

# Study NSW Partner Projects Application 2022

## Form Preview

### Overview

\* indicates a required field

#### BEFORE YOU BEGIN

Welcome to the application form for Study NSW Partner Projects (the **Program**).

Please read the 2022-23 Study NSW Partner Projects Guidelines to understand the requirements before proceeding with your application. The guidelines can be viewed [here](#).

You will be required to upload the following documentation as part of this application:

1. Letters of support from each partner, detailing the level of funding and support to which they have committed. Letters must be on company letterhead.
2. Where applicable, other documentation addressing related projects, sector endorsement, budgets or detailed project plans.

Due to the large volume of applications, we cannot accept mandatory documentation once your application has been submitted, so please upload all necessary documentation to this form.

#### PROGRAM QUESTIONS

For queries about the guidelines, deadlines, or questions in the form, please contact us at [study.nsw@investment.nsw.gov.au](mailto:study.nsw@investment.nsw.gov.au). You are strongly encouraged to save your application form every five to ten minutes to reduce the risk of losing your information.

#### SMARTYGRANTS QUESTIONS

If a technical error occurs, staff at SmartyGrants are available to help you. Contact details below, and ensure you quote your application number.

- Call during business hours: +61 3 9320 6888 (Australia), +64 4 889 3068 (New Zealand)
- Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

Help is also available to guide you through this form - please download the [Help Guide for Applicants](#).

#### FILLING OUT THE APPLICATION FORM

On the right hand side of every screen, there is a box which links directly to every page of the application form. Click the link to move directly to the page you want. You can also click "Next Page" or "Previous Page" on the top or bottom of each page to move forward or backward through the application form.

#### SAVING YOUR DRAFT APPLICATION FORM

If you want to leave a partially completed application, press "Save" and log out. When you log back in and click the "My Applications" link at the top of the screen, you will find a list of applications you have started or submitted. You can re-open your draft application and continue where you left off.

#### DOWNLOAD DRAFT APPLICATION

You can also download any application, whether in draft form or submitted, as a PDF file. Click on the "Download" button at the bottom of the application navigation panel.

#### SUBMITTING YOUR APPLICATION

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You will find a “Review” button at the bottom of the navigation panel. You need to review your application before you submit it. Ensure that all fields and mandatory questions marked with an asterisk “\*” are completed. Once you have reviewed your application, you can submit it by clicking on “Submit” at the top of the screen or on the navigation panel.

**IMPORTANT:** Any question marked with an asterisk “\*” is mandatory. Failure to answer any of these questions will stop you from being able to complete and submit your application form. Once you have submitted your application, no further editing or uploading of supporting documents is possible. When you submit your application form, you will receive an automated confirmation email with a copy of your submitted application attached. **This will be sent to the email address that you used to register with SmartyGrants.**

If you do not receive a “confirmation of submission” email, then your application has not been received. Review the error message highlighted in red and ensure that all mandatory fields have been completed. You should then be able to successfully submit your application.

### COMPLETING AN APPLICATION IN A GROUP OR TEAM

A number of people can work on an application form using the same login details, as long as only one person is working on the application form at a time. Ensure that you save as you go.

**IMPORTANT:** Please ensure that you submit your application once completed. Any unsubmitted applications will not be considered for assessment.

**Please confirm you have read the above information before proceeding. \***

Yes  No

If you answered “no” you will not be able to proceed.

**Have you read and understood the 2022-23 Study NSW Partner Projects Guidelines? \***

Yes  No

If you answered “no” you will not be able to proceed.

**Do you have the required documentation ready? \***

Yes  No

If you answered “no” you will not be able to proceed.

## Privacy Statement

\* indicates a required field

Investment NSW collects the information in your application, which may include “personal information” for the purpose of the *Privacy and Personal Information Protection Act 1998 (NSW)*. We collect this personal information for the purpose of considering and assessing your application. If your application is successful, your information will also be used to provide the funding to you, assist you in meeting your obligations and for reporting on the programs to which your funding relates.

