

Strategic Partnerships Program 2018-20 Triennium

Frequently Asked Questions

GENERAL QUESTIONS

1. What do I need to consider in deciding whether to apply for SPP funding?

- Is my organisation eligible?
- Does my program meet each of the selection criteria?
- Does the intent and purpose of my proposed program align with the SPP objectives, Victorian Government policies and DET strategic priorities?
- Does my organisation have the capacity to maintain a funded program over the three-year timeframe?
- Is my organisation able to meet the accountability and reporting requirements?

2. What types of programs receive SPP funding?

- The aim of the SPP is to provide funding to not-for-profit organisations to deliver programs to improve student achievement, engagement, health and wellbeing and/or teacher capacity.
- These programs provide access to curriculum enrichment or enhancement opportunities that are not usually available in mainstream classrooms or professional development settings.
- See the DET website for programs that are receiving SPP funding in the 2015-17 Triennium.

3. What specific assistance can DET provide to organisations in relation requests for advice about the content and structure of applications?

- As the SPP is a competitive process, DET is limited in the advice it can provide to organisations in relation to program content and structure.
- Organisations should prepare responses according to selection criteria and the Victorian Government policies and DET strategic priorities as outlined in the SPP Funding Guidelines.
- DET also encourages organisations to use their networks or consult with a critical friend in preparing responses.

4. Do proposed programs have to be entirely new, or can funding be requested for extensions of existing programs?

- The SPP supports the delivery of a diverse range of programs, including programs that are custom-designed to meet SPP objectives as well as programs that are delivered through an organisation's existing education programs.

5. Is SPP funding focussed on particular age group(s)?

- No. Programs can support any Year level (Prep to Year 12) as well as teacher professional learning.

6. Will you fund programs that focus on the early years?

- The primary focus of the SPP is schools and school-aged students. The Department will accept applications that also capture the early years (0-4 years), however, applications cannot focus solely on the early years.

- If successful, organisations would need to report on this additional cohort as part of their annual reports.

7. Will you fund programs that include professional learning for pre-service teachers?

- The primary focus of the SPP is on professional learning for the existing teaching workforce. The Department will accept applications that also capture pre-service teachers, however, this cannot be the sole focus of the application.
- If successful, organisations would need to report on this additional cohort as part of their annual reports.

8. Is SPP funding focused on larger organisations?

- No. Not-for-profit organisations of any size are encouraged to apply for SPP funding, provided the eligibility and selection requirements are met, and the organisation has the capacity to implement the program over the entire triennium.

9. I am a for-profit organisation. Can I apply for SPP funding?

- No. Funding is only available to not-for-profit organisations, as stated in the SPP Funding Guidelines.
- An organisation is not-for-profit if:
 - It does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.
 - It has a constitution or other governing document with a not-for-profit clause stating that all profits made by the organisation go back into its operation.
 - The governing document contains a dissolution clause stating that proceeds from assets or income are not distributed to individual members of the organisation, either during operation or upon wind-up.

10. I am a for-profit organisation. Can I apply for SPP funding as part of a partnership with not-for-profit organisation(s)?

- No. Funding is only available to not-for-profit organisations, as stated in the SPP Funding Guidelines.
- Not-for-profit organisations that have signed a Common Funding Agreement for SPP funding may enter collaborative arrangements with for-profit organisations to support program development and implementation.

POLICY CONTEXT AND PRIORITIES

11. What are the 'Victorian Government policies and DET strategic priorities' I need to address in my application?

- As outlined in the SPP Funding Guidelines, applications for the 2018-2020 triennium must be aligned with Victorian Government policies and DET strategic priorities, which include:
 - Education State
 - Victorian Curriculum
 - Victorian Early Years Learning and Development Framework (VEYLDF)
 - Marrung

- DET Strategic Plan 2016-2020.
- In particular, all applications will need to support achievement of one or more of the Education State targets in:
 - Learning for life
 - Happy, healthy and resilient kids
 - Breaking the link
 - Pride and confidence in our schools.
- The specific targets are provided on the Department’s website.

FUNDING REQUIREMENTS

12. Can organisations submit more than one application?

- Yes, organisations can submit applications for multiple programs in both Categories 1 and 2, however a separate application is required for each program.

13. Can SPP fully fund programs, or will my organisation be expected to provide in-kind or other financial contributions to the overall budget?

- SPP can fully fund programs, however it will be viewed favourably for organisations to provide in-kind support for the program that they are applying for (e.g. curriculum expertise, network support, etc.).

14. If my organisation runs multiple sub-programs as part of a larger program, do we have to submit separate applications for each sub-program?

- No, if the programs are part of a larger program, you may submit one application that refers to all of them. Note that word limits apply, so you should carefully consider the content of your response and provide necessary and sufficient information only.

15. How much funding should my organisation should apply for? Is there a limited budget for SPP?

- A set amount of SPP funding is allocated for the triennium.
- The SPP is a competitive program and demand for funding is high. You should carefully consider the budget requirements of your proposed program/s and how your organisation and/or partner organisations can provide in-kind or financial support to the program as well.

