in its absolute discretion, revoke its decision to award the subsidy to the Recipient and the Recipient will forfeit the Subsidy.
22. The ATF is not liable for any loss, damage or personal injury suffered or sustained in connection with, or as a result of, the Subsidy Program, use of a subsidy, or participation in the Program.
23. 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 Subsidy Program.

Reservation of Rights

24. An authorised Tennis Australia or ATF representative may, where appropriate, visit the Subsidy Program project site before, during and after the funding period, at times agreed by both parties.

25. The ATF may, at its sole discretion, vary the amount of the Subsidy at any time.
 26. The Subsidy 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 each Recipient.