



Education
and Training

STRATEGIC PARTNERSHIPS PROGRAM (SPP)

2018-2020 FUNDING GUIDELINES



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Authorised by the Department of Education and Training,

2 Treasury Place, East Melbourne, Victoria, 3002

1. SPP OVERVIEW

PROGRAM DATES AND FUNDING PERIOD

- Applications open: **19 June 2017**
- Applications close: **5pm on 21 July 2017**
- The funding and activity period commences on **1 January 2018** and ends on **31 December 2020**.
- Funding is provided on a *calendar year basis* in March each year of 2018, 2019 and 2020.

AIMS OF THE PROGRAM

The aim of the SPP is to provide supplementary 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.

AREAS OF SUPPORT

The SPP supports the delivery of a diverse range of programs, including programs that:

- provide one-off excursions through to more in-depth programs that involve a progression of activities using different delivery mechanisms over an extended period
- are custom-designed to meet SPP objectives as well as programs that are delivered through an organisation's existing education programs
- are delivered by a single organisation as well as those that are delivered through partnership arrangements between multiple organisations or with community groups.
- are broad in scope and reach as well as those that are more targeted
- are delivered in metropolitan areas and/or regional areas
- are delivered face-to-face and/or online using Information and Communication Technology (ICT).

PROGRAM ELIGIBILITY

To be eligible to apply for SPP funding, organisations must:

- be not-for-profit
- not be a Government Department
- have satisfactorily acquitted and reported on previous SPP funding (where applicable).

According to the Australian Taxation Office and the Commonwealth Government Australian Charities and Not-for-profits Commission, 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.

SPP NETWORKS

For the 2018-2020 triennium, DET will be establishing SPP networks based around the key learning areas. As part of the application process, organisations will be asked to express their interest in either participating in or leading an SPP network.

2. POLICY CONTEXT AND PRIORITIES

Applications for SPP funding for the 2018-2020 triennium must be aligned with Victorian Government policies and DET strategic priorities, as follows.

Education State

The Victorian Government is committed to making Victoria the Education State by building an education system that produces excellence and reduces the impact of disadvantage. Ten school targets have been developed as part of the Education State vision to focus efforts on the range of factors that support students to develop and be their best. The targets reflect our focus on excellence and equity, and our goal to equip all students with the personal and practical skills to live the lives they want to live, and get the jobs they need.

The [targets](#) fall under four themes:

- **Learning for Life** – Excellence in reading, maths, science and the arts, and in critical and creative thinking
- **Happy, Healthy and Resilient Kids** – Building resilience and physical activity in our children
- **Breaking the Link** – Ensuring more students stay in school and eliminating the connection between outcomes and disadvantage
- **Pride and Confidence in our Schools** – Making sure every community has access to excellence, in every school and classroom

Victorian Curriculum

Effective implementation of the new Victorian Curriculum is an important part of the Education State. The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards. For further information, see: <http://victoriancurriculum.vcaa.vic.edu.au/>

Victorian Early Years Learning and Development Framework (VEYLDF)

The [VEYLDF](#) is designed to guide practice for all professionals working in Victoria with children from birth to eight years. It reflects new research and practice, policy decisions and aspirational outcomes for young children, including the priorities of the Education State. It provides a common language for a wide range of professionals and in doing so, promotes continuity of pedagogy and practice.

Marrung

[Marrung](#) underpins the delivery of the Education State to Koorie learners by ensuring opportunities exist to secure the full benefits of Education State reforms for Koorie Victorians. It requires all services to embed Koorie aspirations and outcomes as core business, including early childhood services, schools and training providers.

DET Strategic Plan 2016-2020

The [DET Strategic Plan](#) Plan identifies four outcome areas in which we will seek to achieve excellence:

- **Achievement** – Raise standards of learning and development achieved by Victorians using education, training, development and child health services.
- **Engagement** – Increase the number of Victorians actively participating in education, training, development and child health services.
- **Wellbeing** – Increase the contribution education, training, development and child health services make to good health and quality of life for all Victorians, particularly children and young people.
- **Productivity** – Increase the productivity of our services.

3. FUNDING REQUIREMENTS

FUNDING CATEGORIES

For the 2018-2020 triennium, SPP funding will support two program categories:

Category 1: Student learning programs

These programs must:

- Provide opportunities for students to access specialised facilities, resources and expertise beyond the mainstream school environment
- Be aligned with the Victorian Curriculum
- Be able to demonstrate how they will improve student outcomes.

Category 2: Teacher professional learning programs

These programs must:

- Build the capacity of teachers to deliver learning and teaching programs that improve student outcomes
- Be aligned with the Victorian Curriculum
- Demonstrate they provide opportunities that are not available from other sources.

