



Guidelines for
completing the
International Education
and Training Unit
Partnership Fund pilot
round Expression of
Interest

International Education and Training Partnership Fund Pilot Round Guidelines

2016—2017



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CONTENTS

Overview

Objectives

Approach

Consortia eligibility

Project eligibility

Related activity

Funding

Project costs

EOI, assessment & approval

Outcomes

Payments & reporting

Project duration

How to apply

Key dates

Further information

Overview

The Queensland Government's International Education and Training Strategy to Advance Queensland 2016–2026 (Strategy) commit \$25.3 million over five years to promote Queensland internationally, enhance the student experience, grow our regions and connect the industry.

The Queensland International Education and Training Partnership Fund (IET Partnership Fund) is a key enabling initiative within the Strategy and offers \$1.2 million annually to fund eligible consortia to deliver projects aligned with the Strategy goals and leverage greater investment across the sector.

The Fund is managed by the Trade and Investment Queensland's (TIQ) International Education and Training Unit (IETU).

Objectives

The objectives of the IET Partnership Fund Pilot Round are to advance the strategic imperatives in the Strategy and include:

- Promoting Queensland Internationally
- Enhancing the Student Experience
- Growing our Regions
- Connecting the Industry

The IET Partnership Fund Pilot Round is open to projects that relate to 16 of the strategy initiatives.

Approach

Expressions of Interest (EOI) from eligible organisations will be invited twice a year through an online submission. These will be assessed by a moderation panel and suitable projects shortlisted.

Shortlisted applicants will be invited to submit a detailed Project Plan that will be reviewed by the moderation panel and be the basis to approve the project funds.

The IETU reserves the right to fast-track eligible projects for approval at its discretion.

Consortia eligibility

Eligible applicants must be a part of an agreed consortium (of at least two parties) with a designated lead with appropriate and approved partners to be also considered. Larger consortia with a wide impact will be prioritised.

During the EOI process, an authorised person from each member of the eligible consortia should sign a supporting letter to confirm their approval of the project and membership in the consortia for the duration of the project.

To be eligible the consortia lead must have an established operating base in Queensland and be one of the following:

- a Local government body constituted under the Local Government Act 2009 or the City of Brisbane Act 2010;
- a recognised Queensland Regional Study Cluster;
- a CRICOS registered international education and training provider, providing services in Queensland;
- an educational institution registered by Australian Skills Quality Agency (ASQA) and Tertiary Education Quality Standards Agency (TEQSA);
- a registered not-for-profit organisation with the primary purpose relating to the international education and training sector (e.g. international education and training peak industry body, economic development or community organisation);
- an organisation that incorporates an international education and training focus, - has an Australian Business Number (ABN) and is registered for GST.

Project eligibility

To be eligible for funding, the proposed project must meet the objectives of the IET Partnership Fund and directly align to at least one of the 16 focus initiatives open to project funding through the IET Partnership Fund 2016–2017 Pilot Round.

Focus Initiatives for IET Partnership Fund 2016–2017 Pilot Round One

Promoting Queensland internationally

- 5 Communicating with the world
- 10 Maximising global partnerships and delivery options

Enhancing the student experience

- 14 Improving pre-departure awareness
- 15 Affordable and quality accommodation
- 17 Enhancing employability
- 18 State-wide student hubs
- 19 Alumni engagement
- 20 Harnessing the student voice
- 21 Monitor quality issues

Strengthening our regions

- 23 Regional international education clusters
- 24 Local Government partnerships
- 25 IET and tourism collaboration
- 27 Supporting an internationalised schools sector across Queensland

Connecting the industry

- 33 Engage on sectoral issues
- 34 Community engagement
- 35 Sector capacity building and leadership development

The locations (within Queensland and international) that will be impacted by the project should be articulated in the EOI.

Related activity

Initiatives not included are considered core business of the IETU or a reduced priority for this round. At the discretion of IETU, focus initiatives will vary in any given round depending on need.

