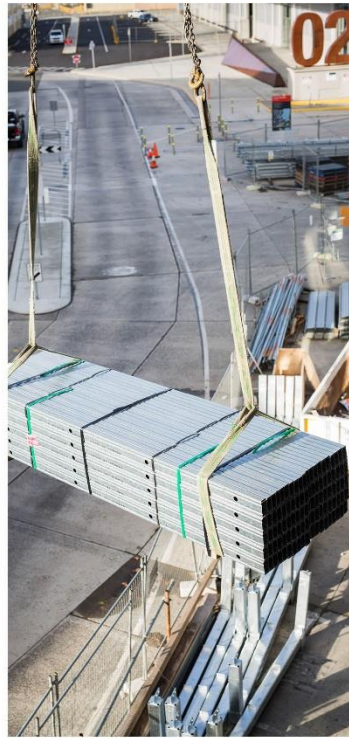


Enhance Student Experience Grant Program 2023-24 Guidelines



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Enhance Student Experience Grant Program 2023-24

1. Aims and objectives

The Enhance Student Experience (ESE) Grant Program aims to enhance the experience of international and interstate students living and studying in Tasmania.

Grants of up to \$5 000 are available from a total pool of \$25 000 to student or community groups, associations, education providers, businesses and not-for-profit organisations to deliver activities and initiatives that support the wellbeing of international and interstate students in Tasmania.

The program is competitive and not all eligible grant applicants will receive funding.

Program objectives

The ESE Grants Program aims to empower and enable student groups and other motivated organisations to enhance:

1. the level of connectivity amongst students and their local community
2. the mental, physical and emotional well-being of international and interstate students
3. international and interstate students' awareness of and access to support services
4. the employability of international and interstate students both during and after studies, and
5. community understanding of the economic, social and cultural value interstate and international students provide to Tasmania.

To be eligible for grant funding, any proposed initiative will need to support two or more of the program objectives listed above.

2. Context

The Tasmanian Government is committed to hosting a truly global education hub in Tasmania and in 2017 released the [Global Education Growth Strategy](#) to support this commitment.

In 2022, more than 10,000 international students undertook study with Tasmanian education providers, contributing to the economic, social and cultural activity of the state.

The ESE program signifies the strong emphasis the Tasmanian Government places on promoting student

wellbeing and the positive integration of students within the community.

What enhances student experience?

There are many different factors which contribute to a positive student experience in Tasmania, including:

- feeling connected with other students and the local community
- being aware of support services and knowing how to access them
- opportunities to learn and practice English
- understanding Australian workplaces and community culture
- feeling safe and welcome
- obtaining voluntary or paid part time employment
- good mental health
- being physically fit and healthy
- equal opportunities in learning and employment
- easy access to public facilities and accommodation
- opportunities to explore Tasmania
- feeling a sense of belonging and value in Tasmania and
- celebrating a student's own culture within their new Tasmanian community.

3. Eligibility criteria

For any queries about the eligibility criteria, please email Study.Tasmania@stategrowth.tas.gov.au or phone 03 6165 5066.

Applicants may be asked to supply documentation to support their eligibility claims as part of the application process or as part of an audit process.

To be eligible for the grant, applicants must be either a student or community group, association, non-government education provider, business or not-for-profit that:

- operates in Tasmania
- has an Australian Business Number (ABN) or can be supported by one or multiple auspice organisations that have an ABN and can accept funding on the applicant's behalf (the Auspice organisation also has the responsibility of ensuring the activity is completed in accordance with the conditions of funding).

- has been operating for at least six months at the time of application, and
- has appropriate insurance cover in place for the proposed activity.

Organisations applying for funding over \$2 000 must provide a cash co-contribution that is equal to or greater than the grant funding sought. This co-contribution may include (but is not limited to) administrative consumables, materials, equipment and facility hire costs directly associated with the proposed activity. It cannot include staff costs, such as salary or staff time.

Ineligible activities

Activities which will not be funded include:

- activities that do not align themselves with the objectives of the program
- any activity that will take place outside of Tasmania
- staff salaries
- budget deficits
- purchase of equipment for individuals
- activities designed to raise funds for the organisation
- alcohol purchases
- legal fees and insurance costs
- activities associated with political parties, and
- activities that already have been completed before the start of a funding agreement.

4. Assessment Criteria

Applications will be assessed by a panel comprising experienced members of the Tasmanian international education industry and representatives from government departments.

