**International Education Growth Fund (IEGF) 2016 Application Form**

1. **ORGANISATION DETAILS**
   1. **Your organisation**

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| Organisation name |  |
| Sector |  |
| Revenue (Amount in NZ$,000 latest year available) | *Amount in NZ$,000 (yyyy)* |
| Export revenue, NZ$,000m (latest year available) |  |
| Postal address |  |
| Courier address |  |
| Website |  |

* 1. **Applicant contact person**

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| --- | --- |
| Contact name |  |
| Position |  |
| DDI |  |
| Mobile number |  |
| Email address |  |
| Authorised contracting officer / contract signatory name |  |

* 1. **The project**

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| Project title |  |
| Export market/s targeted by this project |  |
| Total project cost |  |
| Amount of funding sought from ENZ |  |

**Please highlight what type of project this is (you may highlight more than one):**

* Development of new markets
* New business models and structures (eg. new partnership, JV or new channels to customers)
* Expansion into new modes of delivery
* Development and market validation of new and innovative educational programmes, services or products (eg. identifying customer need, test and iterate prototypes)
* Offshore delivery
* Qualitative increases in scale of operation (from pilot phase into implementation)
* Collaborative project
* Other – please elaborate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **BACKGROUND**

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| * 1. **Provide a summary of your organisation (in 300 words or less)**   *Briefly describe your core activities and products and services, market focus and past and current international education or export experience.* |
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| **2.2 Provide brief details of any funding received (if any) from ENZ for any project within the last year** |
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| **2.3 Provide details of any funding received (if any) from any other Government agency that is directly related to the proposed project** |
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| **2.4 Would you be able to go ahead with the proposed project without funding assistance?**  *Please explain* |
| ❒ Yes ❒ No |
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1. **FULL PROJECT DESCRIPTION**

*Please focus on the project and provide clear, concise answers.*

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| * 1. **The project**   *What is the aim of the project? (2-3 sentences) What is the product / service you are supplying in this project? What will you do? What is the timeframe?* |
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| * 1. **Fit with your growth strategy**   *Provide information on how this project fits with your growth strategy and / or strategic goals? (2-3 sentences)* |
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| * 1. **Fit with ENZ’s objectives**   *How does the project fit with ENZ’s objectives including target markets[[1]](#footnote-1) (2 – 3 sentences)* |
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| * 1. **Validating the opportunity**   *Describe briefly your target market(s) for this project and who in the market(s) has a need for your product/service. Who are your competitors and entry barriers to the market? What are your tactics to overcome these? What is your competitive advantage?* |
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| * 1. **Project success measures**   *Describe your success measures or how you will know if the project has been successful.*  *Clearly outline the commercial benefits that the project is expected to generate such as increased revenues, greater market share, savings (eg from collaboration). Include the expected return on investment for this project.* |
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| * 1. **Summarise the benefits that will result from this project**   *Describe the direct benefits to your business/organisation and, if applicable, the future programme of work that would result from the successful completion of the proposed project. What other benefits either direct or indirect can you describe for your sector, region or New Zealand?* |
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| * 1. **About the project team**   *Please describe your project team and their expertise and capability to deliver the project.*  *If more than one applicant, please describe the agreement between the participating parties and the division of responsibilities. We may seek evidence of an agreement.* |
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| **3.8 Revenue forecasts (next three years)** | | | |
|  | $,000  20XX forecast | $,000  20XX forecast | $,000  20XX forecast |
| **Project Operating Expenditure** |  |  |  |
| **Project Capital Expenditure (if appropriate)** |  |  |  |
| **Project Revenue** |  |  |  |

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| **3.9 Financial risks**  *Discuss the financial risks you consider are associated with this project. How certain are your revenue forecasts? How would you manage if the project forecasts do not go as planned? Do you have the ability to scale down costs, or stage the project over a longer period of time if required?* |
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| **3.10 Operating Risks**  *Discuss the risks you consider are associated with this project. What are the top three barriers to this project succeeding and do you have any mitigation plans in place to manage these? Examples of risks include technical, regulatory, people, governance, market validation, competitive response, reliance on 3rd party distribution/supply arrangement, IP protection.* | | |
| Risk Description | Potential Impact on Project | Mitigation |
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1. **KEY MILESTONES AND BUDGET**

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| * 1. **Provide milestones, activities and a project budget.**   *This budget must be detailed, giving cost of specialist advice and services, travel, accommodation and project expenses. If more than one organisation is involved, costs should be allocated to each organisation. Please note that project activities must not commence before a funding agreement is signed. [Please delete example row before submission]* |

