



Guidelines for submitting an Expression of Interest for the IET Partnership Fund

GUIDELINES

IET Partnership Fund

2018–19 Round 2

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Overview

The Queensland International Education and Training Partnership Fund is an opportunity for consortia in the education sector to secure funding for projects which advance the international education industry in Queensland and directly support the IET Strategy.

Funds of \$1.2 million per annum are available to eligible consortia to deliver projects aligned with the goals of the Queensland Government's *International Education and Training Strategy to Advance Queensland 2016–2026*.

Four rounds have been funded, with 71 projects currently underway or recently completed. Portfolios on these successful projects from [2016–17 Pilot Round](#), [2017–18 Round One](#), [2017–18 Round Two](#), and [2018–19 Round One](#) can be found on the IET Partnership Fund website.

Objectives

The IET Strategy has four strategic imperatives:

1. Promoting Queensland internationally
2. Enhancing the student experience
3. Strengthening our regions, and
4. Connecting the industry.

Consortia projects must align with and advance our goals in one strategic area in this round, which is Enhancing Employability.

The Fund is managed by Study Queensland (Study QLD) within Trade and Investment Queensland (TIQ).

TIQ's commitment and your commitment

The Fund aims to achieve its objectives through collaboration and mutual commitment. TIQ will work with you to ensure that the project is successful, by providing our advice, assistance and expertise.

Successful applicants will have access to funding to increase the impact of their project, and in return will be expected to provide high-quality reporting to TIQ and share knowledge with the Queensland IET sector at forums or in reports, including the IET Summit and the Regional Community of Practice (RCoP).

Approach

Over two rounds per financial year, TIQ will invite Expressions of Interest (EOI) through an online submission from eligible organisations who form consortium.

EOIs will be assessed by a moderation panel. Shortlisted projects will be requested to pitch their project idea in person or via video conference and provide further information to the moderation panel if required.

TIQ reserves the right to fast-track eligible projects for approval or vary the focus initiatives for each round at its discretion. This round has a focus on "Enhancing Employability" for students across Queensland.

Consortia eligibility

Eligible applicants must be a part of an agreed consortium of at least two parties, with a designated lead. All partners within a consortium need to be approved by the moderation panel.

Bids from larger consortia which can make a positive impact across a wide area will be prioritised. Projects with state-wide impact or which set out to address challenges faced by a large proportion of the international education sector are more likely to be shortlisted. Locations (in Queensland and abroad) which will be impacted by the project should be listed in the EOI.

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

To be eligible, the consortium 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 whose primary purpose relates to the international education and training sector (e.g. an international education and training peak industry body, economic development or community organisation)
- an organisation which incorporates an international education and training focus, has an Australian Business Number (ABN) and is registered for GST.

Project eligibility

Enhancing Employability

The International Education and Training Partnership Fund 2018–19 Round Two aims to prioritise the development of high quality, scalable and impactful employability initiatives aligned to the Study Queensland 2018–19 employability roadmap, and emerging **strategic direction of a four-year international employability strategy.

\$234,000 of the total funding allocation for this round is available to consortia members for projects related to enhancing the employability of students in Queensland.

Relevant Focus Initiative for IET Partnership Fund 2018–2019 Round Two

Enhancing the student experience

17 Enhancing employability

**In 2018–19 R2 The IET Partnership Fund 2018–19 Round 2 Strategic Direction for Enhancing Employability is available to guide consortia on project planning. click [here](#) to download

Related activity

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

The [Global Partnership Plan](#) is co-produced with all sectors and regions with the aim of aligning collective marketing and promotional efforts to position Queensland internationally.

If you are planning to deliver a market specific activity or trade event, ensure you have noted the priority markets for TIQ in the Global Partnership Plan and previous activities delivered.

You may also discuss your proposals directly with one of TIQ's Trade Officers, Partnership Officers or one of TIQ's overseas Business Development Managers.

Study QLD works closely with TIQ's overseas offices to provide market entry and development assistance for Queensland education and training providers and to profile Queensland as a leading international study destination and partner.

Activities including offshore events, campaigns, inbound familiarisation tours and trade shows are supported by Business Development Managers (BDMs) in our overseas offices and detailed in the Global Partnership Plan.

Funding

Project funding between \$5,000 and \$150,000 is available for eligible projects.

Approved projects with eligible funding totalling more than \$10,000 will be required to match funding of 50% of eligible project costs (total project cost less ineligible costs and less other financial contributions*).