All applications will be assessed against the following four, equally weighted criteria:

1. Suitability – the extent to which the activity meets the program objectives.
2. Impact – the short and long-term benefits for international and interstate students.
3. Reach – the number, diversity and location of students and other Tasmanians who will benefit from the activity.

4. Delivery capacity – the capacity of the applicant to deliver the project, manage funding and report on progress.

Applications will be assessed based on the quality of information provided by the applicant. Applicants must, therefore, ensure all information is included when submitting the application.

Successful applicants will be required to enter into a legal funding agreement with the Department of State Growth.

5. Timeframes

No applications will be accepted after the closing date.

| Description | Date |
|--|---|
| Applications open | 3 February 2023 2:00 pm |
| Applications close | 6 March 2023 2:00 pm |
| Applicants notified of decision | April 2023 |
| Activities to be completed by | 1 June 2024 |
| Acquittal of grants Report submitted to Study Tasmania | Four weeks after activities/ events are completed |

During the assessment process the Department may, at its discretion, require further information to support or clarify an application. This information must be provided within three (3) working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by the estimated date above.

6. Application process

Please see Section 19 for a step-by-step breakdown of the application process.

7. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to the Director of the business unit where the application was assessed.

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application. For further information about the process please contact:

Study.Tasmania@stategrowth.tas.gov.au

8. Grant payments

Successful applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient's

- situation changes,
- does not complete the activities or tasks required under the funding agreement,
- does not use any or all of the funding provided, or
- the information provided to us is found to be false or misleading,

the recipient will be required to return some or all of the funds to the Department.

9. Taxation and financial implications

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the Department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

It is strongly recommended that, prior to submitting an application, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO about the possible tax implications for receiving the grant.

Information on invoices can be found on the Business Tasmania website:

www.business.tas.gov.au/manage_a_business/invoices

10. Acquittal

An acquittal is a statement made by a grant recipient confirming that the grant funding was used as per the funding agreement. Unless otherwise stated, it is a requirement that all Department of State Growth grants are acquitted.

10.1 How to acquit a grant

An acquittal form will be provided to recipients, asking for information about the activities and expenditure relating to the grant. Evidence such as quotations, invoices, receipts, statements, reports, etc., are also required to support the acquittal.

The department may ask recipients to provide a Statement of Expenditure certified by an independent, professional auditor. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

10.2 Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date will result in the recipient being required to return the funding to the department. In this situation the department will invoice the recipient.

11. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Please email

Study.Tasmania@stategrowth.tas.gov.au or phone 03 6165 5066.

12. Note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

13. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of

the financial assistance, and any other details considered by the department to be appropriate.

14. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

15. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

16. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

17. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Please note that all obligations under the *Personal Information Protection Act 2004 (Tas)* or the *Privacy Act 1988 (Cwlth)* still apply.

18. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any

person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.

19. Application process, step-by-step

| Order | Activity | Guidance to applicants |
|--------|--|--|
| Step 1 | Check that your organisation qualifies for funding | Read these Guidelines in full, paying particular attention to Section 1: Eligibility Criteria. |
| Step 2 | View the key dates and plan your application | Ensure you can meet timeframes and deadlines. |
| Step 3 | Register with SmartyGrants | <p>The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.</p> <p>Applicants must register with SmartyGrants in order to submit an application.</p> <p>Click here to begin your SmartyGrants registration.</p> <p>Applicants who are unable to apply online via SmartyGrants can access a manual application by emailing Study.Tasmania@stategrowth.tas.gov.au or phoning 03 6165 5066.</p> |
| Step 4 | Write application | <p>Study Tasmania recommends that you draft your responses to the Assessment Criteria in a separate document. We recommend you allow 350 words per Assessment Criteria.</p> <p>Then copy your answers into the Smarty Grant Portal. This reduces the risk you could lose your progress.</p> <p>Ensure you address each assessment criteria in full.</p> |
| Step 5 | Attach evidence | <p>Evidence supports and strengthens your application. Some examples of evidence include:</p> <ul style="list-style-type: none"> • proof your organisation has insurance for the event • a project or business plan • letter(s) of support • proof of international and/or interstate student membership or engagement. |
| Step 6 | Submit | <p>Submit your application on SmartyGrants before the closing date.</p> <p>Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application by email.</p> <p>This receipt will include details of the application and a unique application ID. You should keep a record of the application ID.</p> <p>Late applications will not be accepted.</p> |
| Step 7 | Results | <p>Applicants will be advised by email of the outcome of their application once the assessment process is completed.</p> <p>Successful applicants will be required to enter into a grant agreement with the Crown in Tasmania, represented by the Department of State Growth.</p> |



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