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| Milestone  Describe in order of execution | Success Measures  To show completion of milestone | Expected Delivery Date/Achievement of Milestone | Specific Item/Activity | Resource requirement | Planned  Timeframe | Total cost (Ex GST) | ENZ max contribution (Ex GST) | Indicative Payment Required |
| *Example: One: Agreement to proceed to develop Joint Programme in Phase 3.* | *Signed statement of intent with offshore partner.* | *Sept 2014* | *Travel undertaken by Programme Director for relationship development* | *2 trips economy and 4 days accommodation during Phase 2* | *April, Sept 2014* | *$5,000* | *$3,750* | *Sept 2014* |
| *Faculty staff exchange* | *1 trip economy and 2 days costs during Phase 2* | *July 2014* | *$2,500* |
| One: |  |  |  |  |  |  |  |  |
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| Two: |  |  |  |  |  |  |  |  |
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Ineligible costs may not be claimed and will not be paid for by ENZ whether they are incurred as a result of the Project or not. Such costs include, but are not limited to:

* activities that are scheduled and resourced prior to signing this agreement;
* “business as usual” activities eg staff salaries (ENZ will not pay for staff time, where the staff member is already employed at the Recipient’s organisation except where: the staff time is directly related to the project; and the staff time spent on the project is outside of their usual contracted/agreed hours or additional staffing is contracted to cover their usual hours; and the Recipient provides evidence of the above. ENZ may reimburse staff time at a reasonable rate not in excess of their existing hourly rate.)
* capital purchases, software or hardware;
* scholarships or course subsidies;
* general expenses and indirect costs associated with the Project; and
* business or first class flights, food or local transport costs while overseas**.**

1. **OVERSEAS PARTNER(S) (if applicable)**

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| **4.1 Partner(s) background including skills and experience** |
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| **4.2 Partner(s) association with this project, including division of responsibilities** |
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| **4.3 Resources contributed by partner(s), if any (via personnel, financial, facilities)** |
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| **4.4 Would evidence of partner(s) bona fides and quality be available on request?** |
| ❒ Yes ❒ No |

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| **4.5 Have you completed checks of all legal requirements associated with the specific country of the overseas partner(s), including whether the proposed project is eligible to be undertaken in that country. Note that supporting documentation may be requested.** |
| ❒ Yes ❒ No |

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| **4.6 Do you have any Memoranda of Understanding or Joint Agreements with your project partner and are these available on request?** |
| ❒ Yes ❒ No |

1. **APPLICANT DECLARATION**

(To be completed by authorised contracting officer / contract signatory)

In submitting this application I make the following declarations:

* I confirm that I have read, understood and agree to be bound by conditions set out in the Funding Agreement – Terms and Conditions. If successful, I agree to sign an Agreement on these terms.
* I confirm that in submitting this information I am not aware of any situation or issue that would conflict with the interests of ENZ. Where an actual, potential or perceived conflict of interest does arise, I undertake to report it to ENZ immediately.
* I understand that ENZ may wish to promote any successes that result from funding of this project (while respecting commercial confidentiality).
* I understand that ENZ may use information supplied in applications and reports for research and evaluation. Institutions and individuals will not be identifiable.
* I understand that ENZ will publish a list of successful projects detailing the recipient, the project description and the amount of ENZ funding.
* I have personally completed this application on behalf of my company or organisation and declare that the above particulars provided here are true and correct. I understand that should I be successful then falsification of information, supply of misleading information or the suppression of material information will be grounds for the termination of the agreement.

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| **Signed for and on behalf of the applicant by an authorised contracting officer / contract signatory**  (*Must be signed by Head of Institution or Faculty / Organisation)* | |
|  | |
| Full Name | |
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| Signature | |
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| Position | |
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|  | |
| Date | |

**Note: Applications for the IEGF March 2016 round must be submitted by 5pm 8 April 2016 (NZT). An application can only be submitted by uploading it through the ENZ website**

1. ENZ objectives include:

   * increase student numbers onshore, especially high value students
   * increase postgraduate enrolments onshore
   * improve the industry’s regional spread through higher student numbers in Hamilton, Wellington and Dunedin
   * support provider’s product development (for example, new courses or qualifications)
   * focus on the target markets (for projects aimed at increasing onshore student numbers):
     + - **rebalance** – China, India
       - **mature** – Chile, Malaysia, Germany, South Korea
       - **promote –** United States, Indonesia, Brazil, Japan, Thailand, Viet Nam, Saudi Arabia
       - **explore** – Pakistan, Philippines, Colombia
   * increase the exports of education services and products
   * increase international student enrolments in NZ institutions/courses offshore
   * develop the role of technology in international education delivery.

   [↑](#footnote-ref-1)