

# Strategic Partnerships Program (SPP)

2022-2023 Funding Guidelines



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# Purpose of these Guidelines

These Guidelines provide organisations that are interested in applying for SPP grant funding with the information that they will need in order to:

- Understand if they are eligible to apply for an SPP grant;
- Develop and submit an application that fits the SPP's Selection Criteria, priorities and other considerations; and
- Understand what the SPP seeks to do and how.

## Application dates

- Applications open: **12.30pm Thursday 12 August 2021**
- Applications close: **3pm on Friday 10 September 2021**

## Who can apply?

To be eligible to apply for SPP funding, organisations must be a not-for-profit organisation (see below for a full definition of this) registered under the *Corporations Act 2001* (Cth) or the Associations Incorporation Reform Act 2012 (Vic). This may also include the following:

- a company incorporated under the Corporations Act 2001;
- incorporated associations (incorporated under state legislation, commonly have "Association" or 'Incorporated' or 'Inc.' in their legal name); and
- incorporated cooperatives (also incorporated under state legislation, commonly have 'Cooperative' in their legal name).

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 meets all of the following points:

- 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.

Local council-run entities and Victorian Government departments, agencies and statutory authorities may also apply.

Where applicable, an organisation must:

- have satisfactorily acquitted and reported on previous SPP funding; and
- have or be able to secure appropriate levels of Betrayal of Trust Services to Children insurance or satisfactorily demonstrate your organisation is exempt.

**Eligible organisations that have not previously received SPP funding are encouraged to apply.**



# Who can not apply?

- Federal government departments and agencies
- Individuals and sole traders
- Commercial/for-profit enterprises
- Fixed trusts
- Registered primary and secondary schools, preschools

## Key changes

There are some changes that previous SPP applicants should be aware of and consider in their application. Key changes for this round include the following:

- The length of grants will be reduced from three years to two years to create more opportunities for a wider range of organisations to apply for SPP funding.
- Proposed programs must clearly articulate intended outcomes and impact, to ensure SPP funded programs are making a difference for students and teachers and that organisations have a plan to measure the impact of their work.
- Proposed programs demonstrating innovation and creativity are strongly encouraged and will be prioritised.
- Organisations must be compliant with Betrayal of Trust Services to Children requirements, including securing and maintaining insurance to legislated minimum levels to be eligible to receive SPP funding.

Further information on these changes is available in sections that follow.

# What is the Strategic Partnership Program (SPP)?

## Aim of the SPP

The aim of the SPP is to support curriculum enrichment and enhancement programs that improve student achievement across the Victorian curriculum and/or teacher capacity. SPP funded programs will provide opportunities that are not usually available in mainstream classrooms or professional development settings and enrich the learning experience of Victorian students.

## What SPP programs might look like

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 for the SPP as well as programs that are delivered through an organisation's existing education programs, but all of which must meet the SPP's aim;
- 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; and/or
- are delivered face-to-face and/or online using Information and Communication Technology (ICT).

## SPP Networks

For the 2022-2023 funding period, DET may continue to support the SPP Networks based around the key learning areas that emerge across the profile of funded programs. The Networks have in the past been an opportunity to share ideas and information with other SPP organisations who are providing programs in a similar subject area. The purpose of the Networks is to enable SPP organisations to support each other and share knowledge and ideas.

As part of the application process, organisations will be asked to express their interest in participating in or leading an SPP network. All SPP-funded organisations will be automatically included on associated mailing lists for Network meetings and activities, but participation will be voluntary.

## Funding period

Grants through the open 2022-2023 SPP funding round will be for a two-year funding period, commencing from 1 January 2022 and concluding 30 December 2023.

## Funding categories

For the 2022-2023 funding period, SPP funding will support two program categories. Organisations can apply to either category or both categories:

### Category 1: Student learning programs

These programs must provide opportunities for students to access specialised facilities, resources and expertise beyond what is typically available in the mainstream school environment.

### Category 2: Teacher professional learning programs

These programs must build the capacity of teachers to deliver learning and teaching programs that improve student outcomes and demonstrate that they provide opportunities that are not available from other sources.

Note: if the activities for which you are seeking funding fall under both Categories, you must submit two separate applications, with each presenting a program that relates to just one Category.

## What we are looking for

SPP funding is an opportunity for organisations to develop and deliver programs that provide:

- Victorian students with valuable hands-on experiences outside and inside the classroom and provide teachers with a wide range of ways to extend the learning of their students beyond what is possible in a traditional classroom setting; and/or
- Victorian teachers with capacity building and professional learning opportunities.

