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# Regional School Alumni Events Program

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Guidelines

[nsw.gov.au/AlumniEvents](https://nsw.gov.au/AlumniEvents)



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# Message from the Minister



I'm proud to share with you the NSW Government's Regional School Alumni Events Program, which is giving young people the opportunity to learn and be inspired by former students from their high school.

You can't be what you can't see and for young people in regional areas this program provides an important opportunity to pique curiosity and showcase the wide world of career opportunities before them.

This program helps to inspire young people as they see people just like them, who walked the same school halls, paving the way to further training, education and work.

The Regional School Alumni Events Program assists schools to run a youth led event by helping to cover the costs of catering, venue hire, administration and other costs associated with staging an event.

We believe that by investing in young people we are creating strong and vibrant communities and by supporting the Regional School Alumni Events Program we're helping young people to develop a vision for their own future.

**The Hon. Rose Jackson MLC**

*Minister for Water*

*Minister for Housing*

*Minister for Homelessness*

*Minister for Mental Health*

*Minister for Youth*

*Minister for the North Coast*

# Background



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The 2023 Regional School Alumni Events Program will provide funding to support eligible government and registered non-government secondary schools in Regional NSW to host an event from 8 August 2023 to 14 June 2024 that provides opportunities for students to connect with alumni and gain inspiration, insight and a deeper understanding of career pathways. The program is aligned with the Regional Youth Framework Work Ready pillar in supporting students to find their way to further education, training and employment.

Funding through the Department of Regional NSW Office for Regional Youth (the Department) of up to \$2,000 (exclusive of GST for non-government schools only) is available for each eligible application on a demand-driven 'first in, first served' basis until the total program funding is expended. The program is in partnership with the Department of Education, who will administer the program through the Regional Industry Education Partnerships (RIEP) Program.

Applicants are encouraged to read the program guidelines before applying to ensure their application meets the eligibility criteria.

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# Program

## Purpose

The purpose of the Regional School Alumni Events Program is to provide regional secondary schools with support to hold events where former students (Alumni) speak about their experiences at school, and what they have achieved post-school.

## Objectives

The program will improve young people's transition from school to work and further education by providing opportunities for them to hear from former students who have successfully navigated decisions related to study and training, finding work experience, and establishing a career.

The program will provide regional young people with:

- a broader understanding of the workforce and their career pathway options in transitioning from school to training, work and further education
- life skills and knowledge to navigate pathways into careers.

This funding is an extension of the 2022 Regional School Alumni Events Program launched in May 2022. This program successfully supported 39 regional government and registered non-government high schools across Regional NSW to hold a range of exciting events where former students (alumni) shared their experiences at school and their career journeys since graduating.

# Key dates

## Applications open:

Tuesday 1 August 2023

## Applications close:

Friday 12 April 2024 at 3pm AEST or until total funding is expended

## *Eligibility assessment process:*

1 August 2023 – 26 April 2024

## *Application outcome date:*

Ongoing between 8 August 2023 – 3 May 2024

## *Agreements signed by successful applicants:*

A contracting process will commence once a successful applicant has been advised in writing. Applicants must acknowledge that payments will be made retrospectively after confirmed event completion.

## *Project completion:*

Regional School Alumni Events must be held by 14 June 2024

In extenuating circumstances, applications submitted after the deadline may be accepted at the sole discretion of the Department of Education.

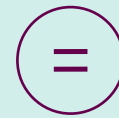
Successful applicants will be responsible for delivering approved events by 14 June 2024. In the event of COVID-19 restrictions or natural disasters impacting event delivery, schools will be encouraged to reschedule the dates of planned events providing events are delivered prior to 14 June 2024. No further changes to proposed events can be accommodated.

# Program funding



There is up to a total of \$100,000 available for the 2023 Regional School Alumni Events Program. Funding of up to \$2,000 per eligible government and registered non-government school (exclusive of GST) is available via a demand-driven 'first in, first served' basis. Applications that satisfy the stated eligibility criteria will be approved, up to the limit of the total available funding.

Payments will be made retrospectively after confirmed event completion and on provision of evidence of event costs.



## \$100,000

The total available for the 2023 Regional School Alumni Events Program



## \$2,000

The amount available per eligible government and registered non-government school (GST excluded).



# Eligibility Criteria



## There are four eligibility criteria:

1. An applicant must be an eligible applicant; and
2. An eligible applicant must apply for funding for an eligible event; and
3. An eligible event must be within an eligible project location(s); and
4. An eligible event must include eligible cost estimates for the event.

## Eligible applicants

To be eligible for funding, an applicant must be located in Regional NSW and be a:

- NSW government secondary school or central school with secondary students
- NSW registered non-government secondary school or central school with secondary students

**Only one application per school is allowed.**





## Eligible events

To be an eligible Regional School Alumni Event an event must:

- Be endorsed by the school principal
- Involve past students of the school sharing their career experiences with current students
- Address the program purpose and objectives
- Be delivered between 8 August 2023 and 14 June 2024
- Be student led and/or students contribute to the planning and organisation of the event
- Include cost estimates to deliver activities that will be incurred between 8 August 2023 and 14 June 2024.