Each consortium must contribute the same cash amount as the project funding, however it is not a requirement for all members of the consortium to make an equal financial contribution.

*Other financial contributions refers to any other official grant funding awarded for the project's delivery.

Microgrant Funding Stream

For projects with eligible project costs of \$10,000 or less there is no requirement for 50% matched funding from the consortium.

A limited number of projects will be administered through a specific 'IET Partnership Fund Microgrant' stream and will receive 100% contribution from the Queensland Government. Successful projects approved under this stream must be completed within six months of approval.

Project costs

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

**Eligible project costs may include project officer costs for new or reallocated roles of more than 50%.

Ineligible costs include*:

- activities commenced before 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.

*Except where prior written agreement has been reached with Study QLD to incur such costs.

EOI assessment and approval

Eligible consortium leads are invited to submit an EOI online. The key assessment criteria are as follows.

1. A project's 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 and findings with other sectors, regions and/or programs
4. Capacity to deliver the project in the required timeframes
5. The project's ability to make a wide impact across the sector or sectors and the state

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

Shortlisted applicants may be requested by the moderation panel to provide further information. This information may become the basis of the final approval and the first project fund milestone payment.

Consortia are encouraged to contribute to sector capacity building by bringing project human resources from in-house where possible.

Where project work is planned to be outsourced to a consultant, the consortia should demonstrate why an external provider is critical to delivery of the project.

Approval will also need to be sought from TIQ when appointing an external consultant or provider.

Outcomes

All applicants will be advised of the outcome by email.

Successful applicants must notify TIQ of acceptance of the funding offer and have a project plan approved by the Study QLD Executive Director within one month of receiving the offer.

In all media releases, project communications, social media posts and other reference on the web or in print, consortia must acknowledge the IET Partnership Fund, as well as the support of the Queensland Government.

A marketing toolkit will be provided to successful consortia to guide on this.

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

TIQ has absolute discretion in funding decisions and is under no obligation to consider submissions made after an IET Partnership Funding round has closed.

Reporting and Payments

Payments to successful applicant consortia will be staged in line with project milestones. Successful consortia will be advised of a Reporting and Payment Schedule that will need to be followed.

Milestone reporting will be requested in standard formats and includes a combination of:

1. Initial approved Project Plan, evidence of matching funding, approvals from consortium partners, and execution of a formal Funding Deed of Agreement with TIQ. If consortium already have a formal Funding Deed of Agreement in place it will not be necessary to execute a new one.
2. Mid-term progress report (if applicable)
3. Completion report (including clearly defined outcomes) with financial acquittals
4. Material that allow learnings from projects to be shared or replicated across other sectors or regions
5. Updates, submissions of media releases or images as required for ministerial reporting and TIQ website online project portfolios

Project duration

Projects must begin within three months of accepting the funding offer from TIQ.

Project duration may vary from six months up to three years, except for microgrant funded projects which must be completed within 6 months of accepting offer from TIQ.

Additional delivery time for individual projects and multiple-year projects will be considered on a case-by-case basis. Subsequent milestone reporting and completion reporting will be adjusted accordingly.

All requests for extensions must be applied for by email to the Principal Partnerships Officer.

How to apply

Submit an [online EOI](#) for IET Partnership Fund 2018-19 Round Two and supporting documentation by 11pm, Friday 15 February 2019.

The IET Partnership Fund website provides a template for your [letter of approval](#).

Key dates

2018–2019 Round Two applications open:
1 February 2019

EOI closing date: 15 March 2019

Approximate project acceptance: mid April 2019

Note: The IET Partnership Funding program will consist of two rounds per year.

Further information

Nicole Patterson, Principal Partnerships Officer,

Study Queensland
Trade and Investment Queensland,

Telephone: 07 3514 3149

Email: IET.partnershipfund@tiq.qld.gov.au

Connect. Be connected.

Study Queensland

-  studyqueensland.qld.gov.au
-  studyqueensland@tiq.qld.gov.au
-  [studyqueensland](https://www.linkedin.com/company/studyqueensland)
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-  [@StudyQLd](https://twitter.com/StudyQLd)
-  [StudyinQueensland](https://www.youtube.com/StudyinQueensland)

Trade and Investment Queensland

-  +61 7 3514 3147
-  tiq.info@tiq.qld.gov.au
-  tiq.qld.gov.au/iet-strategy
-  [tradeinvestqld](https://www.linkedin.com/company/tradeinvestqld)
-  [TradeandInvestmentQLd](https://www.facebook.com/TradeandInvestmentQLd)
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