



Department of
**Jobs, Tourism, Science
and Innovation**

Western Australian International Education Collaborative Familiarisation Fund 2022-23

- Guidelines
- FAQs
- Terms and Conditions

14 November 2022



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1. Background

The \$700,000 Collaborative Famils Fund (the Fund) is part of familiarisation program for key offshore international education stakeholders to visit and experience Western Australia.

The Fund forms part of the Western Australian Government's \$41.2 million investment in international education initiatives announced in May 2022 in the 2022-23 State Budget. This investment encourages onshore international education in Western Australia and reengagement of the international education network.

The Fund also promotes collaboration between Western Australia education providers, relevant government bodies, and tourism operators to ensure that Western Australia as a study destination is represented in a united front.

The Fund is available to industry providers including universities, vocational education and higher education pathways, English language providers, and schools (including non-award), and key government partners. As such, the Fund is divided into two subcategories:

- \$550,000 for industry provider-led familiarisation programs
- \$150,000 for government partner-led familiarisation programs.

Grants of up to \$50,000 (ex GST) will be available to support providers and organisations in the development and implementation of familiarisation programs that showcase Western Australia as a study destination and promote the experiences the State has to offer in respect to employment opportunities and lifestyle.

Exceptions to this funding cap may be made on a case-by-case basis. For example, where multiple providers are working together on a familiarisation program, each provider involved may apply for up to \$50,000 (ex GST) in funding.

- Only one application per provider, per familiarisation program will be accepted.
- All participating providers must meet the eligibility criteria outlined below.
- Recipients of the Fund 2022-23 funding may be subject to terms and conditions, such as audits of information provided by Applicants.

2. Eligibility criteria

To be eligible for the Fund, **international education providers** must meet the following criteria:

- A. Have an active Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider code.
- B. The business must be based and operated in Western Australia. The registered business address must be located in the state of Western Australia.
- C. Be a legal entity that is able to enter into a funding agreement with the WA Government.
- D. Be a provider that relies on international students as its core business.

To be eligible for the Fund, **government partner organisations** must meet the following criteria:

- A. The organisation must be based and operated in Western Australia. The registered business address must be located in the state of Western Australia.
- B. Be a legal entity that is able to enter into a funding agreement with the WA Government.
- C. Be an organisation that relies on international students as its core business or be a significant contributor to the WA education sector.



3. Merit criteria

To be eligible for the Fund, Applicants must address the following criteria:

- A. Demonstrate how the funding will be utilised to drive outcomes for the international education sector more broadly, showcase Western Australia and/or Perth, and not just of limited benefit to the provider.
- B. Provide a proposed familiarisation program itinerary, including dates and times of activities and locations – and indicating where the Western Australian Government may have the opportunity to be involved.
- C. Identify the key stakeholders that will be included in the familiarisation program, such as parties to an agreement that will be signed during the visit, and the key outcomes of the trip.

Provider-led familiarisation programs

Preference will be given to familiarisation program proposals that clearly demonstrate collaboration with other WA international education providers, local tourism providers, and other organisations such as StudyPerth.

Providers are encouraged to design familiarisation programs that aim to develop long-term relationships and benefits for the sector, and the State.

Providers are encouraged to work with StudyPerth (refer to www.studyperth.com.au) in developing their familiarisation programs.

Government partner-led familiarisation programs

The government partner-led familiarisation program category aims to provide funding to key partners to deliver collaborative famil visits by agents and other stakeholders pertinent to their business.

Preference will be given to familiarisation program proposals that clearly demonstrate collaboration with other WA international education providers, local tourism providers, and other organisations such as StudyPerth.

4. How to apply

Applicants should complete and lodge an application online from this <https://ie.smartygrants.com.au/CFF>.

Before starting your application, please ensure your business or organisation meets all the eligibility criteria. You will be required to provide ALL of the following information:

1. If you are an industry provider, a declaration that your business relies on the provision of international education as its core business.
2. If you are a government partner, a declaration that the organisation relies on international students as its core business, or contributes significantly to the international education sector.
3. Full contact details of your organisation/business, including the legal organisation/business's legal name, organisation/business's trading name, and registered address
4. A valid and active ABN.
5. Your CRICOS provider code.
 - a. *Please note: you will not be required to provide a CRICOS provider code if you are a government partner organisation who does not have a CRICOS provider code.*
6. Details of your nominated bank account to receive payment.



7. Proposed familiarisation program itinerary, including number of travellers, dates of travel, activities and locations.
8. Proposed familiarisation program budget, including airfares, accommodation, on-ground transport, activity costs etc.
9. If applicable, information on collaborative elements of the familiarisation program, including the names of other education providers involved, local tourism operators, etc.
10. If applicable, information on how this proposed familiarisation program relates to a Western Australian Government Ministerial Mission or Sister-State Agreement outcome.

