

EGI application form

Application form

# Introduction

The Enabling Growth and Innovation Program provides eligible organisations with grants of up to $250,000 to support the implementation of the National Strategy for International Education 2025. Successful applicants will deliver big picture projects that develop Australia’s role as a global leader in education, training and research and must benefit the broader International Education community. All projects are to contribute to at least one of the goals of the National Strategy and the Council for International Education priorities for action, as detailed in the program guidelines. Please refer to the program guidelines (hyperlink) for organisation and project eligibility requirements.

Prior to completing this form all applicants must have read the Australian International Education – Enabling Growth and Innovation 2017-18 program guideline, available at [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)

If you have any questions regarding the Enabling Growth and Innovation program, or if you require a hard copy of the guidelines posted to you, please email [EGI@education.gov.au](mailto:EGI@education.gov.au)

Applications must be submitted online by 5 pm Friday 15 December (AEDT) 2017. Please refer to the guidelines for information on late applications.

# When preparing your application you should:

* read the information in the application form, the program guidelines and the National Strategy for International Education 2025;
* comply with the Department’s consortia and subcontracting structure reporting requirements if applicable;
* provide detailed answers to each selection criteria and project details questions (Sec 2.2) in the application form;
* note that the Department may request that applicants undergo a financial verification or financial credential check for the lead entity or subcontractors;
* complete the declaration at Section 5, have it signed by someone who is authorised to sign and submit the application the application on behalf of the organisation;
* complete the application checklist at Section 6 and attach ALL required supporting documentation with your online submission;
* lodge the application and supporting documents via [www.submissions.education.gov.au](http://www.submissions.education.gov.au) by 5 pm (AEDT) Friday 15 December 2017; and
* provide copies of documents, unless asked for as originals, as accompanying documents may not be returned to applicants unless expressly requested.

**Please note:** Completion of the application form and the related assessment process cannot be interpreted to create any binding obligations between the Department and an applicant until a Grant Funding Agreement (if any) is signed, dated and exchanged by the relevant parties. The agreement lists the conditions which the recipient must agree to in order to receive funding.

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# Section 1: About the Applicant

## Applicant Details

This is the legal entity that the Department of Education and Training will enter into a Grant Funding Agreement with. All further responses within this section must relate to this entity.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Legal name of applicant | | | | | |  | | | | | | | |
| Trading name of applicant (if applicable) | | | | | |  | | | | | | | |
| ABN |  | | ACN | |  | | | GST Registered | | | Y  N | | |
| Registered Business Address | | | | | |  | | | | | | | |
| Suburb | |  | | State | | |  | | | Postcode | | |  |
| Legal Entity Type | | | | | | Partnership  Incorporated Association  Company  Other  Other details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Do you have Public Liability Insurance of at least $10 million (per claim)? | | | | | | | | | | | | Y  N | |
| Are you the lead applicant in a consortia? | | | | | | | | | | | | Y  N | |
| Will you be engaging subcontractors to deliver projects? | | | | | | | | | | | | Y  N | |
| Do you have any overdue reports, acquittals for funding or breaches relating to funding from the Australian Government or are there any issues that may impact on your entities ability to enter into an agreement? | | | | | | | | | | | | Y  N | |
| If yes, please provide a description and contact details of the relevant agency. | | | | | |  | | | | | | | |
| Nominated bank account for grant funds | | | | | | Account Name | | |  | | | | |
| BSB | | |  | | | | |
| Account Number | | |  | | | | |

## Authorised Person Contact Details

Please provide contact details for the person in your organisation who is authorised to enter into a Funding Agreement with the Australian Government.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | | | First Name: |  | | Surname: | |  |
| Postal Address: | |  | | | | | | | |
| Suburb: |  | | | State: |  | | Postcode: | |  |
| Phone (daytime): | | |  | | | Phone (after hours): | |  | |
| Email Address: | |  | | | | | | | |

## Contact Person

Please provide contact details for the person in your organisation who will be responsible for the day-to-day contact with the Australian Government.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | | | First Name: |  | | Surname: | |  |
| Postal Address: | |  | | | | | | | |
| Suburb: |  | | | State: |  | | Postcode: | |  |
| Phone (daytime): | | |  | | | Phone (after hours): | |  | |
| Email Address: | |  | | | | | | | |

## Consortia and Subcontractor Details

If applicable, please provide details of the participating consortia members subcontracting under the agreement. The subcontractor must be approved by the department before they commence work. Please provide details of the responsible contact officer for each organisation.