Providing your personal information is voluntary, however if you do not provide this information, we will not be able to assess your application and you will not be considered for funding.

We may also disclose your personal information to the following third parties:

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- Our Community Pty Limited being the application portal provider to help administer the program
- a credit assessment agency to help complete due diligence checks
- third party consultants to help assess and recommend applications
- other NSW government agencies (including the Department of Premier & Cabinet, Regional NSW and Service NSW) to help assess and administer the program, monitor activity, assist organisations whose applications are successful in meeting their obligations, and introduce unsuccessful applicants to other support programs that may be of assistance to them

We may also be required to disclose information by law. For example, Investment NSW is subject to the *Government Information (Public Access) Act 2009* ("GIPA Act"), which means the information you provide may be required to be released in response to a request under the GIPA Act. We may also be required to disclose information to oversight and investigative bodies and to the NSW Parliament.

Please refer to the website <https://www.investment.nsw.gov.au/privacy/> for more information on Investment NSW's Privacy Policy and your rights to access or correct the information.

By submitting this application form, you consent to Investment NSW collecting, using and disclosing information about you in the manner described above.

You must comply with the *Privacy Act 1988 (Cth)* in relation to any personal information disclosed to you by Investment NSW in connection with this application or the Program. All applications become the property of Investment NSW on submission. Investment NSW may make copies of the application for any purpose.

If you have any questions or concerns regarding the privacy of your personal information, please contact [informationaccess@investment.nsw.gov.au](mailto:informationaccess@investment.nsw.gov.au).

**I have read and accept the Privacy Statement. \***

Yes  No

If you answered "no" you will not be able to proceed.

## Eligibility Criteria

\* indicates a required field

In order to proceed with this application, applicants must meet the following eligibility criteria.

**Is the organisation an education provider or an organisation that has a focus on international education? \***

Yes  No

**Is the organisation a legal entity? \***

Yes  No

**Does the organisation operate in NSW? \***

Yes  No

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**Does the organisation have an Australian Business Number (ABN) or is the organisation registered as a not-for-profit organisation? \***

- Yes  No

**Has the organisation been operating for at least two years? \***

- Yes  No

**Does the organisation hold, or plan to hold, the appropriate insurance cover for the proposed project activity? \***

- Yes  No

If successful, you will be required to hold a broadform public liability insurance to the value of at least \$10 million in respect of each claim and unlimited in the aggregate as to the number of occurrences in the policy period.

**Does the organisation have at least one Project Partner integral to the ability to deliver the project? \***

- Yes  No

This must be one Project Partner other than Study NSW.

**Is the organisation and affiliated Project Partner(s) able to match the grant funding requested with financial and in-kind contributions? \***

- Yes  No

**Is this application for a new project? \***

- Yes  No

**Is this application for a new element to an existing project? \***

- Yes  No

### Ineligible

You must meet all of the eligibility criteria above in order to be eligible for funding. Please contact us at [study.nsw@investment.nsw.gov.au](mailto:study.nsw@investment.nsw.gov.au) if you wish to discuss your application.

## Organisation and Contact Information

\* indicates a required field

### ABN Details

**Organisation ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN

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Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

### Organisation Details

#### **Organisation name \***

Organisation Name

#### **Organisation primary address \***

Address

  

#### **Organisation postal address**

Address

  

#### **Organisation primary phone number \***

Must be an Australian phone number.

#### **Organisation primary email \***

Must be an email address.

#### **Organisation primary website \***

Must be a URL.

### Organisation Contact Details

#### **Principle project contact name \***

Title      First Name      Last Name

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**Job title \***

**Phone number \***

Must be an Australian phone number.

**Primary email \***

Must be an email address.

**Please provide a short description of the organisation and a summary of the services it provides. \***

Word count:

Must be no more than 200 words.

**Has your organisation previously applied for funding from Study NSW Partner Projects in the last three years? \***

Yes

No

If your organisation has previously applied for funding from Study NSW Partner Projects in the last three years, please input the details for this in the table below.

**Date of application**

**Name of project**

Date of application	Name of project
<input type="text"/>	<input type="text"/>

Must be a date.

