

Tennis in State Schools Initiative

Program Guidelines

Version 5.0 – June 2023



Purpose

These guidelines provide assistance and clarification to applicants of the requirements when applying for funding under the Tennis in State Schools Initiative (TISSI).

Version Control

Document Name	Version	Date	Changes
Tennis in State Schools Initiative (TISSI) Guidelines	V1.0	February 2019	<ul style="list-style-type: none"> Document developed in accordance with the <i>Tennis for Schools Collaboration Agreement 2018-2021</i> between the Department of Education and Tennis Queensland
Tennis in State Schools Initiative (TISSI) Guidelines	V2.0	May 2019	<ul style="list-style-type: none"> Update to V1.0
Tennis in State Schools Initiative (TISSI) Guidelines	V3.0	January 2020	<ul style="list-style-type: none"> Hyperlinks and assessment timeline updated
Tennis in State Schools Initiative (TISSI) Program Guidelines	V4.0	August 2021	<ul style="list-style-type: none"> Hyperlinks and assessment timeline updated
Tennis in State Schools Initiative (TISSI) Program Guidelines	V5.0	June 2023	<ul style="list-style-type: none"> Document content updated for <i>Tennis for Schools Collaboration Agreement 2022-2024</i>.

Documentation

- Tennis in State Schools Initiative – Application Form
- Tennis in State Schools Initiative – Fact Sheet
- [School Managed Facility Project \(SMFP\) Instructions](#)

Contact Information

- Subsidy Program Coordinator
Infrastructure Services Division
Level 18, 42-60 Albert Street, Brisbane QLD 4000
Telephone: 07 3034 4854
Email: SchoolSubsidyScheme@qed.qld.gov.au

Program Scope

1. Program scope

- 1.1 The Tennis in State Schools Initiative (TISSI) is a collaborative agreement between Tennis Queensland (TQ), with the support of Tennis Australia (TA), and the Department of Education (DoE). Each will provide funding that will allow schools to complete tennis infrastructure-based projects.
- 1.2 The initiative aims to promote health and active lifestyles by improving participation of state school students in the sport of tennis, through funding the delivery of new or upgraded tennis facilities.
- 1.3 Funding for the initiative will be made available to eligible state schools during the 2022, 2023 and 2024 calendar years and will comprise 25% contribution from Tennis Queensland, 50% contribution from the DoE Infrastructure Investment Portfolio, and 25% contribution from individual Queensland state schools.

2. Eligible applicants

- 2.1 All Queensland state schools are eligible to apply.
- 2.2 Schools seeking to develop a Partnership with Tennis Queensland/Tennis Australia or that have existing affiliation with Tennis Queensland will be considered favorably, however affiliation is not a requirement for application.
- 2.3 Any project involving the construction, refurbishment or resurfacing of full-size courts or the Book a Court program will require the school to become a [Tennis Queensland affiliate](#) and remain partnered as per the National Court Rebate Scheme (NCRS) for a minimum of five (5) years.
- 2.4 Schools interested in becoming affiliated with Tennis Queensland should contact them directly for more information and to discuss further.
- 2.5 Each school may submit one application per each funding round. Each application is to be for one project scope only.
- 2.6 Priority is given in each of the funding rounds to eligible schools who have not yet been successful under the Tennis in State Schools Initiative. This is to ensure that as many eligible schools as possible may benefit from the funding.
- 2.7 The School Principal must be the person to apply for funding as the subsidy awarded from the DoE Infrastructure Investment Portfolio will be sent as a grant payment to the school bank account of which the School Principal is financially responsible.

3. Project types

- 3.1 The Tennis in State Schools Initiative will fund the following project types:
 - resurfacing of the existing tennis court with a competition-grade surface and line marking;
 - new tennis court construction;
 - replacement of tennis court nets and posts;
 - Tennis Australia's [Book a Court](#) program to support community use of facilities, integrated with lighting. Book a Court is an online court booking and payment platform that connects with pin pad technology on an affiliate's date. Applicants must note the information provided on the [Book a Court FAQ page](#). Access to other Tennis Australia and Tennis Queensland on-line booking and court access solutions are also available under the TISSI program.
 - court perimeter fencing;

- Hot Shots court construction;
 - line marking of concrete areas of ‘hot-shots’ or other tennis programs; and
 - other initiatives or investments in state school tennis assets as deemed appropriate by the program that will benefit participation and promotion of tennis to students and local school communities.
- 3.2 The initiative aims to provide financial support towards upgrading tennis infrastructure in state schools, particularly those who maintain a partnership with Tennis Queensland as part of the drive to boost participation in tennis by students and the use of school tennis facilities by school communities. The program budget is intended to support projects that are related to tennis infrastructure in nature and provide greater community access to tennis.