PRIORITY AREA OF FOCUS FOR 2018-2020

For the 2018-2020 triennium, the Department is seeking to expand the reach of the SPP to better target disadvantaged cohorts. Therefore, the Department will prioritise applications where programs are designed to target schools from equity groups, including:

- students from disadvantaged or low SES backgrounds
- rural and regional students
- students with disability
- Koorie students
- students with English as an Additional Language
- students in Out of Home Care.

SELECTION CRITERIA

For the 2018-2020 triennium, all applications must meet the following selection criteria:

1. Supports 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
2. Aligns with one or more of the Victorian Curriculum learning areas or generic capabilities
3. Demonstrates value-add beyond mainstream offerings
4. Sustainable beyond the three-year funding period
5. Sufficient organisational capacity to deliver the program.

4. ASSESSMENT OF APPLICATIONS

HOW TO APPLY

To prepare your application you should:

1. Read the program information and guidelines thoroughly.
2. Register for Smarty Grants: https://detearlyyears.smartygrants.com.au/SPP2018_2020
3. Contact the SPP team with any questions
4. Complete your application online using Smarty Grants by **5pm on 21 July 2017**.

Please note:

- Organisations may submit applications for multiple programs in both Categories 1 and 2, however, **a separate application is required for each program**.
- Late applications will not be accepted.
- There is no guarantee that previously funded organisations will be funded, including at previous levels.
- The SPP is a competitive program and demand for funding is high. Applicants should not assume that they are successful, or enter into commitments based on that assumption, before receiving formal notification of the funding outcome.

KEY DATES

The application process commences on **19 June 2017**, with applications due by **5pm on 21 July 2017**.

We will aim to notify you of the outcome of your application by the end of September 2017. If successful, you will be required to complete a Common Funding Agreement within 30 days.

ASSESSMENT PROCESS

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.

TIPS FOR PREPARING A STRONG FUNDING APPLICATION

- Read the program guidelines thoroughly to make sure you are eligible and that your application meets all of the selection criteria.
- Write in clear, plain English and do not assume prior knowledge of your organisation.
- Demonstrate that your project is viable and a good use of Government funding.
- Speak to the SPP team well in advance of the closing date if you have any questions.

5. PAYMENTS AND REPORTING

COMMON FUNDING AGREEMENT

Successful applicants will be required to enter into a Common Funding Agreement with DET (refer to **Appendix 1**). Except where DET determines otherwise, Common Funding Agreements will be for the triennium commencing 1 January 2018 and ending on 31 December 2020.

PAYMENT OF GRANTS

Payments to successful organisations will be made in March of each year. Payments for 2019 and 2020 will be subject to the receipt of a satisfactory annual report for the preceding year.

Successful organisations will be required to submit their banking details for payments at the time of submitting the signed Common Funding Agreement.

REPORTING AND ACCOUNTABILITY

Organisations should be aware of their responsibility to drive the strategic planning and implementation of their program/s, as well as ensuring financial management and reporting accountability.

If your application is successful, you will be required to:

- 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
- provide annual reports on the progress and outcomes of the program.

Annual reports provide an opportunity for DET to assess the effectiveness of programs in meeting their objectives and to measure the impact of the program on student achievement and/or capacity building of teachers. To inform these reports, organisations will need to collect qualitative and quantitative data on an ongoing basis throughout the triennium. This includes:

- 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.

REPORTING TIMELINES

Organisations must submit their annual reports to DET in accordance with the following timelines.

Report	Due date
Annual Report 1	31 December 2018
Annual Report 2	31 December 2019
Annual Report 3	31 December 2020

6. ENQUIRIES

Enquiries about these guidelines, the selection process and the program more generally should be directed to (03) 8683 2195 or email: strategic.partnerships@edumail.vic.gov.au.

7. APPENDIX 1 – Victorian Common Funding Agreement

VICTORIAN COMMON FUNDING AGREEMENT

Schedule

Parties

<Department Name>

(ABN <number>)

and

<Organisation Name>

(<ABN or ACN> <number>)

Date: <DD/MM/YYYY>

Details

1. Department (clause 1.1) The State of Victoria as represented by the Department of <Department Name> (ABN <number>)
2. Organisation (clause 1.1) <Organisation Name> (<ABN or ACN> <number>)
3. Start Date (clause 1.1) <DD/MM/YYYY>
4. End Date (clause 1.1) <DD/MM/YYYY>
5. Dispute Resolution Officer (clause 1.1) <select Director/Regional Director/Executive Director of the Department/Not Nominated>
6. Organisation's Primary Contact (clause 1.1) <Name>
7. Organisation's address <Address>
8. Organisation's phone number <Number>
9. Organisation's email address <Address>
10. Organisation's facsimile <Optional: Insert number OR n/a>
11. Department's Primary Contact (clause 1.1) <Name>
12. Department's address <Address>
13. Department's phone number <Number>
14. Department's email address <Address>
15. Department's facsimile <Optional: Insert number OR n/a>