**Has the organisation or any of its directors: \***

- a) been offered any inducement or reward to any public servant or employee, agent or subcontractor of the NSW Government or an agency of the NSW Government in connection with this program;
- b) committed corrupt conduct as defined in the Independent Commission Against Corruption Act 1988 (NSW);
- c) have a record of unethical or collusive or biased behaviour or alleged unethical or collusive or biased behaviour;
- d) have any findings of dishonest, unfair, unconscionable, corrupt or illegal conduct against them or any actual or perceived conflicts of interests;
- e) none of the above.

**Input details into the text box below \***

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Word count:

Must be no more than 300 words.

## Project Overview

\* indicates a required field

When completing this section please make clear in your responses the value of the project to international education in NSW and the specific benefits your project will deliver.

**Confirm if the project is \***

- a new project
- a new element of an existing project

Please provide details of your project.

**Project title \***

**Date of commencement \***

Must be a date and no earlier than 1/8/2022.

Please provide details of the existing project you are proposing to build upon.

**Project title \***

**Date of commencement \***

Must be a date and no earlier than 1/8/2022.

This is the date that the new element commenced or will commence.

## Project Partner Information

Please identify your Project Partners (excluding Study NSW) in the table below.

For each Project Partner, please upload a letter of support, detailing the level of funding and support to which they have committed. Letters must be on company letterhead.

**NOTE:** Maximum file size is 25MB. Only documents in PDF format will be accepted.

**Partner organisation name \***

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### Partner organisation website

Must be a URL.

### Partner organisation primary address

Address

  

### Partner organisation contact

Title      First Name      Last Name

            

### Partner organisation job title

### Partner organisation phone number \*

Must be an Australian phone number.

### Partner organisation primary email \*

Must be an email address.

### Letter of support \*

Attach a file:

## Project Summary

Please provide an executive summary of your project, with reference to the criteria outlined in the guidelines as well as Study NSW's strategic priorities. Your summary should address the following:

- Background, requirements and proposed solution
- Objectives, deliverables and timeframes
- Resources, budget and key measures of success

If you are proposing to build upon an existing project, please provide details of the new component in addition to the executive summary.

### Input your summary in the text box below \*



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Word count:  
Must be no more than 300 words.

### Project Objectives

Please describe the project's key objectives. The objectives listed should be SMART: Specific, Measurable, Achievable, Relevant, and Time-bound.

**Input your response into the text box below. \***

Word count:  
Must be no more than 250 words.

### Project Deliverables

Please provide a description of the project's deliverables.

**Deliverable \***

Deliverables refer to the products, services or results which will be generated by the project.

**Description \***

Word count:  
Must be no more than 200 words.

### Project Timeline

Please provide a timeline for your project, with reference to key milestones and objectives.

**Projected date \***

Must be a date.

**Milestone \***

**Description \***

Word count:  
Must be no more than 200 words.

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### Project Budget and Plan

\* indicates a required field

#### Project Budget

Funding requested must be less than or equal to half the total budget for the project and no more than \$165,000 (incl GST) or no more than \$150,000 (excl GST).

**NOTE:** In calculating funding requests, applicants should consider any applicable GST implications.

**What is the total financial support you are requesting from Study NSW in this application? \***

\$

Must be no more than \$165,000 (incl GST) or no more than \$150,000 (excl GST).

#### Additional Project Income

List all the sources of cash and in-kind income for your project in the table below. Add rows as needed.

- Cash sources may include your own cash contribution to the project and/or cash contributions from your partners, or other sources.
- In-kind sources may include any non-cash items such as volunteer time, donated supplies or venues that waived their fees (include details of how in-kind contributions have been calculated).

Description	Funding source	Amount cash	Amount in-kind
		Must be a dollar amount.	Must be a dollar amount.
		\$	\$

#### Project Expenditure

List all the expenditure items and in-kind expenditure items for your project in the table below.