The steps below outline how to submit an application.

- Step 1 Go to the <https://ie.smartygrants.com.au/CFF>.
- Step 2 Click on the 'Start a submission' link.
- Step 3 Complete the application registration process. You will receive an email confirming your reference number (CFF#).
- Step 4 Complete the online application form. You can save and return to the application form at any time before you submit the form.
- Step 5 Once your application is complete, click 'Submit'.
- Step 6 You will receive an automated email acknowledging that your application has been received. Without this acknowledgement, your application has not been submitted.

No other supporting or additional documentation beyond what is required by the application form should be submitted as it will not be used in the evaluation.

5. Payments

Successful Applicants will receive up to \$50,000 (ex GST) as a one-off payment from the Department of Jobs, Tourism, Science and Innovation (JTSI) on behalf of the State of Western Australia – subject to terms set out in the Financial Assistance Agreement between JTSI and the successful Applicant and upon execution of a Financial Assistance Agreement between JTSI and the successful Applicant.

6. Timeframes

Applications open at 09:00am (AWST) on 07 December 2022 and close at 07:00pm (AWST) on 28 February 2023

Applicants should ensure they allow sufficient time to complete the form as late or incomplete applications will not be accepted.

Applications will be assessed in the order in which they are received.

The Fund may close earlier if all funds have been exhausted prior to the above close date.

7. Contact

All enquiries and communication regarding the Fund can be directed to iesupport@jtsi.wa.gov.au.



8. Frequently Asked Questions (FAQs)

My business is located outside WA, but I service customers in the State. Can I apply?

Education providers with headquarters registered outside of Western Australia are ineligible to participate in the Scheme, even if they have a CRICOS registered campus in Western Australia.

What paperwork do I need to submit in support of my application?

Required documentation is noted in the “How to Apply” section of the Guidelines. Documents outlining the proposed familiarisation program itinerary and budget will need to be provided. All information submitted as part of your application may be subject to audit.

I have two familiarisation programs planned in the coming months, can I apply for funding for both?

Yes, you may apply for up to \$50,000 in funding per familiarisation program. You will need to submit a separate application for each proposed familiarisation program in order to be considered for funding for each familiarisation program.

I am delivering my familiarisation program in partnership with another education provider/organisation. Do we apply separately or together?

Familiarisation programs being developed in collaboration with other education providers are strongly encouraged. Collaborative familiarisation programs are to be submitted as one application, with all collaborating providers/organisations noted on the application.

Who do I contact with any queries?

All enquiries regarding the Collaborative Familiarisation Fund can be directed to iesupport@jtsi.wa.gov.au.

JTSI officers cannot review and quality check an application, however general information in relation to the Fund can be provided.



9. General Terms and Conditions

1. Cancellation and Variation

- 1.1. The Department of Jobs, Tourism, Science and Innovation (the Department) reserves the right at its absolute discretion, at any time and from time to time, to (in whole or in part) to cancel, vary, supplement, supersede or replace this Fund.
- 1.2. If the Department cancels, varies, supplements, supersedes or replaces this Fund then:
 - a) The Department will advise each Applicant that the Fund has been cancelled, varied, supplemented, superseded or replaced; and
 - b) The Applicant shall not have any recourse against the Department whatsoever including claims for any costs or expenses incurred by the Applicant in applying for funding through this Fund.

2. The Department's Rights

The Department is under no obligation to accept any application and may reject any application at its absolute discretion, including, but not limited to:

- a) If an application fails to comply with the requirements of this Fund;
- b) If an application is incomplete or contains information or representations that are false or misleading; or
- c) If the Department decides to cancel the Fund, or exercise any other right referred to in clause 1 above.

3. Application Process

Applications must be submitted electronically through the website link to SmartyGrants, noting the following:

- a) Receipt of the application will be determined by the date and time shown on the 'in-box' that the application was received in SmartyGrants
- b) Lodgement of electronic files may take time and the Applicant must make their own assessment of the time required for full transmission of their application;
- c) The Department will not be responsible or liable (in negligence or howsoever) in any way for any loss, damage or corruption of the electronic copy of the application;
- d) If the electronic copy of the application becomes corrupted, illegible or incomplete as a result of transmission, storage, encryption or decryption, then the Department may request the Applicant to provide another copy of the application either electronically or in hard copy or both;
- e) If the Department requests the provision of further information, then the Applicant must provide the copy of the documents or information requested within the period specified by the Department.



4. Assessment Process

Once the Application is submitted, it will be assessed by JTSI against the criteria in the Guidelines for the Fund, and reviewed by an assessment panel prior to any recommendation for payment being progressed.

Applications will be assessed in the order in which they are received.

Successful Applicants will receive a notification via email that their application has been successful.

Unsuccessful Applicants will be notified in writing through email communication.

