

International Student Welfare Program

Category 2: Wellbeing Partnership Activities

Frequently Asked Questions

What is the International Student Welfare Program?

The International Student Welfare (ISW) Program forms part of the support Study Melbourne provides for international students in Victoria. It provides funding for activities, approaches and partnerships that promote the wellbeing of international students and enhance their experience of living in this state.

Who does the International Student Welfare Program support?

The program supports post-secondary international students studying at Victorian universities, vocational colleges and other registered training organisations.

It does not fund activities aimed at supporting students studying and/or living outside Victoria.

It does not fund activities aimed at supporting international students studying in Victorian primary or secondary schools.

What categories of funding are available?

Two categories of funding are available under the ISW Program:

Category 1: International Student Group Activities provides funding of up to \$5,000 to help eligible student organisations and associations deliver activities that support the wellbeing of international students living in Victoria. You can read the Category 1 funding guidelines [here](#).

Category 2: Wellbeing Partnership Activities provides funding of up to \$75,000 for organisations working in partnership to deliver activities that support the wellbeing of international students living in Victoria. You can read the Category 2 funding guidelines [here](#).

When can we apply for funding in this category?

There is one round of funding each calendar year for **Category 2: Wellbeing Partnership Activities**.

Up-to-date information about the timing of funding rounds, including opening and closing dates and information webinars, will be promoted ahead of each round and listed on the [ISW Program](#) webpage on the Business Victoria website.

Can we submit an application after the closing date?

No. Late applications will not be accepted once each funding round has closed.

If you missed the closing date, you may wish to contact the ISW Program team to discuss the timing of future funding rounds or other funding options. You can contact the program team by email: studymelbourne@ecodev.vic.gov.au.

What does student 'welfare' and 'wellbeing' involve?

Study Melbourne wants every international student to have the best possible experience in Victoria. Caring for the welfare and wellbeing of students helps to achieve this.

We know that every student's experience is different and that wellbeing can be affected by things like:

- feeling connected with other students and the community
- being healthy and feeling safe
- knowing where to go for help and support
- finding a comfortable and affordable place to live
- learning and practising English
- securing voluntary or paid work
- experiencing life in Australia's multicultural community.

What do you mean by 'an activity'?

We mean the specific activity that the funding will be used for. An activity could be a one-off event or series of events, a training course, a leadership program, an awareness campaign, an information resource, or an applied research project.

What kinds of activities may be considered for funding?

Activities that may be considered for funding include (but are not limited to):

- welfare services
- professional and financial advice
- counselling
- events, such as a conference or a welcome dinner
- sporting activities
- workshops
- volunteering and leadership programs
- producing information material and practice guides
- awareness campaigns
- applied research into ways of improving the experience of international students in Victoria
- sponsorship.

Can our activity be part of a bigger event or project?

We may fund activities that are part of a larger event or project.

For example, a student association or an industry group may be holding a conference and the ISW Program may fund an activity that will be held as part of the conference program or as an 'add-on' to the conference.

When you are seeking funding for an activity that is part of a larger project, you need to tell us. Your application has to clearly show the relationship between your proposed activity and the larger one. You should be able to provide information about the larger project, including what it's for, who is leading it, how it's funded, and how it fits with the ISW Program guidelines.

Remember: When your activity is part of a larger event or project, your Activity Plan and the Budget and Expenditure Forecast that form part of your funding application must focus on providing details about your proposed activity, not the larger event or project.

What activities have been funded in the past?

Here are four examples of activities funded by the ISW Program in recent years.

Melbourne Airport Student Welcome Desk

Melbourne City Council partners with international student organisations to deliver the 'Student Welcome Desk' at Melbourne Airport. This activity provides a daily information and assistance service to international students arriving at the airport, including distributing welcome packs to students.

Over 8,000 students were welcomed in 2015-16 and the Student Welcome Desk was funded to operate for a further three years.

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AFIS Information Day 2016

The Australian Federation of International Students (AFIS) was funded to deliver an information day in March 2016 to provide international students with information to enhance their stay in Victoria.

The all-day event included information booths and presentations from health, safety, employment, and community service providers. The information day was held on 12 March 2016 and 270 students registered to attend.

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Community, cultural and wellbeing support for international students in Bendigo

Loddon Campaspe Multicultural Services is partnering with La Trobe University Bendigo's International Students Group for this locality based activity, which focuses on reducing social isolation and improving employment options for international students in Bendigo.

Local international students are being assisted through this activity, which involves holding community 'welcome dinners' attended by international students and local

residents; recruiting local residents to be student supports; and brokering local volunteering, internship and employment opportunities for international students.

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Lead Employment Advocates Activity

United Voice, a trade union, and the Council of International Students Australia are collaborating to inform 40 international students about Australian workplace and employment conditions, and employment services and assistance.

Once trained, these students are delivering peer-to-peer information campaigns and providing support across their campus networks. The students have also been linked to the International Student Work Rights Legal Service funded by Study Melbourne.

What kinds of activities will not be funded by this program?