- Add cash amount(s). Ensure you indicate in your description how Study NSW grant funding will be allocated (e.g., venue hire (Study NSW contribution). The cost should be added to the *Amount Cash* field).
- Add in-kind sources. This may include items such as volunteer time (e.g., a Project Manager providing services can be shown as *1x Project Manager @ \$50/hr for 10 hours*). The cost should be added to the *Amount in-kind* field.

Description	Amount Cash	Amount in-kind
	Must be a dollar amount.	Must be a dollar amount.
	\$	\$

#### Budget Totals

Total Project Income should equal Total Project Expenditure.

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### Total Project Income

\$

This number/amount is calculated.

### Total Project Expenditure Balance

\$

This number/amount is calculated.

\$

This number/amount should equal \$0

## Project Value

### How does the project demonstrate value for money? \*

Word count:

Must be no more than 250 words.

In your response, explain how the project may generate maximum impact within identified resources.

## Reporting

### Please describe how you intend to regularly communicate the status of the project to Study NSW. \*

Word count:

Must be no more than 250 words.

## Risk Mitigation

What risks could impact the outcome or success of your project, and what steps will you take to mitigate those risks?

### Risk description \*

Word count:

Must be no more than 250 words.

### Impact on project outcomes \*

### Likelihood of occurrence \*

### Mitigation strategies \*

Word count:

Must be no more than 250 words.

## Supporting Documentation (Optional)

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Please upload any additional supporting documentation.

**NOTE:** Maximum file size is 25MB. Only documents in JPEG, PDF, DOCX, or DOC format will be accepted.

Attach a file:

## Application Terms (“Terms”)

Application Terms (“Terms”)

### Your application

1. Submission of an application to the Crown in the Right of the State of New South Wales acting through Investment NSW (ABN 78 520 401 237) (**Investment NSW**) constitutes an acceptance by you of the 2022-23 Study NSW Partner Projects Guidelines and these Terms and you agree to be bound by both of them.
2. Your application must be submitted to Investment NSW on or before **23:59 AEDT, 6 June 2022**.
3. Applications may only be submitted using the method described in the Program Guidelines.
4. Applications that are incomplete or do not comply with the instructions provided in the application form and/or the Program Guidelines may be rejected by Investment NSW. Investment NSW may, in its sole discretion, accept or reject an application which is incomplete or does not comply with the Program Guidelines, or for any other reason.
5. You agree to bear the costs of preparing and submitting your application without recourse to Investment NSW.
6. You confirm that all of the information provided as part of the application is true, correct and valid as at the date of your application.
7. You agree to indemnify Investment NSW against and in respect of all damages, losses, expenses and costs (including legal costs on an indemnity basis) which arise out of or in relation to any incorrect or invalid information that you provide to Investment NSW through this application.
8. If you are found to have made false or misleading claims or statements, or to have obtained improper assistance in relation to your application, Investment NSW may exclude your application from the evaluation process. You should be aware that giving false or misleading information to Investment NSW is a serious offence under the *Crimes Act 1900 No 40* (NSW).
9. An application submitted electronically will be treated in accordance with the *Electronic Transactions Act 2000* (NSW).
10. Assessment and approval of your application will be in accordance with the criteria outlined in the Program Guidelines.
11. Submitting an application does not guarantee approval under the Program. Approval is at the sole discretion of Investment NSW.
12. Investment NSW reserves the right to verify the information provided by you as part of your application and determine your eligibility for the Program.

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13. You must seek the written consent of Investment NSW before making any public announcement about the Program and Investment NSW's and the State's role in the Program.
14. Nothing in this request for applications or your application will be construed as giving rise to any contractual obligations or rights, express or implied, (other than your agreement to these Terms and the Program Guidelines).
15. If your application is successful, the information provided in your application will form part of a funding agreement to be separately agreed and signed between you and Investment NSW.
16. If your application is unsuccessful, feedback will be provided. Unsuccessful applications will be notified via email and/or letter of the outcome of their application and will be offered a feedback information session]. Unsuccessful applicants may reapply at any time if material changes have occurred and you believe you are eligible under the Program Guidelines.
17. You are not eligible for any rebate until a funding agreement is agreed and signed.
18. Subject to the terms of any funding agreement entered into between you and Investment NSW, Investment NSW reserves the right to alter, amend, suspend, cancel or withdraw the Program for any reason and in any circumstances in its sole and absolute discretion and without notice to you.