We are seeking programs that:

- Support students to expand their knowledge, build their confidence in learning, and strengthen their engagement with the Victorian curriculum; and
- Kickstart students' passion and help them find their voice.

## Selection criteria

For the 2022-2023 funding period, all programs must meet each of the following selection criteria:

1. Support one or more of the Victorian Curriculum learning areas ([Victorian Curriculum overview can be found here](#) and [Victorian Curriculum Quick Guide can be accessed here](#)).
2. Demonstrate equity, prioritising and targeting students less likely to have access, including the following:
  - rural and regional students,
  - students with disability,
  - Koorie students,
  - culturally and linguistically diverse students,
  - students from disadvantaged or low SES backgrounds,
  - students in Out of Home Care,
  - students identified as vulnerable or at risk of disengagement,
3. Provide a strong articulation of intended program outcomes and a clear plan for measuring impact.
4. Demonstrate sustainability beyond the funding period and not be dependent on ongoing government funding, or by design be time-limited for the funding period.
5. Demonstrate sufficient organisational capacity to deliver the program.
6. Demonstrate impact and value for money, including reach to a significant number of students and/or teachers.

In addition to the above, there are also Category-specific selection criteria as follows:

7. Proposed student learning programs must demonstrate value-add beyond mainstream classroom offerings or other existing settings (eg Tech Schools) for students.
8. Proposed teacher professional learning programs must demonstrate provision of opportunities that are not available from other sources.

In assessing all applications, the Department will also consider the following criteria:

- Aligned and consistent with Departmental policies and priorities.
- Not duplicative of work and programming of other areas of the Department.

Where a proposed program is deemed either inconsistent with Departmental policies or priorities and/or duplicative of other efforts in the Department, the application may not be supported.

## How to strengthen your application: respond to additional priorities and considerations for the SPP

In 2022-2023, the SPP will provide Victorian students and teachers with a wide range of programs which support more effective teaching and learning through meaningful experiences outside and inside the classroom. To do this, the SPP will prioritise applications based on the following:

- Proposed programs that demonstrate innovation and creativity.
- Proposed programs that demonstrate the ability to quickly pivot to partial or full online / virtual delivery should limits be placed on face-to-face activities.
- Proposed programs that contribute to one or more of the Education State [targets](#) in:
  - [Learning for life](#) – By 2025:
    - 25% more Year 9 students will reach the highest levels of achievement in reading and maths.
    - 33% more 15 year olds will reach the highest levels of achievement in science.

- 25% more Year 10 students will reach the highest levels of achievement in critical and creative thinking skills.
- Happy, healthy and resilient kids – By 2025:
  - The proportion of students who report high resilience will grow by 20%.
  - The proportion of students doing physical activity for an hour a day, five times a week, will grow by 20%.
- Breaking the link – By 2025:
  - The proportion of students leaving education during Years 9 to 12 will reduce by 50%.
  - The gap in reading achievement between disadvantaged and non-disadvantaged students in Years 5 and 9 will reduce by 15%.
- Pride and confidence in our schools – By 2025:
  - The proportion of parents who report high levels of confidence in the Victorian government school system will grow by 20%.

Other ways to strengthen your application include providing:

- ample evidence that you have fully considered the when, the who and the how in your program design, as well as how your proposed program responds to a gap in programs available to students/teachers;
- program management documents that demonstrate your understanding of the impact your program will have on students or teachers (e.g. program logic, outcomes framework);
- program management documents that demonstrate the scope and structure of your program, including program design, timelines and budgets; and/or
- evidence of your organisation's understanding of best practice for inclusive program design and delivery. Examples may include elements that provide opportunities for student voice and agency and/or peer-to-peer learning or mentoring of students, or provision of activities that enable specific cohorts to participate in areas of the curriculum in which they are under-represented.

Applications are encouraged from organisations that have not previously been funded.

Applicants who have received SPP funding in the past should note that the Department will also take into consideration previous performance in the SPP, including whether agreed targets have been achieved.

## Application process

### How to apply

Your application is to be lodged through the SmartyGrants application portal. (Emailed and hand-written applications will not be accepted.) During the open application period, you will be able to register for scheduled Q & A sessions, available for all interested organisations. The Department's SPP team will also be available to answer any individual queries you may have. Contact the SPP team: [strategic.partnerships@education.vic.gov.au](mailto:strategic.partnerships@education.vic.gov.au)

To prepare your application you should:

1. Read these guidelines thoroughly and in their entirety.
2. Submit your application through Smarty Grants: <https://stratplan.smartygrants.com.au/SPPFundingRound2022>
3. Contact the SPP team if you have any questions
4. Complete and submit your application online using Smarty Grants by **3pm on Friday 10 September 2021**.