Schedule

Re: <Activity Name>

Schedule no: <Optional: Insert number OR n/a>

Item 1: Activity details

(read with 'Terms and conditions' clause on *Funding*)

What the Funding is for

<Insert Service/Project description being funded, OR the description the applicant submitted on their application form if applicable, OR briefly describe the Activity>

Why the Department is Funding this Activity

<Describe objectives of Activity and/or associated policy>

Activity start date and end date

The Activity described in this Schedule starts on <DD/MM/YYYY> and ends on <DD/MM/YYYY>.

The people/groups who are intended to benefit most from this Activity are:

<Insert Beneficiaries>

This Activity is intended to benefit people or groups living in the following places:

<Insert Name of LGAs, whole of Government regions or statewide>.

- <Insert optional Clause Bank items – bulleted>

Item 2: Funding

(read with 'Terms and conditions' clause on *Funding*)

- The funding for the Activity comes from <Program Name/Funding Source>.
- The total funding for the Activity is \$<Amount>. This amount is excluding GST.
- <Insert optional Clause Bank items – bulleted>

Item 3: Activity deliverables and payments

(read with 'Terms and conditions' clause on *Funding*)

[SAMPLE TABLE PROVIDED – Email cfaproject@dhhs.vic.gov.au for replacement with a specific Activity table]

Activity Deliverables and Payments Table			
Deliverable or milestone	Demonstrating the deliverable is complete	Evidence due date	Payment amount (excluding GST)
<Deliverable – free text>	<Indicator – free text>	<DD/MM/YYYY>	\$<Amount>
<Add rows as needed>	<Add rows as needed>	<DD/MM/YYYY>	\$<Amount>
<Add rows as needed>	<Add rows as needed>	<DD/MM/YYYY>	\$<Amount>
<Add rows as needed>	<Add rows as needed>	<DD/MM/YYYY>	\$<Amount>
<Add rows as needed>	<Add rows as needed>	<DD/MM/YYYY>	\$<Amount>

- <Insert optional Clause Bank items – bulleted>

Item 4: Budget

(read with 'Terms and conditions' clause on *Funding*)

- <Insert optional Clause Bank items – bulleted>

<BUDGET TABLE IS OPTIONAL. SAMPLE TABLE PROVIDED – Email cfaproject@dhhs.vic.gov.au for replacement with a specific Activity table OR deletion>

Budget Forecast Table	
Activity Income	\$ (excluding GST)
Funds from the Department	\$<Amount>
Funds from your Organisation	\$<Amount>
Funds from other contributors or partners	\$<Amount>
<ul style="list-style-type: none"> • Grants (Commonwealth) 	\$<Amount>
<ul style="list-style-type: none"> • Grants (State) 	\$<Amount>
<ul style="list-style-type: none"> • Grants (Other) 	\$<Amount>
<ul style="list-style-type: none"> • <Insert item> 	\$<Amount>
Total Activity Income	\$<Amount>
Activity Expenditure (Aligned to National Standard Chart of Accounts Headings)	\$ (excluding GST)
Expenditure against total Activity income	\$<Amount>
<ul style="list-style-type: none"> • <Insert item> 	\$<Amount>
<ul style="list-style-type: none"> • <Insert item> 	\$<Amount>
<ul style="list-style-type: none"> • <Insert item> 	\$<Amount>
Total Activity Expenditure	\$<Amount>
Activity costs met through in-kind contributions (approximate value)	\$ (excluding GST)
Total in-kind support	\$<Amount>

Item 5: Reporting requirements

(read with 'Terms and conditions' clauses on *Reporting* and *Assets*)

- <Insert optional Clause Bank items – bulleted>

Item 6: Activity specific requirements

- Acknowledgement and Publicity (to be read with clause 4.17)
 1. The Organisation will acknowledge any financial and other support from the Victorian Government according to the *Acknowledgement and Publicity Guidelines* as amended from time to time, which can be found at <at: Attachment X OR on the Department's website at <URL>.
 2. The Department reserves the right to publicise and report on awarding the Funding to the Organisation.
 3. <Insert optional Department/program specific acknowledgment clause from the Clause Bank>.
- <Insert optional Clause Bank items – bulleted>

Item 7: Attachments (optional)

- Insert text: There are no Attachments OR list Attachment number and name/s, eg. Attachment 1 – Report Template