5. Financial Assistance Agreement

- 5.1. Successful applicants will be required to enter into a legally binding Financial Assistance Agreement (FAA) with the Department of Jobs, Tourism, Science and Innovation acting for, and on behalf of State of Western Australia.
- 5.2. The terms and conditions of the FAA will not be negotiable.

6. Information

The Applicant must promptly provide to the Department information and documents (including supporting evidence) in connection with the Applicant, or this Agreement that the Department requests from time to time including, without limitation, any information and documents (including supporting evidence) which the Department requires in considering whether the Department is satisfied of any matter in connection to this Agreement.

7. Applicant Warranties

By submitting an application, the Applicant warrants and represents that all information and representations (in whatever form) given to the Department under, as part of or in connection with the Fund or the application, is true and correct, complete, and up-to-date, and in no way misleading or deceptive.

8. Repayment

If in its reasonable opinion, the Department forms the view that the Applicant provided incomplete, false or misleading information or no longer satisfies, or never satisfied, the eligibility criteria of the funding payment, the Department may request the Applicant repay part or all of the funding payment as a debt due and payable to the Department and the Applicant must comply with such a request.



9. Goods & Services Tax

Payments are excluding GST.

10. General income tax information

- 10.1. Subject to an Applicant's specific circumstances, the receipt of funding from this Fund may be treated as assessable income.
- 10.2. The Department cannot provide any tax related advice to applicants. It is recommended that Applicants seek independent advice about the possible income tax implications from a qualified tax agent/advisor, or the Australian Taxation Office, before submitting an application.

11. Media

- 11.1. All media enquiries or public announcements relating to the Fund are coordinated and managed by the Department's Media team. Where possible, all media and communications will be undertaken jointly with successful applicants. Recipients must:
 - a) Seek and obtain the Department's approval before making public statements, or contacting or responding to the media, regarding successful or unsuccessful applications through the Fund.
 - b) Provide the Department with at least 25 business days' notice of any proposed media event.
 - c) Provide any proposed media or public statement to the Department for approval prior to its release as well as make any changes or amendments to the form, content or manner reasonably requested by the Department.

12. No Bribe, Inducement or Offer of Employment

- 12.1. The Applicant must not directly or indirectly approach or communicate with any officer or employee of the Department having any connection or involvement with the Fund, with respect to an offer of employment or availability of employment with the Applicant or any related entity.
- 12.2. The Applicant must not directly or indirectly offer a bribe, gift or inducement to any officer or employee of the Department in connection with the payment to WA education providers.



13. Privacy and Disclosure of Information

- 13.1. By submitting an application to this Fund, the Applicant consents to the information provided by the Applicant or collected by JTSI relating to the Applicant or their Application being used by the Department in the assessment of their application, administration of the Fund and this Agreement.
- 13.1. The Applicant agrees and acknowledges that regarding their application, information is subject to the *Freedom of Information Act 1992 (WA)* and may also be disclosed by the Department, or the State of Western Australia under a court order or upon request by Parliament or any committee of Parliament or if otherwise required by law.
- 13.3. The Department will store personal information collected in this process, supporting documentation and any payment administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles.

14. Audit

For a period of five (5) years after the date upon which the payment is made to the Applicant, the Department may arrange, at its own costs, for an independent audit in relation to this Fund.

15. Withdrawal of Application

The Applicant may withdraw their application at any time prior to acceptance of its application, by notifying the Department by email.

16. Review

- 16.1. If the Applicant is dissatisfied with a decision in relation to their Application, the Applicant may apply for review of that decision to the Director General of the Department.
- 16.2. The Director General of the Department may, but is not obliged to, consider a request for review and a decision of the Director General of the Department will be final and binding on the Applicant.

17. Disclaimer

- 17.1. Nothing in the application process or the selection process shall give rise to any legal relationship or any other obligations between the Applicant and the Department.
- 17.2. Any obligations and responsibilities of the parties will be the subject of an FAA between The Department and successful applicants.



18. Laws

This Agreement, including the General Terms and Conditions, are governed by the law of the State of Western Australia.

The Applicant must comply with all relevant laws and rules of the State of Western Australia regarding their application.



10. Glossary

The following terms are defined for the purposes of this document.

Term	Definition
Agreement	A legally binding formal agreement that outlines non-negotiable terms, conditions, obligations and reporting requirements.
Applicant	The WA education provider or government partner identified in the application process.
Application	An application (or relevant part of an application) to the Western Australian International Education Collaborative Famils Fund including supporting/additional information.
Guidelines	The document titled "Western Australian International Education Collaborative Famils Fund. Guidelines, FAQs and Terms and Conditions".
Western Australian Government Ministerial Mission	An overseas visit led by Western Australian Ministerial staff member.
Western Australian Government Sister-State Agreement	A relationship guided by a memoranda of understanding that outlines cooperation for pursuing mutually beneficial social, educational, scientific and cultural outcomes.