**Please note:**

- Late applications will not be accepted.
- Incomplete applications will be considered ineligible and will not be assessed. You must attach and submit all supporting documentation with your application.
- The SPP is an open and competitive grants program. Previously funded organisations may apply for SPP funding but are not guaranteed to receive funding at any level in the 2022 - 23 round or any subsequent round.
- Demand for SPP funding is extremely high. Applicants should not assume that they are successful, or enter into commitments based on that assumption, before receiving formal written notification of funding decisions.

## Key dates

The application process commences at **12.30pm Thursday 12 August 2021**, with applications due by **3pm on Friday 10 September 2021**.

The Department will endeavour to notify organisations about the outcome of their application(s) as soon as possible following the close of applications.

## Assessment process

An application will be assessed by the Department only if:

- (1) it is from an eligible organisation (see 'Who can apply' on page 3) and
- (2) it is complete (i.e. with no missing required information or documentation).

Provided your organisation is eligible to apply and your application is complete, assessment will be based on the following:

- whether the application meets all the Selection Criteria (see page 6)
- whether you provide all required documentation
- the extent to which the application aligns with other stated priorities and considerations (see pages 6 and 7).

Following eligibility and merit assessment, applications will be reviewed by advisory panels comprising of subject-matter specialists who will assess and rank each application based on the Selection Criteria and aim of the SPP. Recommendations will be finalised by the Department and decisions made through internal processes. The final decision is made by the Minister for Education.

When a decision is made, the Department will contact all applicants to let you know if you are successful or not.

### TIPS FOR PREPARING A STRONG FUNDING APPLICATION

- Read the Guidelines thoroughly to make sure you are eligible and that your application meets all of the Selection Criteria.
- Write in clear, plain English avoiding jargon and 'education speak'.
- Do not assume the assessor(s) of your application will have prior knowledge of your organisation (or of your program if you have been a recipient of a SPP grant in the past).
- Demonstrate that your program is viable and a good use of Government funding, with a strong emphasis on the reach and impact of the program.
- Get in contact with the SPP team well in advance of the closing date for applications if you have any questions. (Late applications will not be accepted.)



# Payments and reporting

## Common Funding Agreement

Successful applicants will be required to enter into a Common Funding Agreement with the Department (refer to **Appendix 1**). As noted on page 4 grants will be for a two year period and will cover this same period, commencing 1 January 2022 and ending on 31 December 2023.

## Payment of grants and GST

Payments to successful organisations will be made in 2-3 instalments each year, with the first payment expected to be made in March 2022 and in relation to the execution of the Common Funding Agreement. Payments thereafter will be subject to satisfactory completion of agreed milestones and submission of associated reporting by funded organisations.

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

If your organisation is successful in receiving a grant and is registered for GST, you will be paid GST on top of the grant amount (e.g. grant amount is \$20,000; GST amount will be \$2,000 for a total of \$22,000)

Any funded organisation that is not registered for GST will receive only the grant amount and no GST.

The Australian Taxation Office (ATO) considers grants and sponsorships as taxable income. The ATO can help with information on tax, including GST. Call 13 28 66 or visit [ato.gov.au](http://ato.gov.au) for further information.

## Betrayal of Trust Services to Children insurance and incorporation requirements

From 1 July 2019 the Victorian Government requires all non-government organisations that are funded by the Victorian Government to deliver services to children, to be both incorporated and insured against child abuse. These requirements improve the ability for child abuse survivors to bring a legal claim for compensation and ensure that there is enough money to pay successful claims.

If your application is successful and your program provides incursions or excursion activities, and/or your program provides activities to children where you will have control or authority over children (even where the teacher may be present) then your organisation must of be:

1. Incorporated and have the requisite insurance;  
OR
2. A Victorian Government department or agency (and thus does not require incorporation and does not need separate insurance).

The Department will enter into a Common Funding Agreement with only successful applicants that have appropriate Betrayal of Trust Services to Children insurance coverage in place.

Minimum coverage as per legislation is \$5m for a single instance and \$10m in the aggregate for the insurance period. The requirement for insurance and the minimum insurance amounts are mandated in legislation and are not able to be changed, reduced or waived. Visit the [Department of Justice website](#) for full details.

## Reporting and accountability

Successful applicants are fully responsible for driving the planning and implementation of their program/s, as well as ensuring financial management and reporting accountability. The Department expects funded organisations to leverage existing contacts and professional networks to successfully reach school leaders,

teachers, and students and/or be able to independently form new connections, as required, to successfully implement their program.

