ABOUT THE PROGRAMME

Digitalisation is now a fundamental element of modern tennis administration. The effective combination of technology and process can deliver benefits to National Associations of all sizes and resources. Digital resources enable National Associations to deliver the opportunity to play tennis in more efficient and cost-effective ways.

The ITF Digitalisation Grant Programme (the Programme) gives ITF member nations the opportunity to apply for funding to:

1. Automate a National Player Database and Membership system
2. Automate a National Ranking system (customised to National Association rules) and website
3. Introduce a fully integrated tournament organisation system, online entry and display
4. Introduce an offline tournament organisation system

The Programme supports the ITF Development Department objectives to:

1. Increase participation in tennis worldwide for all ages, genders, playing standards and physical abilities.
2. Develop talented players, particularly those from nations that are both under-resourced and under-represented.

APPLICATIONS

Applicants must complete and submit all of the documents described in the appendix prior to the deadline of 12 July 2019 via the National Association Portal.

ELIGIBILITY CRITERIA

Only National Associations that meet the following criteria are eligible for funding:

- Be in good standing with the ITF and their respective Regional Association - National Associations must have paid in full all applicable ITF and Regional Association subscription fees.
- Demonstrate that they are actively engaged with the ITF and their respective Regional Association to develop tennis.
- Support ITF2024, the ITF’s long-term plan for sustainable growth by collaborating and engaging with the ITF and their respective Regional Association through regular attendance at Annual General Meetings and regional meetings.
- Must have submitted a National Association Development Plan via the ITF National Association Portal.

Only applications that meet the following criteria are eligible for funding:

- Be identified as a priority project for the National Association to develop an appropriate national digital infrastructure, in particular, within an under-resourced and under-represented nation, as per the ITF Development Eligibility Criteria.
- The National Association has sole proprietary control over its tournament and player database and computer mainframe.
- Not include the cost of employing administrative staff to implement the digital programme as such costs are not eligible for funding under the Programme.
- Must include all relevant documentation of any service agreement with a third party that is required to maintain the digital product throughout its lifespan (if a service provider has been identified in the application process).
- Be supported by government, National Olympic Committee, and/or local sponsors if cost of the digitalisation project exceeds the grant offered by ITF. Only applications that clarify full funding for a project are eligible for funding under the Programme.
- Retrospective funding is not available under this Programme – the Committee will not approve grants for software development that has been completed or implemented prior to submission of the application or during application consideration.

**ASSESSMENT CRITERIA**

**IMPACT** – applicants must show how the proposed investment will (1) contribute to the growth in tennis participation, (2) support the hosting of national, regional and international tournaments.

Projects will be prioritised on the basis of the extent that they support the strategic delivery of national and regional needs, provide a good return on ITF investment (as measured by the contribution to the objectives of the Development Department as described above) and operate a best practice facility model that can be replicated elsewhere in the region.

**SUSTAINABILITY** – applicants must show the need and demand for the project to ensure the ITF Development Department's objectives are achieved and the digital product is maintained to a high standard.

Priority will be given to projects that have a viable business plan demonstrating operational efficiencies and a sustainability provision.

**DELIVERABILITY** – applicants must provide a detailed project plan for the delivery of the digital product(s) from inception to completion with realistic milestones. This should include a procurement strategy and delivery mechanism, project and risk management structures/plans that will mitigate risks to ensure successful delivery.

Priority will be given to projects that can provide a robust delivery plan (with key milestones) that is achievable within an agreed timescale.

**DECISION MAKING**

The ITF Digitalisation Grant Programme will be administered by the ITF and applications will be assessed by a Digitalisation Committee (the Committee) made up of the ITF Chief Operating Officer, ITF Senior Executive Director of Integrity and Development, ITF Executive Director of Tennis Development and ITF Head of ICT. Only fully-completed applications will be considered. The Development Department will liaise with each relevant Regional Association prior to the meetings to ascertain the need and impact of the project in the region (if applicable).

**POSSIBLE OUTCOMES**

**Award** – an offer of grant through an ITF agreement, subject to the project starting within six months of the award and being completed within 18 months of the start date.

**Approved in principle** – the project is supported in principle and subject to the applicant submitting additional information requested by the Committee, the application will be reconsidered at the next meeting.
**Rejection** – the project is not supported for specific reasons aligned to the criteria of the programme.

**PAYMENT OF GRANT**

Terms of payment will be stated in a letter of agreement. Payment will be made upon receipt of a claim form and supporting documents or invoices. Payments may be phased across the duration of the project or as outlined in the award letter.

**MONITORING, MEASUREMENT AND EVALUATION**

Successful applicants will be required to monitor and report on all usage of the digital product as required by the ITF. Advice on when and how to submit reports will be provided by the ITF office.

**ITF STANDARDS**

The ITF has standards in relation to anti-bribery, anti-slavery and the prevention of human trafficking. The Award Letter will provide further details on the ITF’s compliance and due diligence in this respect.

**HOW DO WE USE THE INFORMATION?**

The information you provide is used to demonstrate that the projects the ITF funds are making a positive impact. The data you provide is collated and analysed to produce various reports, enabling us to identify trends and allows us to see how your project is achieving against your original targets and relative to other projects.

The ITF produces an annual report which outlines in detail the impact that funded projects have made in that year. The information you provide is crucial in enabling us to produce this report and allows us to show the impact that the funding has achieved.

**APPENDICES**

**Documents that must be provided in support of an application**

- Online application via the ITF National Association Portal – please contact James McGurran (james.mcgurran@itftennis.com) for further details on the application process
- Evidence of partnership funding
- Sports development plan
- Accounts data from previous year and income/expenditure forecast
- A copy of any existing digital service agreements held with a third party
- Additional supporting documents (if requested by the ITF)