### **Disclaimer**

19. Subject to any applicable law, Investment NSW makes no representation or warranty of any kind, express or implied, in relation to any information or material provided in the application form or the Program Guidelines including as to its accuracy, currency or reliability.
20. The information and material provided by NSW Government as part of the application form and Program Guidelines is of a general nature only and is not legal or other professional advice or intended to be comprehensive. You are responsible for determining the validity, quality and relevance of any information or materials and taking appropriate independent advice before submitting an application or entering into a funding agreement.
21. NSW Government does not accept responsibility for and excludes liability for any loss, damage, cost or expense howsoever caused (including through negligence or matters outside its control), which you or any person may directly or indirectly suffer in connection with your or such person's use of or reliance on, information or materials contained in the application form or the Program Guidelines.

### **Privacy and disclosure**

22. Investment NSW collects the information in your application, which may include "personal information" for the purposes of the *Privacy and Personal Information Protection Act 1998* (NSW) (**PPIP Act**). Investment NSW collects this personal information for the purposes of considering and assessing your application. If your application is successful, your information will also be used to provide the rebate(s) to you, to assist you in meeting your obligations and for reporting on the Program to which your funding relates.
23. Providing your personal information to Investment NSW is voluntary, however, if you do not provide this information, we will not be able to assess your application and you will not be considered for the Program.
24. Investment NSW may also disclose your personal information to the following third parties:

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- a. Smarty Grants (through Our Community Pty Ltd ABN 24 094 608 705), being the application portal providers that assist Investment NSW to administer the Program;
  - b. independent probity advisors assisting Investment NSW with its general risk assessment of the Program;
  - c. legal advisers and other advisers to Investment NSW;
  - d. a credit assessment agency to help complete due diligence checks, and
  - e. other New South Wales Government agencies (including but not limited to the Department of Premier and Cabinet) to help assess and administer the Program, monitor activity, assist organisations whose applications are successful in meeting their obligations, and introduce unsuccessful applicants to other support programmes that may be of assistance to them.
25. Investment NSW may also use your information to promote and make announcements about successful applicants. Information (such as your company and business name, office location and CEO) will be used by Investment NSW for media announcements and case studies which may be published on NSW Government websites and other social media accounts.
26. We may also be required to disclose information by law. For example, Investment NSW is subject to the *Government Information (Public Access) Act 2009 (NSW)* (**GIPA Act**), which means the information you provide may be required to be released in response to a request under the GIPA Act. We may also be required to disclose information to oversight and investigative bodies and to the Parliament of New South Wales.
27. By submitting this application form, you consent to Investment NSW collecting, using and disclosing information about you in the manner described above.
28. You must comply with the PIPP Act in relation to any personal information disclosed to you by Investment NSW in connection with this application or the Program Guidelines.
29. Please refer to website <https://www.investment.nsw.gov.au/privacy/> for more information on Investment NSW's privacy policy and your rights to access or correct the information.
30. All applications become the property of Investment NSW on submission. Investment NSW may make copies of the application for any purpose.

## Declaration

\* indicates a required field

I confirm that:

- I have read and understood the Terms;
- I agree to the Terms;
- I have read and understood the funding guidelines with respect to assistance under this program; and
- I am authorised to make this application on behalf of the prospective applicant; and
- the information provided in this application is true, correct and valid as at the date of submitting this application.

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**I agree to the Application Terms \***

Yes

No

**Name \***

Title

First Name

Last Name

**Date of declaration \***

Must be a date.

## Thank You

Thank you for taking the time to complete your application for Study NSW Partner Projects.

This is a courtesy note confirming your application has been received.

If you have any questions relating to your application, please contact us at [study.nsw@investment.nsw.gov.au](mailto:study.nsw@investment.nsw.gov.au). Be sure to quote your submission number in the subject line.