The IET Partnership Plan outlines the forward program of offshore events, campaigns, inbound famils and trade shows that are supported by TIQ's offshore network. The IET Partnership Plan will involve an interactive and collaborative annual planning cycle for the 2017–2018 cycle that will commence in April 2017. In the interim see the key activities and events planned from January to July 2017.

Funding

Project funding between \$5,000 and \$150,000 is available for eligible projects. All consortia are to propose matching financial cash contribution to the project funding. Note that it is not a requirement for all members of the consortia to provide equal financial contributions.

Projects approved will be allocated funding of up to 50% of eligible project costs, which is total project cost, less ineligible costs and less other financial contributions.

Other financial contributions refer to any other official grant funding that has been awarded for this project delivery.

Project costs

The IET Partnership Fund is intended only to assist with direct eligible project costs.

Except where prior written agreement has been reached with IETU to incur such costs, **ineligible financial costs** include:

- Activities that have commenced prior to approval of funding
- Tender processes

- Duplication of existing initiatives
- Core business for an organisation
- Engaging and hiring permanent employees (e.g. remuneration and entitlements)
- Buying or leasing real estate of any type
- Direct individual student grants for student mobility
- Legal expenses
- In-kind contributions
- Costs of preparing the EOI for funding or associated supporting material.

EOI, assessment & approval

Eligible consortia leads are invited to submit an EOI online. The key assessment criteria include.

1. Projects' ability to advance the goals and objectives of the International Education and Training Strategy to Advance Queensland 2016–2026
2. Demonstrated need, financial soundness and value for money
3. Transferability and approach to sharing the project approach and findings with other sectors, region and/or program
4. Capacity to deliver the project in the required timeframes
5. Projects' ability to deliver a wide impact across the sector and the state

All EOIs received are subject to a review process by a moderation panel, including an eligibility assessment and a due diligence process. EOIs will be assessed in a competitive, merit based process against the program's assessment criteria.

Shortlisted applicants will be asked to submit a detailed Project Plan that will be reviewed by the moderation panel and be the basis of the final approval and first project fund milestone payment.

IETU may consider fast-tracking approval based on the following considerations:

- amount of the requested subsidy
- project readiness
- how closely the project aligns with a current *Regional Partnership Plan

*Regional Partnership Plans are developed in collaboration with IETU, relevant councils and Study Clusters.

Outcomes

All applicants will be advised of outcomes by email. Successful applicants must notify the IETU of acceptance of the funding offer within one month of receipt of offer. Consortia must ensure that appropriate acknowledgement of the IET Partnership Fund and support of the Queensland Government is made in all press releases and announcements regarding successful projects. A standard statement for use on all communications and materials will be provided by IETU.

IETU reserves the right to recommend a reduction to the subsidy amount requested and/or may seek to combine project applications to achieve desired outcomes.

IETU has absolute discretion in funding decisions and is under no obligation to consider submissions made after the IET Partnership Fund round has closed.

Payments & reporting

Payments to successful applicant consortia will be staged in line with project milestones. Milestone reporting will be requested in standard formats and includes:

1. Initial Project Plan, evidence of matching funding and approvals from your Consortia organisations and execution of a formal Funding Deed of Agreement with TIQ.
2. Mid-term progress report.
3. Completion report (including clearly defined outcomes) with full records and receipts of project expenditure and financial acquittals will also be required.

Project duration

Projects must commence within three months from the date of the formal acceptance of the funding offer from IETU.

Projects need to be completed within twelve months of the acceptance of the funding offer.

Additional delivery time for individual projects and multiple year projects may be considered in exceptional circumstances. Subsequent milestone reporting and completion reporting will be adjusted accordingly.

How to apply

Submit your online EOI along with supporting documentation by 11:00pm, 27 February 2017. See an example template for your letter of approval on the IET Partnership Fund website.

Key dates

2016–2017 Round One

Applications open	23 January 2017
Closing date for EOI	27 February 2017
Successful projects approved by	Mid April 2017

2017–2018 Rounds

The 2017–2018 IET Partnership Funding program will consist of two rounds. Invitations for EOIs for Round Two will open on 30 June 2017.

Further information

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