This program will **not** fund:

- salaries for existing staff
- recurrent operating costs
- budget deficits
- capital expenditure
- competitions, commercial or fundraising activities
- expenses of overseas visitors
- alcohol purchased for functions or events
- religious or political activities
- research activities (with the exception of applied research into ways of improving the experience of international students in Victoria)
- activities that already have been completed or are underway before the start of a funding agreement, other than in exceptional circumstances and with prior written approval from Study Melbourne
- activities designed to offset the costs of existing operations, to meet regulatory requirements, or that duplicate existing services that would best be funded by other government programs.

What kinds of organisations can apply under this funding category?

Applications for **Wellbeing Partnership Activities** funding must come from partnerships of two or more eligible organisations. These organisations may include:

- student organisations and associations
- education providers
- not-for-profit organisations
- industry associations
- local government organisations
- businesses.

How do we know if our partnership and proposed activity are eligible for funding?

To be eligible for **Wellbeing Partnership Activities** funding, two or more organisations must be working in partnership to deliver the proposed activity.

Complete this checklist to see whether your partnership and proposed activity would qualify to be considered for funding under Category 2. If you answer '**No**' to one or more questions, your application most likely **would not** be eligible for funding.

ELIGIBILITY CHECKLIST	YES	NO
Is the lead applicant a legal entity that operates in Victoria?		
Does the lead applicant have an Australian Business Number (ABN)?		
Has the lead applicant been operating for two years or longer?		
Can you confirm that the lead applicant is not involved in legal proceedings relating to the winding up of its operations, or any insolvency-related actions (including any legal bankruptcy-related proceedings against the organisation's directors or officers)?		
Is there a partnership arrangement in place between two or more organisations to conduct this activity?		
Are the other partner organisations legal entities operating in Victoria?		
Can the lead applicant confirm that the other partner organisations are not involved in legal proceedings relating to the winding up of their operations, or any insolvency-related actions (including any legal bankruptcy-related proceedings against their directors or officers)?		
Is your application seeking \$75,000 or less from Study Melbourne's ISW Program?		
Can you demonstrate how the proposed activity supports some or all of the aims of the ISW Program?		
Does the activity focus on supporting the wellbeing of post-secondary school international students living in Victoria?		
Will international students be involved in helping to design, deliver and/or review the proposed activity?		
Can you assure us that funding received from the ISW Program will not be used to: <ul style="list-style-type: none"> • pay for activities that have already been completed or are already underway • offset the cost of existing operations • meet regulatory requirements • pay for activities that duplicate existing services 		

If applying for more than \$10,000 in funding, can the lead applicant (and its main activity partners if required) provide us with the last two years of financial records?		
Is the lead applicant or the lead applicant and its activity partners able to provide a minimum cash and in-kind co-contribution that equals the level of funding being applied for?		
Can the lead applicant demonstrate that sufficient insurance cover will be provided for the activity being proposed?		

What do you mean by a ‘lead applicant’?

Each application for **Wellbeing Partnership Activities** funding must be submitted in the name of one lead applicant. The lead applicant is usually the organisation with the main coordinating role in the partnership.

What do you mean by a ‘partnership’?

A partnership involves two or more organisations working together to achieve a mutually agreed outcome.

Being in a partnership is essential when applying for funding under the **Wellbeing Partnership Activities** category.

What kind of evidence do applicants need to provide about their partnerships?

When applying for funding as a partnership, we would expect to see letters of intent from each organisation explaining the role of each partner and what they have agreed to contribute to the activity.

For example:

- if your activity relies on a student organisation to recruit international students to participate, then we would expect to see a letter of intent from that student organisation confirming that they will help with recruitment, or
- if an education provider is providing a venue and helping you fund the activity, we would expect to see a letter of agreement between both your organisations that clearly outlines the agreed level of support.

Our head office is overseas. Can we still apply for funding under this program?

To apply for funding, your organisation must have an Australian Business Number (ABN), be a legal entity that operates in Victoria, and have been operating for at least two years.

If your organisation’s head office is overseas and still satisfies these and other eligibility criteria, you should be able to apply for funding under the ISW Program.

What evidence do applicants need to provide about their insurance cover?

The lead applicant must demonstrate in their funding application that they:

- have considered what insurance is needed to cover any operational and business risks associated with the proposed activity, and
- can explain how this insurance will be provided.

If the application is successful, appropriate insurance cover must be in place from the start date of any funding agreement between the lead applicant and the State of Victoria. From that time, we may ask the lead applicant to provide certificates to prove that the appropriate insurance is in place.

Do applicants need to provide any cash or in-kind co-contributions?

Yes. Applicants for **Wellbeing Partnership Activities** funding will be expected to provide a minimum co-contribution that equals the amount of funding being applied for. This is referred to as a 'matching co-contribution'. The matching co-contribution can be made up of cash or in-kind contributions from the lead applicant or the lead applicant and its activity partner organisations.

Do applicants need to provide co-contributions that match the funding request?