**Organisation 1:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Legal name of organisation: | | | |  | | | | | |
| Trading name of organisation: | | | |  | | | | | |
| Registered business address: | | | |  | | | | | |
| Title: |  | | | First Name: |  | | Surname: | |  |
| Postal Address: | |  | | | | | | | |
| Suburb: |  | | | State: |  | | Postcode: | |  |
| Phone (daytime): | | |  | | | Phone (after hours): | |  | |
| Email Address: | |  | | | | | | | |

**Organisation 2:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Legal name of organisation: | | | |  | | | | | |
| Trading name of organisation: | | | |  | | | | | |
| Registered business address: | | | |  | | | | | |
| Title: |  | | | First Name: |  | | Surname: | |  |
| Postal Address: | |  | | | | | | | |
| Suburb: |  | | | State: |  | | Postcode: | |  |
| Phone (daytime): | | |  | | | Phone (after hours): | |  | |
| Email Address: | |  | | | | | | | |

# Section 2: About the Project

## Project Details

|  |  |  |
| --- | --- | --- |
| **Project Title** |  | |
| **Project Summary**  Please provide a summary of your project. This summary will be used in media material and on the Department’s website if your application is successful.  (max 50 words) | | |
|  | | |
| Expected project start: | | Expected project completion: |
| **Project Description**  On the following page, provide a detailed description of your project. When completing this, you should consider the following questions at a minimum:   * What are you planning to do? * Which sector/s within the International Education Community will benefit from the project? * How are you planning to do it? * Why do you want to do it? * Who are the organisations involved and what are their responsibilities/contributions? (for consortia) * Where will this project be undertaken/what travel is involved, if any? * A timeline of milestones/achievements will be required at section 2.4   **Max 800 words for this response** | | |
|  | | |
|  | | |

## Response to Selection Criteria

|  |
| --- |
| Criterion 1. Effectiveness |
| Describe how this project aligns with and contributes to at least one goal of the National Strategy for International Education 2025, and how the project aligns with at least one of the four priorities set by the Council for International Education.  **Max 300 words for this response** |
|  |
| Criterion 2. Need and benefit |
| Identify the gap that this project is going to fill and describe how the project will benefit the broaderAustralian international education community.  **Max 250 words for this response** |
|  |
| Criterion 3. Quality |
| A - Describe the key performance indicators and methodology you will use to measure the success of this project.  **Max 200 words for this response** |
|  |
| B - Describe your organisation’s experience within International Education. Briefly outline the skills, experience and expertise of key personnel involved in this project and how their experience is relevant to the delivery of this project.  **Max 300 words for this response**  *A brief biography for key personnel may be attached for information however will not be assessed as part of your application* |
|  |
| C – Explain why your organisation is best suited to deliver this project and how you have been successful in the delivery of other similar projects to date.  **Max 500 words for this response** |
|  |
| Criterion 4. Efficiency |
| A – Complete the Project Risks and Mitigation Strategies table below at section 2.3.  B – Outline your strategy for evaluating the progress of the project and how you will monitor the performance and measure the effectiveness of the proposed project.  **Max 300 words for this response** |
|  |
| C - For projects with significant overseas expenditure, outline the following:   * The appropriateness of carrying out activities overseas rather than in Australia * Cost implications * Benefits associated with conducting the activity overseas in helping the project meet the program objectives * The benefits for the applicant or Australian partners from the activity occurring overseas   **Max 300 words for this response** |
|  |

## Project Risks and Mitigations Strategies

In this section, outline the key risks and opportunities associated with the project and outline the mitigation strategies for each.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Impact to project and International Education community** | **Mitigation Strategy** | **Risk rating after mitigation strategy** |
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| **Risk** | **Impact to project and International Education community** | **Mitigation Strategy** | **Risk rating after mitigation strategy** |
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## Project Milestones and Achievements

In this section, outline any key milestones/achievements of the project.

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| --- | --- | --- |
| **Milestone/Achievement Description** | **Expected due date** | **Payment (%)** |
| Execution of contract | 10/03/2018 |  |
| Delivery of draft project plan | 30/03/2018 |  |
| Delivery of final project plan | 15/04/2018 |  |
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# Section 3: Project Budget

## Project Income

In this section you will be asked to provide details about your budget for this project.

