



Proposal for funding – up to \$15,000

International Student Wellbeing Strategy

Please refer to the *Guidance for Applicants* document as you complete this form. Note that the sections of this form step through the development of an intervention logic model, which will clarify your proposed initiative, and facilitate the evaluation of the initiative once implemented. The final page of the form asks you to enter this information (at a high level) on one page.

Please contact us if you would like the guidance of a government agency in completing aspects of the proposal (e.g., confirming the gap you are addressing or identifying organisations for collaboration).

The proposal is due 23 September 2019. The form must be submitted in Microsoft Word format to ISWS.fundinground@education.govt.nz.

Overview of initiative

Title of initiative (*succinct but descriptive title*)

Organisation submitting the proposal

Please describe what qualifies your organisation to deliver the proposed initiative (e.g., your business function, strategic role, expertise, etc.).

How much funding are you seeking?

Summary of your proposed initiative

(200 words maximum, high-level overview capturing what the proposed initiative is, the target group(s), how much funding is being sought, and the expected outcomes. Note that this may be used by the Ministry as a summary for briefing papers, promotional material, etc.)

1. Problem, gap or opportunity to be addressed

Why we will intervene

Problem, gap, opportunity

The driver of the programme or initiative; the situation or need the initiative or programme aims to address

What problem, gap or opportunity does your initiative address?

- *What is the issue you propose to address, and how does it relate directly to diversity and inclusion?*
- *Please describe any evidence you have of the problem, issue or gap you seek to address, any evidence that this initiative is the best way to address this issue, and how this evidence has impacted the design of your initiative (evidence could include research, evaluation findings of a similar service, etc.).*
- *Are there other services (offered by community groups, providers, etc.) addressing the issue or problem (you should investigate to see)? If so, how does yours differ? (500 words maximum)*

2. Target group & collaboration

Who we will work with

Target group & collaboration

This is the group of people your initiative will target, and the agencies you will collaborate with to deliver the outputs and outcomes

Who are the target groups for the initiative?

- *Who does your programme or initiative propose to work with (is there a subgroup of international students you are targeting)?*
- *How will students be involved in the design and implementation of the initiative?*
- *How will you ensure that the group knows about and participates in the initiative?*
- *Is this a local, regional initiative, or national initiative? Approximately how many students do you think your initiative will reach?*

How many international students do you estimate your initiative will reach directly?

Which government and non-government agencies and organisations with knowledge or experience related to international students and/or to your activity will you collaborate with?

- *Please list any agencies or organisations you are collaborating with, and the reason you are working with them (what expertise or resources will they add to your initiative)? (500 words maximum)*

3. Investment (including funding requested)

What we will invest

Inputs/Resources

Resources invested in the delivery of a programme or initiative (eg, money, people, knowledge, facilities, equipment, time, etc.)

Please describe in this section the resources required to deliver your initiative by completing the itemised budget table below, being as specific as possible. Also include any other resources you will be able to draw on. **Please note that you will be asked to submit an itemised budget accounting for the full amount of funding you receive as part of the evaluation process.**

Item	\$ (GST exclusive)
Evaluation	
TOTAL Annual funding required	

Please describe other resources you will make use of in implementing your initiative (including co-investment by your organisation, or things you will source elsewhere).

Please list any other funding you are aware of for this type of activity (for example, from other government agencies or NGOs). Have you applied for any other funding for this initiative?

Could your initiative be “scaled” down or up (for example, offer slightly fewer services for less money, or achieve greater reach with more money)? If so, how?

Does your organisation have the resources to sustain the delivery of this programme beyond the funded year, or a plan to secure resources from elsewhere?

You might consider sponsorship, collaboration to reduce costs, co-investment, etc.

4. Your proposed initiative

What we will do

Activity/Initiative

Activities that make up the implementation of the initiative (activities required to transform inputs into outputs)

Please describe your activity or initiative and how it will be implemented.

a. Background

Is this a continuing initiative, an extension or enhancement of an existing service, or a completely new initiative? If it is not new, when did it begin and what/how much funding has it received in the past?

b. What skills/expertise/ capability will be required to implement and deliver the initiative?

c. Who will deliver the initiative (the funded organisation, a government agency, a third party), and how will they meet the skills, expertise and capability requirements identified in b.?