Examples of activities that may be eligible for funding include but are not limited to:

Project type	Key objectives	Examples
Regional School Alumni Event	<p>For regional young people to:</p> <ul style="list-style-type: none"> <li>• develop a broader understanding of the workforce and their career pathway options in transitioning from school to training, work and further education.</li> <li>• gain life skills and knowledge to navigate pathways into careers.</li> <li>• be prepared for the regional jobs of the future.</li> </ul>	<ul style="list-style-type: none"> <li>• “Q and A” – a host or emcee asks alumni pre-prepared questions and then invites questions from students.</li> <li>• Speed networking – in small groups or individually, students have 5 minutes with each alumnus to ask questions.</li> <li>• Short presentations or videos from alumni followed by questions from students</li> <li>• Small groups or individual students meet with alumni in areas of interest such as study pathways (university, vocational) and career groups (health, business, trades etc).</li> <li>• Incorporating the alumni event with other career related activities (i.e. such as year 9 or 11 subject selection, preparing for work experience).</li> </ul>

## Ineligible events

Events are not eligible for funding if they are:

- located outside an eligible location
- not submitted by an eligible applicant
- for the delivery of essential or core government services that should be funded from another source such as local government, the NSW Government or the Commonwealth Government
- seeking funding for ongoing staff or operational costs
- seeking funding for existing staff
- for a general works or infrastructure package
- predominantly for marketing, branding or advertising
- providing direct commercial and/or exclusive private benefit to an individual or business
- not clearly providing benefits that will significantly contribute to the objectives of the program.



## Project locations

Events funded under the Regional School Alumni Events program must be from schools located in one of the 93 regional NSW Local Government Areas (found at Appendix A). Events in Greater Sydney, Newcastle and Wollongong are not eligible.

## Eligible project costs

Eligible event costs include but are not limited to:

- Catering and refreshments for event attendees
- Reimbursement of transport costs for attending alumni
- Small thank you gifts for participating alumni
- Hire of event spaces, equipment, and facilities
- Event filming and photography
- Consumable event supplies
- Administration costs involved in facilitating the event (including printing and event promotion)
- Staff costs (including teaching release and administration staff) directly related to the planning and delivery of the event.

## Ineligible project costs

Ineligible project costs may include but are not limited to:

- Costs related to buying or upgrading equipment or supplies
- Donations or commissions to third parties
- Rental costs for venue or facilities owned by 'parent' organisations or subsidiaries
- Non-event related staff or operational costs beyond the scope and timeframe of the funded activity
- Costs that are considered 'business as usual' for the organisation including superannuation and insurances.



# Application process



The Regional School Alumni Event Program will be a single stage application process.

All applicants are required to submit an online application by 3.00pm 12 April 2024 or prior if total funding is expended.

One application per eligible school is permitted.

Applications cannot be reopened or amended once the closing date has passed.

## Stage One: How to Apply

Visit [the online Registration Form](#) to submit an application to the Regional School Alumni Event Program.

### *What needs to be included in an application?*

All applications need to include:

- Indication of endorsement by the school principal
- How the event will address the program purpose and objectives including information on how current students will lead and/or contribute to the planning and organisation of the event, the proposed target alumni and student cohorts, event theme and event structure.
- A proposed date of the event between 8 August 2023 and 14 June 2024
- Event cost estimates based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects representing good value for money.

## Stage Two: Eligibility assessment

On receipt of an application, NSW Department of Education staff will assess event proposals against the program eligibility requirements and provide recommendations to the Department of Education approving officer for final approval.

Through the eligibility assessment process, the NSW Department of Education may request additional information from the applicant.

The Department of Education and Department of Regional NSW may also seek advice from other NSW Government agencies or other third-party providers (such as probity advisors) to assist with the eligibility of projects.

Broader factors that may be considered when assessing events suitable for funding include:

- amount of funding available
- other factors deemed relevant and important in a local or whole of NSW context

Applications received after the program funds have been expended will not be approved. There are limited funds available for this program and the Department of Education has overall decision-making of successful event applications.

## Decision making

The decision maker for funding a Regional School Alumni Event is the NSW Department of Education.

The decision maker will review the availability of funding and eligibility recommendation before deciding which event applications to approve. The decision maker may take other factors into account that may make an application ineligible for funding, including issues that could cause reputational or other risks to the NSW Government.

The decision maker's decision is final in all matters, including:

- the approval of the event funding,
- the funding amount to be awarded, and
- the terms and conditions of the funding.

There is no appeal mechanism for decisions to approve or not approve event funding.







# Successful applicants



## Successful applicants will be required to:

- Provide event data, including number of students attending, description of event including how the event achieved program outcomes.
- Obtain consent from students and parents for the NSW Department of Education and Department of Regional NSW to use photos or video for media purposes.
- Provide evidence of financial expenditure.
- Provide a report including photographs and/or videos or case studies (including at least two de-identified quotes from program participants).
- Lodge reports with the local Regional Industry and Education Partnership representative within 14 days after the event has occurred.
- Monitor any longer-term outcomes that result from student follow-up contact with Alumni.