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| --- | --- | --- | --- |
| **Item** | **Value ex GST** | **Value inc GST** | **Total** |
| Australian Government Funding |  |  |  |
| Applicant Contribution |  |  |  |
| Other funding source 1 (if applicable) |  |  |  |
| Other funding source 2 (if applicable) |  |  |  |
| Other funding source 3 (if applicable) |  |  |  |
| **Total anticipated income** |  |  |  |

## Expected Project Expenditure

In this section you will be required to itemise anticipated costs for the project. As you complete this section you should consider the following:

* Any GST implication with overseas expenditure/travel
* A maximum of 20% of the grant value can contribute to overseas travel costs
* A maximum of 10% of the grant value can contribute to administration costs
* Estimated project expenditure MUST equal the total value of anticipated project income

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Value ex GST** | **Value inc GST** | **Total** |
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| **Total project budget** | | |  |

# Section 4: Financial and Credentials Information Forms

## Purpose of these forms

The purpose of Financial and Credentials and Subcontractor Credentials Information check is to obtain information in order to assess, in the opinion of the Department, your organisation’s financial viability and its financial ability to meet its obligations if the Department enters into a contract with your organisation. These forms are part of the Department’s response to the provisions of the *Public Governance, Performance and Accountability Act 2013*, which requires the accountable authority of the Department to govern the Department in a way that promotes the efficient, effective, economical and ethical use and management of public resources.

**Please note:**

* The requirement for a Financial and Credentials check is at the discretion of the Department and Delegate and is based on the applicant’s risk profile. Whilst the Department will only request Financial Verification checks from select, shortlisted applicants the Department will accept completed forms with your final application. The Grant Manager will contact an applicant if a check is required, provide the forms and applicants will only have **5 business days** to return their financial information and supporting documentation.
* Any missing, incomplete, inaccurate or illegible details may delay assessment of your Application or result in it being eliminated from consideration, therefore please ensure you read and complete each question.
* The Financial and Credentials Information Form and the supporting Subcontractor Credentials Information Form have been provided with the application form.
* The Financial and Credentials Information Form and, where applicable, the Subcontractor Credentials Information Form must be returned in the original file format as provided by the Department (Excel Workbook (.xls).
* The instructions for returning the completed forms can be found on page 1 of each form. Applicants must direct all subcontractors they intend engaging with to complete a Subcontractor Credentials Information Form. Applicants are responsible for coordinating these forms for inclusion with their application.
* Any supporting documentation provided in your submissions must be saved individually, with the document named with a file name to identify the file’s contents. For example; “Signed Declaration page.pdf”, "Financials2016.pdf",”Certificate of Incorporation.pdf”,etc)

***The Financial Verification and Credentials checks will be completed by the Department of Employment Financial Viability Team on behalf of the Department of Education and Training.***

***The Department reserves the right to determine which applications are required to complete a full Financial Verification or credentials check based on the Applicants risk profile.***

# Section 5: Declaration

## Authorisation

|  |  |
| --- | --- |
| I, |  |
|  | [Insert full name of person signing the declaration] |
| of |  |
|  | [Insert address] |
| am currently a |  |
|  | [Insert position /title of Tenderer (for example, Proprietor, Director, Partner, President)] |
| of |  |
|  | [Insert full name of Applicant] (‘**my organisation**’) |
| and I am authorised to make this declaration on its behalf. | |

## Offer and Statement of Compliance

I confirm that:

1. the information provided in the Application Response Forms (including attachments) is true and correct
2. my organisation has completed all parts of, and answered all of the questions on the Application Response Forms submitted to the Department
3. I have read and understood, and my organisation agrees to, the General Grant Conditions and the associated material contained in this application.
4. I have read and understood the Commonwealth General Grant Conditions provided and, unless otherwise specified in the Application Response Forms, my organisation agrees in principle with every clause contained in the Conditions
5. the information provided in the Application Response Forms constitutes an offer (Offer) to the Department to provide the services on the terms and conditions set out in the Draft Funding Agreement, subject to any exceptions specified in the Application Response Forms, and this Offer remains valid and open for acceptance by the Department for the Offer Period
6. my organisation undertakes not to withdraw, vary or otherwise compromise the Offer during the Offer Period
7. if directed by the Department, my organisation will execute a Funding Agreement in accordance with the example terms and conditions subject to any exceptions specified in the Application Response Forms, without entering into further negotiation and
8. my organisation understands that the Department will have the right (but will not be obliged) to act in reliance upon the contents of the Application, including its attachments.
9. If the lead applicant of a consortium, this grant application has the support of the consortium entities and has been approved at a duly constituted meeting, and I am authorised to lodge this application on behalf of the consortium.