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

- notify the SPP team as soon as practicable of any proposed changes to your funded program or issues in meeting the agreed deliverables during the year if/when they occur;
- acknowledge the funding support by including the Department's logo on all public promotional materials; and
- provide interim and annual reports on the progress and outcomes of the program, as required by the Department and as will be detailed in the Common Funding Agreement.

Interim and annual reports provide an opportunity for the Department to assess the effectiveness of programs in meeting their objectives and to understand the impact of the program on student learning and achievement and/or capacity building of teachers. To inform these reports, SPP organisations must collect qualitative and quantitative data on an ongoing basis each year throughout the funding period, as well as conduct a program evaluation. 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)
- qualitative data and analysis of program outcomes and outputs against stated targets and drawing on each organisation's plan to measure outcomes during the life of their program(s)
- detailed financial information, including program revenue and expenditure
- analysis of program evaluation to identify impact of the program on targeted cohorts

## Funding conditions

The SPP is a discretionary, merit-based grants program. All decisions by the Department or Minister for Education in relation to any aspect of the funding application and assessment process, including any decision to offer or award a grant under this program, or to withdraw the offer or cancel the grant funding agreement, are final. Successful applicants will be paid based on completion of agreed milestones, deliverables and reporting.

Organisations must be compliant with Betrayal of Trust Services to Children requirements (or can provide proof of exemption), and the requirements must be in place before the Department will execute a Common Funding Agreement.

## Reporting timelines

Organisations must submit their annual reports to the Department in accordance with the following timelines. Any variations to these dates must be negotiated and agreed to in writing by the Department prior to the annual reporting period each year.

Report	Due date
Annual Report 1	December 2022
Annual Report 2	December 2023

# Enquiries

Enquiries about these Guidelines, the application process and the SPP more generally should be directed to email: [strategic.partnerships@edumail.vic.gov.au](mailto:strategic.partnerships@edumail.vic.gov.au). You may also contact Lavinia Savell, Senior Policy Officer on (03) 7022 0375

# APPENDIX 1 – Victorian Common Funding Agreement

*(Please note this CFA is subject to change and is provided as an example only. Not all sections may be used.)*



## Parties

**<Department Name>**

**(ABN <number>)**

**and**

**<Organisation Name>**

**(<ABN or ACN> <number>)**

**Date: <DD/MM/YYYY>**



## Parts of this Agreement

This Agreement is made up of the following parts:

- Details
- Schedule
- Terms and Conditions
- Attachments (if any)

## Background

- A.** The Organisation and the Department acknowledge their partnering approach to working together in good faith to achieve the objectives of this Agreement.
- B.** <Specific Department Recital> The Organisation and the Department share a vision to improve the outcomes for people in Victoria. Through this Agreement, the Organisation and the Department will engage with each other cooperatively and collaboratively to achieve this vision.
- C.** The Department will provide the Funding to the Organisation to deliver the Activity.
- D.** The Organisation will accept the Funding and use it for the delivery of the Activity in accordance with the terms of this Agreement.

<Additional Department Background>

**EXECUTED** for and on behalf of the STATE OF VICTORIA represented by and acting through the Department of <Department Name>, ABN <number>, by:

[illegible]

Sign here: ..... Date: <DD/MM/YYYY>

## Witness

Name of Witness <Name>

Sign here: ..... Date: <DD/MM/YYYY>

**EXECUTED** for and on behalf of <Organisation Name> <ABN or ACN> <number>, by the following authorised delegate of <Organisation Name>.

**Complete this section including your name and position details**

Name and position of authorised representative <Name>  
<Position>

Sign here: ..... Date: <DD/MM/YYYY>

[illegible]

Sign here: ..... 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](mailto:cfaproject@dhhs.vic.gov.au) for replacement with a specific Activity table OR deletion>

<b>Budget Forecast Table</b>	
<b>Activity Income</b>	<b>\$ (excluding GST)</b>
Funds from the Department	\$<Amount>
Funds from your Organisation	\$<Amount>
Funds from other contributors or partners	\$<Amount>
• Grants (Commonwealth)	\$<Amount>
• Grants (State)	\$<Amount>
• Grants (Other)	\$<Amount>
• <Insert item>	\$<Amount>
Total Activity Income	\$<Amount>
<b>Activity Expenditure</b> <b>(Aligned to National Standard Chart of Accounts Headings)</b>	<b>\$ (excluding GST)</b>
Expenditure against total Activity income	\$<Amount>
• <Insert item>	\$<Amount>
• <Insert item>	\$<Amount>
• <Insert item>	\$<Amount>
Total Activity Expenditure	\$<Amount>
<b>Activity costs met through in-kind contributions (approximate value)</b>	<b>\$ (excluding GST)</b>
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