Yes. Applicants for funding under **Wellbeing Partnership Activities** category will be expected to provide a minimum co-contribution that equals the amount of funding being applied for. This is referred to as a 'matching co-contribution'. The matching co-contribution can be made up of cash or in-kind contributions from the lead applicant or the lead applicant and its activity partner organisations.

What is an in-kind contribution?

An in-kind contribution means support, other than money, that the lead applicant or another organisation provides towards your activity.

This can include voluntary labour (e.g. students helping on an information desk), administration costs, or donated goods and services (e.g. donated catering, printing services or professional advice from an expert).

How do we calculate the value of in-kind contributions?

All in-kind contributions need to be itemised in the Budget and Expenditure Forecast submitted with your application.

You need to explain the basis for the rates you use to calculate the in-kind value of general or specialist labour, or the provision of goods and services. We recommend you base these on the standard award or commercial rates that you would normally have to pay for these goods or services.

For example, to calculate the in-kind value of time contributed by an existing staff member, use the hourly rate that person is already being paid. An expert contractor

or consultant will be able to advise you of their usual hourly rate. To calculate the in-kind value of general staff hours, you may wish to use the pay guide for Victorian social and community services sector employees, on the [Fair Work Commission's](#) website.

Is there a timeframe in which funded activities need to be delivered?

Yes. Successful applicants for **Wellbeing Partnership Activities** funding will generally have 12 months from the date of the funding agreement to deliver the activity. In exceptional circumstances, Study Melbourne may agree to a longer timeframe for completing the activity and may consider multi-year funding.

What information needs to be in the Activity Plan we submit with our application?

The Activity Plan is included in your portal application. It gives the assessment panel a better idea of how you intend to plan and deliver each aspect of the proposed activity and its intended outcomes. The plan should contain detailed information, facts and figures about:

- what the activity aims to achieve
- what events, products or services will be delivered, where, and how many international students are expected to benefit
- how the activity will be organised and who is responsible for delivering the main components. The roles and contributions of any partner organisations should be explained, if applicable.
- how international students will be involved in helping design, deliver and/or review the activity
- exactly what any ISW Program funding will be spent on (as opposed to what any other funding components will be used for)
- the timeframe for delivery, including milestone dates.

Please make sure that the content of your Activity Plan is consistent with the information provided in your Application Form and clearly explains what and who will be involved in delivering your activity, from start to finish.

Please note: if you are successful in securing funding from the ISW Program, you will be required to submit progress reports and a final Activity Report that explain the outcomes against what was originally set down in your original Activity Plan and budget.

What kind of involvement is required from student groups or associations?

All applicants must demonstrate how they intend to involve international student groups and/or students in the design, delivery and/or review of the activity.

This could be achieved in a number of ways, for example by:

- consulting with international students or student groups to obtain their views
- having them assist as volunteers or paid workers
- seeking their help to recruit participants
- involving them in monitoring and providing feedback on the activity
- establishing partnerships with student organisations or associations.

This helps to ensure that each activity is designed to meet the needs of international students and is delivered in a way that successfully engages with and supports them.

Our lead applicant is a student group – do we still need to demonstrate how international students will be involved in our activity?

Yes. Even if the lead applicant in your partnership is a student organisation or association, you still need to describe how you will engage with and involve international students in planning, delivering and/or reviewing the activity.

For example, are you intending to consult with members of your organisation who are international students, involve international students on your organising committee, or survey participants for their feedback at the end of the activity?

What is meant by ‘promoting Study Melbourne’ as part of any funded activities?

All funded activities must be conducted under the Study Melbourne brand. You will need to display the Study Melbourne logo on promotional and information materials and at events relating to the activity.

Logos and brand guidelines will be supplied to each successful applicant once their funding agreement has been executed.

Will our application be considered if we don’t provide all of the supporting documentation?

You must provide all the necessary supporting information and documentation or your application may not be eligible for funding.

This includes submitting a completed Budget and Expenditure Forecast, and providing copies of letters of support and/or written partnership agreements with any partner organisations that will be helping you deliver the activity.

What do you mean by ‘conflict of interest’?

A conflict of interest occurs when a person has a personal, professional or business interest that may influence, or be perceived to influence, their decisions or interfere with the proper performance of their official duties. Conflict of interest can be actual, perceived or potential.

For example, if a decision-maker in your organisation or one of their immediate family members *owns* a business that will gain financially if your funding application is successful, that would be a conflict of interest. If the person or their family member is an *employee* of that business, that may still be a perceived or potential conflict of interest.

How long will it take to find out the outcome of our application?

It may take up to 12 weeks from the closing date before applicants for **Wellbeing Partnership Activities** funding are notified as to whether their application has been successful.

What if the assessment process takes longer than expected?

Study Melbourne will notify applicants if the assessment process is taking longer than expected.

Where can we get advice about preparing our application?

A member of the ISW Program team can be contacted by emailing: studymelbourne@ecodev.vic.gov.au.

Information will be available for potential applicants during the year, and will be advertised via the electronic International Education bulletin. You can subscribe to the bulletin here www.global.vic.gov.au/victorias-capabilities/industry-sectors/international-education/international-education-bulletin.