## Confidentiality

1. My organisation will not, and will ensure that its employees, agents or subcontractors do not, either directly or indirectly record, divulge or communicate to any person any confidential information concerning the affairs of the Department, the Australian Government or a third party, acquired or obtained in the course of preparing an application, or any documents, data or information provided by the Department and which the Department indicates to applicants is confidential or which applicants know or ought reasonably to know is confidential.

## Conflict of Interest

1. To the best of my knowledge, having made all reasonable enquiries, there are no circumstances or relationships which constitute or may constitute an actual, potential or perceived conflict of interest relating to this application or my organisation’s obligations under any Funding Agreement resulting from this application, other than:

|  |
| --- |
| NOTE TO APPLICANTS: Insert list, or where no conflict exists, write ‘none’: |
|  |

1. My organisation undertakes to advise the Department in writing immediately upon becoming aware of any actual, potential or perceived conflicts of interest in respect of the application, or the provision of the services.

## Workplace Gender Equality Act 2012

1. Under Australian Government procurement policy, you are obliged to indicate whether or not your organisation is covered by the *Workplace Gender Equality Act 2012 (Cth)* (the WGE Act). Your organisation is covered by the WGE Act if it is a ‘relevant employer’, defined as being a non-public sector employer (including higher education institutions, trade unions and not-for-profit organisations) of 100 or more employees in Australia. For information about the coverage of the WGE Act, contact the Workplace Gender Equality Agency on (02) 9432 7000.

⬜ (a) Yes, I am a relevant employer. I have attached a current letter of compliance as part of this submission which indicates my compliance with the *Workplace Gender Equality Act 2012*.

⬜ (b) Yes, I am a relevant employer. I will be providing a current letter of compliance prior to contract.

⬜ (c) No, I am not a relevant employer.

## Confirmation

1. I confirm that my organisation:
   * + 1. has compiled this Application without the improper assistance of any Departmental employee and without the use of information obtained unlawfully or in breach of an obligation of confidentiality to the Department
       2. is not currently named as non-compliant with the WGE Act, nor are any of its proposed subcontractors
       3. is not insolvent, bankrupt, in liquidation, or under administration or receivership, nor are any of its proposed subcontractors
       4. has the capacity to apply and enter into an agreement in the form of a Commonwealth Funding Agreement and there is no restriction under any relevant law to prevent it from applying
       5. consents to the public disclosure of the name and details of any subcontracts and subcontractors engaged to assist my organisation in providing the services and
       6. consents to the Department undertaking checks in accordance with this Grant.

## Criminal Code

1. I am aware that under the *Criminal Code*, giving false or misleading information is a serious offence*.*

## Declaration Signatures

|  |  |  |
| --- | --- | --- |
| Signature of the person making the declaration: | | |
|  | | |
|  |  | |
| Signed at: |  | |
|  | [Insert Address] | |
| On the: |  | |
|  | [Insert Date] | |
| Signature of the witness before whom the declaration is made: | | |
|  | | |
|  | |  |
| Witness Name: | |  |
|  | |  |
| Witness Address: | |  |
|  | |  |
| Witness Occupation: | |  |
|  | |  |
| Date witnessed: | |  |

# Section 6: Application Checklist

Applicants must substantially complete the following sections - use the checklist below as a guide prior to submitting your application.

|  |  |
| --- | --- |
| **Section Summary** | **Complete** |
| Section 1 – Applicant details |  |
| Section 2 – Project information |  |
| Section 3 – Financial information |  |
| Section 4 – Financial and Credential Information Forms | For information |
| Section 5 – Applicants Declaration |  |

**Where possible, please ZIP all supporting documentation attachments into the one folder.**

|  |  |
| --- | --- |
| **Supporting Documentation** | **Attached** |
| Proof of public liability insurance |  |
| Workplace Gender Equity Certificate |  |