Program Funding

4. Financial contributions

- 4.1 Funding under the Tennis in State Schools Initiative is available as a co-funding arrangement between Tennis Queensland (TQ), with the support of Tennis Australia (TA), the Department of Education (DoE) Infrastructure Investment Portfolio and individual Queensland state schools.
- 4.2 The contributions split shown below has been determined as part of the *Tennis For Schools Collaboration Agreement 2022-2024* signed by the Department of Education and Tennis Queensland. The following table is included as *Annexure A* of the Agreement.

Calendar Year	Tennis Queensland		Department of Education		TOTAL
	TQ Cash	Tennis Australia National Court Rebate	Infrastructure Investment Portfolio	Individual State Schools	
31/12/2022	\$50,000.00	\$116,666.67	\$333,333.33	\$166,666.67	\$666,666.67
31/12/2023	\$50,000.00	\$116,666.67	\$333,333.33	\$166,666.67	\$666,666.67
31/12/2024	\$50,000.00	\$116,666.66	\$333,333.34	\$166,666.66	\$666,666.66
TOTAL	\$150,000.00	\$350,000.00	\$1,000,000.00	\$500,000.00	\$2,000,000.00

- 4.3 The Department of Education will contribute \$1,500,000 (exclusive of GST) towards the initiative, representing a contribution of \$500,000 (exclusive of GST) provided by Queensland state schools and \$1,000,000 (exclusive of GST) provided by the Infrastructure Investment Portfolio.
- 4.4 As per the above table Tennis Queensland and Tennis Australia will contribute in total \$500,000 (exclusive of GST) towards the initiative. The funding contribution will be paid at the completion of the project by taxable invoice issued by the Department of Education to Tennis Queensland. The invoice must include supporting documentation as detailed in [Section 14. Project Completion](#).
- 4.5 The allocation of funding under the program will be at the discretion of the Management Group made up of Tennis Queensland, Tennis Australia and Department of Education representatives.

5. School contributions

- 5.1 The school's financial contribution may be provided from a number of sources, including the Parents & Citizens Association; a community organisation; a tennis coach or TQ affiliated club with a school hire agreement; commercial enterprise, local government, shire council or federal government funding.

- 5.2 It is expected that the ratio of funding approved at the start of the project will match the final project contributions. Should the school expend the full subsidy value for the project but not the full school contribution, then the contributions will be recalculated using the final project cost to ensure that the schools approved financial commitment to the project is fulfilled.
- 5.3 Schools will use their own contribution to begin the project, with Tennis Queensland and Department of Education funding to be directly deposited into the school's nominated bank account at contract award.
- 5.4 Should the project cost exceed the approved value, the school will be responsible for the additional costs to complete the approved scope of works.
- 5.5 Schools approved to deliver a project under the Tennis in State Schools Initiative (TISSI) must only proceed with the delivery of the project when confident that the school can fund all additional costs that may arise in association with this project.

Assessment and Approval

6. Timeline for assessment and delivery

- 6.1 The dates below are indicative of when the assessment, approval and completion of projects are scheduled to occur each year. The actual timeline will be advertised on the [Tennis in State Schools Initiative](#) intranet page annually.

2022 Funding Round	
2022 Term 2	Applications submitted by eligible state schools and campuses
2022 Term 3	The Management Group assesses applications and assigns funding
2022 Term 4	Approval of successful projects announced and applicants advised. Funding available and schools commence delivery of projects.
2023 Term 3	Construction works complete. Tennis Queensland to provide financial contribution by taxable invoice issued from the Department of Education.
2023 Funding Round	
2023 Term 2	Applications submitted by eligible state schools and campuses
2023 Term 3	The Management Group assesses applications and assigns funding
2023 Term 4	Approval of successful projects announced and applicants advised. Funding available and schools commence delivery of projects.
2024 Term 3	Construction works complete. Tennis Queensland to provide financial contribution by taxable invoice issued from the Department of Education.
2024 Funding Round	
2024 Term 2	Applications submitted by eligible state schools and campuses
2024 Term 3	The Management Group assesses applications and assigns funding
2024 Term 4	Approval of successful projects announced and applicants advised. Funding available and schools commence delivery of projects.
2025 Term 3	Construction works complete. Tennis Queensland to provide financial contribution by taxable invoice issued from the Department of Education.