16. What are the Victorian Curriculum learning areas and generic capabilities?

Learning areas	Capabilities
<p>The Arts</p> <ul style="list-style-type: none"> ● Dance ● Drama ● Media Arts ● Music ● Visual Arts ● Visual Communication Design 	<p>Critical and Creative Thinking</p> <p>Ethical</p> <p>Intercultural</p> <p>Personal and Social</p>

<p>English</p> <p>Health and Physical Education</p> <p>The Humanities</p> <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History <p>Languages</p> <p>Mathematics</p> <p>Science</p> <p>Technologies</p> <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	
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17. What should I consider in demonstrating the “value add” of my program?

- The aim of the SPP is to provide access to curriculum enrichment or enhancement opportunities *that are not usually available in mainstream classrooms or professional development settings.*
- Therefore, your application needs to demonstrate how the program provides a learning opportunity or experience for students or teachers that they would not ordinarily be able to access in their regular classroom or professional development setting.

18. What is considered to be “sufficient” organisational capacity to deliver the program?

- Sufficient organisational capacity refers to organisations having previous experience in managing similar programs, sufficient staff capacity and capability, appropriate organisational governance arrangements, and processes for ongoing project and risk management, including in relation to staff turnover.

19. What should I consider in answering the question about the sustainability of my program?

- DET encourages development and implementation of programs and resources that can continue to benefit schools beyond the life of SPP funding. You should consider available resources such as contributions (in-kind or otherwise) to your budget, partnerships with other organisations, fundraising capacity, etc.

20. Does the requirement to demonstrate program sustainability mean that our program – whether new or existing – will not be funded beyond 2020?

- Organisations may seek to apply to extend programs currently funded by SPP; however, there is no guarantee that programs will continue to receive funding.

ASSESSMENT

21. What happens after I submit an application?

- You will receive email confirmation via the Smarty Grants system that your application has been received.

- Advisory panels comprising of subject-matter specialists from DET and the Victorian Curriculum and Assessment Authority will assess and rank each application against the program aims and selection criteria.
- After the panel assessment process has concluded, the SPP team will consolidate the panel recommendations to develop a final list of applications for approval by the Minister for Education.
- If successful, you will be required to complete a Common Funding Agreement within 30 days.

PAYMENTS AND REPORTING

22. What are the basic requirements of my organisation if my application is successful?

- If successful, your organisation will be required to:
 - Agree to a specific set of deliverables upon which you will report annually.
 - Complete and sign a Common Funding Agreement with DET within 30 days.
 - Submit banking details for payments at the time of submitting the signed Common Funding Agreement.
 - Sign a Recipient-Created Tax Invoice agreement (RCTI) – unless otherwise arranged, all organisations sign RCTI agreements as per DET financial requirements.
 - Notify the SPP team of any proposed changes to your funded program or issues in meeting the agreed deliverables.
 - Acknowledge the funding support by including the DET logo on all public promotional materials.

23. What would my organisation be required to report on as part of its annual report?

- As stated in the SPP Funding Guidelines, organisations will need to collect qualitative and quantitative data on an ongoing basis throughout the triennium in order to provide the following information in the annual report:
 - information on the delivery date/s, locations and mode (e.g. face-to-face or online)
 - data on the number of students/teachers and schools participating in the program by:
 - sector (i.e. government and non-government)
 - location (i.e. metropolitan and/or rural and regional)
 - school type (i.e. primary and/or secondary)
 - the identified target equity cohort (e.g. Koorie, disability, low SES).
 - detailed financial information, including program revenue and expenditure
 - qualitative data and analysis of program outputs and outcomes against stated targets.

SMARTY GRANTS

24. How can I access Smarty Grants?

- The link to Smarty Grants is available on the Strategic Partnerships Program website. Once you click on the link you will need to either complete the registration information for first time users or log in before you can use the form.
- It is important that organisations continually save their work in the application form whilst working on the application form.

25. Can supporting material be submitted as part of my application?

- No. To ensure a fair and consistent application process, the online form has been designed to help applicants provide information about their proposed program succinctly and without requiring any additional supporting documentation.

26. Can I submit more than one application in Smarty Grants?

- You can submit multiple applications, including under different funding categories, using Smarty Grants. If you have already started a submission for one program and wish to work on a submission for another program you can click into the Strategic Partnerships Program Round where you will see three buttons:
 - Start a new submission
 - Continue your submission
 - Preview the form.

You can click on Start a New Submission which will give you a new application form. You can access all applications by going to “My Submissions” at the top of the page.

27. Tips for using Smarty Grants

- When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register. If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.
- When submitting the detailed Budget for your program on page 7 (section 2) of the application form, you must fill in amounts for each box in the table. Do not leave sections blank as they are mandatory questions, put \$0 where necessary.
- You can flip through the pages using the Form Navigation on the right hand side of the screen to move through the form to fill in sections at different stages.
- You can preview the form before submitting using the ‘Preview’ Button at the end of the form.
- Please note that Chrome is the preferred web browser when using Smarty Grants and for the Online Information session in Adobe Connect (however other browsers will also work).
- **Always remember to continually save your work as you progress through the form.**

ENQUIRIES

28. Whom should I contact if I need assistance and/or advice when writing my application?

- General questions about the application process, eligibility, etc. should be directed to DET at strategic.partnerships@edumail.vic.gov.au or on (03) 8683 2195.