Who are the key people who will be involved in implementing and delivering the initiative? Describe their roles and their expertise/experience. If it is to be tendered out, describe the tendering process.

d. What are the key milestones for implementation and delivery of the service?

(This should include key points in your initiative's timeline.)

DATE	MILESTONE

e. Is the initiative new or innovative?

Have elements of the proposal been implemented, piloted or tested in New Zealand before? What aspects of the proposal are innovative (e.g. design, delivery, target population), and why?

f. How does the proposed initiative address specific characteristics and needs of the target group?

g. How will you market and promote your initiative to the target group?

h. What are the key risks to the implementation, and how will you monitor and mitigate them?

- i. Will your organisation be able to continue offering the initiative without further ISWS funding, and if so how (sponsorship, own funding, fee-for-service, etc)?
- j. Do you think your initiative could be repeated by other organisations if you provided to the Ministry your planning documents such as budget, agenda, training materials? (100 words total)

5. Outputs

What we will deliver

Outputs

What the initiative or programme produces or delivers through the activities (should be mostly quantifiable)

What will your initiative deliver or produce?

While this should be quantitative (countable) in most cases, you should also think about setting goals or targets around the deliverable outputs related to quality markers such as high participation rates, satisfaction rates, etc. (Note that any detail about delivery that does not address a change resulting from your initiative is part of your output rather than an outcome, but will make an important contribution to reaching your target outcomes). (750 words maximum)

6. Outcomes

What we will change

Outcomes

The changes (e.g., in attitudes or behaviours) achieved as a result of the initiatives. The outputs should lead to the outcomes.

What are the target outcomes for the target groups?

What do you hope to change through your initiative (e.g., behaviours, knowledge, understanding, feelings of confidence or wellbeing, etc.)? Please include a bullet list of SMART outcomes (Specific, Measurable, Attainable, Realistic and Time bound).

Immediate

(what immediate changes do you expect for participants in the initiative?)

Longer-term

(how might that change be sustained over coming weeks, months or years?)

7. Monitoring and evaluation

How well did we do?
Is anyone better off?

The Final Report and Evaluation template that will be sent to you has a series of questions that will step you back through the logic model to evaluate your initiative.

However, you will also need to plan how you will evaluate your initiative on the day of delivery (or shortly thereafter). Please see Guidance document for further information about evaluation.

What quantitative and qualitative indicators will you use to assess the quality of your delivered outputs and the achievement of your outcomes?

Example indicators for outputs: attendance rates, satisfaction rates, % students who report enjoying the activities, unit cost and value-for-money.

Example indicators for outcomes: # and % changes in skills, knowledge, behaviour (usually observable); # and % change in attitude, opinion, feelings such as confidence or general wellbeing (less observable)

How will the initiative be evaluated – by whom, when and how?

How will data and information be collected from your target group to measure and report the achievement of intended outcomes?

How will data and information be collected from any agencies or organisations you collaborated with to ensure you have their evaluative input?

INTERVENTION LOGIC MODEL

[NAME OF INITIATIVE]

Please complete the table below using high-level information (keep on one page).

PLANNING		
<p>Why we will intervene Problem, gap, opportunity The driver of the programme or initiative; the situation the initiative aims to address</p>	<p>Who we will work with Target Group & collaboration The group your initiative will target & which agencies and organisations you will collaborate with</p>	<p>What we will invest Inputs Resources invested in delivering an initiative (e.g., money, people, knowledge, facilities, equipment)</p>
	<p># of students directly served:</p>	<p>Funding requested:</p>

ACTION		OUTCOMES
<p>What we will do Activities (initiative) Activities undertaken to deliver the initiative to the target group (activities turn inputs into outputs)</p>	<p>What we will deliver Outputs What the initiative produces or delivers through the activities (should be mostly quantifiable)</p>	<p>What we will change Outcomes Changes (e.g. in attitudes or behaviours) resulting from the initiative (immediate and longer-term).</p>