7. Application

- 7.1 The application form is available from the [Tennis in State Schools Initiative](#) intranet page.
- 7.2 When determining the scope of an application, it is important that the School Principal understands and agrees to the requirements expected when managing and finalising a project approved under the Tennis in State Schools Initiative as detailed in these guidelines and the School Managed Facility Projects (SMFP) Instructions.
- 7.3 To determine an **initial project cost estimate** applicants are required to source quotations for the proposed works from either one of the companies listed on the Department of Education's preferred supplier arrangement for [Multipurpose sports courts](#) (Arrangement number: DETE SOA-101274), obtain a QS estimate of costs from Tennis Queensland – Court Tech, or alternatively an indicative cost estimate sourced from QBuild.
- 7.4 The project costs should be provided exclusive of GST as the subsidy funding is transferred within the department and therefore not subject to GST. GST costs incurred on the project are the responsibility of the school and are redeemable on the school's BAS (Business Activity Statement).
- 7.5 Applicants are required to have their school financial **contributions**, including those provided by external sources such as the P&C Association, confirmed as available at the time of application. This confirmation is to be provided in the application form based on the figure calculated as one quarter of the total estimated costs.
- 7.6 A minimum cost escalation allowance of 10% must be included in the application to allow for the potential of price increases between the time of application and when the construction tender results are received for the successful projects. A minimum contingency of 10% for design and construction is also required to allow for project management fees, necessary site surveys and soil testing, and/or any other essential unforeseen variations which arise.
- 7.7 Please also note the requirements listed on the application form and submissions must include the following:
 - quotes or cost estimates from a preferred supplier, Tennis Queensland – Court Tech, or QBuild used to estimate the project budget;
 - current photographs and a site map indicating the location of the tennis facilities for which this application seeks funding for;
 - letters of financial commitment to the project from all other contributing parties if applicable;
 - other related images or details relevant to the submission.
 - a copy of a siting approval form signed by the school's Infrastructure Advisor.
- 7.8 Where current Tennis Queensland affiliation or partnership exists, applicants should include evidence of their [Affiliation](#) with Tennis Queensland.
- 7.9 The completed application and all attachments are to be submitted by 5:00 p.m. on the closing date as shown on the Tennis in State Schools Initiative intranet page.
- 7.10 A confirmation email will be returned to acknowledge receipt of the application. It is the responsibility of the school to ensure that the application and attachments are sent via email by the closing date and the acknowledgement email is received.
- 7.11 The Management Group may accept or reject late applications at their discretion.

8. The Management Group

8.1 The Management Group comprises of the following members:

- Deputy Director-General, Corporate Services, Department of Education (or nominee) (Chair)
- Assistant Director-General, [Infrastructure Services Division](#), Department of Education (or nominee)
- Government Relations and Industry Engagement Manager, [Tennis Queensland](#) (or nominee/s)
- a second representative from Tennis Australia's Places to Play Department
- technical and other advisors from Tennis Queensland and the Department of Education (as required)
- Subsidy Program Coordinator, Infrastructure Services Division, Department of Education (secretariat).

8.2 The Management Group will meet once per school term and will have the following functions:

- confirm the annual program budget
- consider the applications for funding against assessment criteria and expressions of interest
- allocate funding for approved projects against program priorities
- monitor the progress of approved projects and review any completion reports
- review the funding guidelines should clarification or improvements be required.

9. Assessment and approval

9.1 Applications are firstly reviewed to determine that the project scope corresponds to the program guidelines and all supporting documentation has been provided by the applicants.

9.2 The applications will be shortlisted by confirming:

- the school or campus is a Queensland state school
- the status of school partnership with Tennis Queensland
- project readiness and alignment to national and state tennis participation strategies
- the project scope will improve the current tennis facilities and opportunities for participation
- a site map depicting the location of the tennis court within the school grounds; and current photographs clearly depicting the current state of the tennis facilities are attached to the submission.

9.3 The Management Group will then prioritise and determine funding amounts from the submissions by considering:

- the school will allow public community use outside of school hours (this can be done via Book a Court, Click to the Court, or equivalent booking system for public use or by partnering with a Tennis Australia Member Coach and the school becoming affiliated with Tennis Queensland.
- the school will be partnered with Tennis Australia through the Tennis in Primary or Tennis for Secondary Schools Partnership Program
- the school is willing to complete an evaluation of the funding for 5 years from when funding and the project is completed
- the school is willing to provide photo/video consent of the premises, to assist the production of follow up story production by Tennis Queensland and/or Tennis Australia

- the nature and scope of the proposal and its potential to boost student (and community) participation in tennis
 - the nature and extent of the school's current tennis program or proposed program and alignment as a Tennis Queensland Affiliate or by having a hire agreement with a Tennis Australia Coach Member in place
 - the condition of the courts, as depicted in the current photographs received with the application, and assigning a Good / Fair / Poor rating
 - whether the school has previously received funding under the initiative
 - other information that may be relevant to the application or sought by the Management Group at their discretion.
- 9.4 Successful funding amounts will be considered against number of eligible projects, defined project outcomes, wider community access and benefits.
- 9.5 The total program budget will be allocated at approval, meaning the subsidy amount requested in the application will be the maximum funding available from Tennis Queensland, Tennis Australia and the DoE Infrastructure Investment Portfolio for the project.
- 9.6 Results of the assessment will be made available to applicants following assessment of the application. Additional feedback may be provided from the Subsidy Program Coordinator on behalf of the Management Group.
- 9.7 Applicants will receive a written advice of the outcome of their submission. The Department and/or the Minister for Education may publicly announce the successful applications with project completion considered for media opportunities for the Department and Tennis Queensland.
- 9.8 Tennis Queensland will also require successful applicants to complete a National Court Rebate Scheme application form, and a representative from Tennis Queensland will assist applicants. Interested schools may like to discuss the proposed project with Tennis Queensland to determine whether the scope of works aligns with the rules for Affiliation.

Project Delivery

1. School Managed Facility Projects Instructions

- 1.1 The delivery of projects approved under the Tennis in State Schools Initiative is the responsibility of the School Principal. Advice may be provided by officers within the Infrastructure Services Branch and the school's Regional Infrastructure Office.
- 1.2 Tennis Queensland Facilities and Technical staff may be engaged as a consultant by the school to provide management and technical services for the project. It is strongly recommended that project consultants obtain technical advice from Tennis Queensland regarding contract specifications.
- 1.3 All works will construct or upgrade an asset on Queensland Government property that will need to be well-maintained for the future.
- 1.4 The School Principal is responsible to ensure that the project is delivered according to department and legislative requirements.
- 1.5 Schools are expected to adhere to the [School Managed Facility Projects \(SMFP\) Instructions](#). The instructions are a guide to the approvals, contract documentation and legislative requirements of a school managed facility project delivered by a Queensland state school or campus. The exact requirements that must be met will vary with the individual characteristics of each project.
- 1.6 All additions or improvements to the facilities must be in accordance with specifications provided by Tennis Queensland. The National Tennis Facility Planning & Development Guide, located on

the [Tennis Queensland - Facility Development](#) website provides details on planning, design and construction of tennis infrastructure projects.

2. Payment of subsidy

- 2.1 Subsidy assistance is made by direct grant payment to the school's nominated bank account through the [School Appropriation and Payment Application](#) (SAPA).
- 2.2 Payment is made following confirmation of the school's financial contributions, an approved procurement process and the contract award to the building contractor.

3. Changes to the approved project

- 3.1 Should a school have reason to amend the approved project scope, written notification must be provided by the School Principal outlining the proposed scope and rationale for the changes. Minor scope changes are permitted, however the overall project outcome must be delivered.
- 3.2 Should a school have reason to delay, defer or cancel an approved project, written notification must be provided by the School Principal.
- 3.3 All changes to a project scope or delivery must be approved by the Management Group at the next quarterly meeting. Should the project be cancelled, all subsidy funds previously sent to the school will be recouped.
- 3.4 Any changes to scope, following approval, must be met within the allocated program funding or by the school and meet the participation and community objectives of the program.

4. Project completion

- 4.1 Projects must be completed within a twelve-month period from the allocation of funding.
- 4.2 Once the facility has reached practical completion and is being safely utilised by the school, the following must be submitted as a record of the project outcome:
 - Grant Acquittal;
 - Practical Completion Report
 - copies of invoices paid for the project;
 - copy of the Certificate of Practical Completion;
 - copy of as-built construction plans, drawings and certifications; and
 - photographs of the completed facility.
- 4.3 When preparing the grant acquittal ensure that the total cost of the project (excluding GST) is acquitted against all funding sources, including the subsidy funds, school funding and external contributions. Costs will need to be categorised as listed in the Category Notes worksheet within the grant acquittal.
- 4.4 All original documentation must be retained on file at the school for audit purposes as the School Principal is financially accountable for the project.

5. Recoupment from Tennis Queensland and Tennis Australia

- 5.1 Tennis Queensland will provide its funding contribution to the program as agreed by the Management Group but no later than annually in accordance with the Agreement up to the total value of projects awarded under the Program.

- 5.2 The Tennis Australia funding contribution will be provided in accordance to the 2022/23 and future National Court Rebate guidelines and associated terms and conditions.