## Notification

Successful applicants will be notified in writing by letter and/or email.

## Funding agreement

Successful applicants will be required to enter into a funding agreement with the NSW Government.

Successful applicants will be required to provide all supporting documentation and approvals before the NSW Government can enter into a funding agreement.

The NSW Government makes no binding funding commitment to an applicant unless and until both parties sign a funding agreement.

Successful applicants must not make financial commitments for funded activities until the funding agreement has been executed by both parties.

Funding will be paid upon confirmation of the event completion and provision of evidence of event costs.

Successful applicants may be required to submit progress reports to the NSW Government as outlined in the funding agreement.



## Important terms and conditions

The NSW Government typically receives far more applications than it can support.

Applicants are not guaranteed funding even if the application is of high merit. Further, even if an application is successful, it may not be funded to the full amount requested.

All events must demonstrate that they have been completed by 14 June 2024.

Applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance.

Requests for variations or changes to the event project will only be considered in limited circumstances.

All awarded funding to registered non-government schools will be GST exclusive. If the Applicant is registered for GST, this will be applied on top of the agreed funding value when payment is made. Funding is assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.

Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding agreement.

Successful applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objective of the program. The evaluation will require applicants to provide evidence of how events have resulted in a measurable change to the lives of young people that is consistent with the objective of the program.

Any information submitted by an applicant may be used for promotional material prepared by the NSW Government.

The NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the application to develop case studies.

All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at [nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines](https://nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines).

The NSW Government reserves the right to undertake an audit of funding within a period 7 years from the signing of the funding agreement.

Applicants must advise the Department of Education of any changes to their legal status or of changes or delays to their project.

## Unsuccessful Applicants

Unsuccessful applicants will be notified in writing of the outcome of their application.



## Additional information

### Getting support

To help applicants prepare their application, additional information and resources will be available on the [Regional School Alumni Event Program webpage](#), including the application form and tips for organising an event.

For more information, please email: [AlumniEvents@det.nsw.edu.au](mailto:AlumniEvents@det.nsw.edu.au)

### Government Information (Public Access) Act 2009

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009* (NSW). Information that is deemed to be commercially sensitive will be withheld.

The *Government Information (Public Access) Act 2009* (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

### Complaints

Any concerns about the fund or individual applications should be submitted in writing to [regionalyouth@regional.nsw.gov.au](mailto:regionalyouth@regional.nsw.gov.au).

If you do not agree with the way the Department of Regional NSW handled the issue, you may wish to contact the NSW Ombudsman via [ombo.nsw.gov.au](http://ombo.nsw.gov.au).

### Ethical conduct

Applicants must not participate in any anti-competitive conduct.

It is a condition of the program application process that no gifts, benefits or hospitality are to be made to any Department/Agency employee at any time. Any inducement in contravention of this condition may result in an applicant's proposal not being considered.

### Conflicts of interest

There may be a requirement for a conflict-of-interest declaration to be submitted with all proposals or in the application form.

Where a conflict-of-interest detrimental to the assessment process is identified, mitigation measures must be put in place, or an individual may be asked not to participate in the application, assessment or delivery stage of the process.

### Intellectual property

All intellectual property rights in these guidelines remain the property of the Department. Applicants are permitted to use these guidelines for the purpose of preparing an application only. Applicants must not use these guidelines, or any information contained in these guidelines for any other purpose.

Applications submitted in response to these guidelines remain the property of the applicant, unless otherwise agreed between the applicant and the department.

The applicant agrees that the department may make copies and reproduce applications for any purpose related to the funding opportunity. In addition, the department will retain (electronic and hard) copies of all applications.

### No offer

These guidelines are not an offer, recommendation or invitation by the Department in respect of any contract or commitment and, subject to a funding agreement being fully executed by the parties to it, nothing in these guidelines will form the basis of any contract or commitment.

### Addenda

The department may, in its absolute discretion, issue an addendum to these guidelines. In each case, an addendum becomes part of these guidelines.

### Disclaimer

The Department does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

The Department recommends that users exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

## Appendix A – Eligible LGA's

- Albury City Council
- Armidale Regional Council
- Ballina Shire Council
- Balranald Shire Council
- Bathurst Regional Council
- Bega Valley Shire Council
- Bellingen Shire Council
- Berrigan Shire Council
- Bland Shire Council
- Blayney Shire Council
- Bogan Shire Council
- Bourke Shire Council
- Brewarrina Shire Council
- Broken Hill City Council
- Byron Shire Council
- Cabonne Council
- Carrathool Shire Council
- Central Coast Council
- Central Darling Shire Council
- Cessnock City Council
- City of Lithgow Council
- Clarence Valley Council
- Cobar Shire Council
- Coffs Harbour City Council
- Coolamon Shire Council
- Coonamble Shire Council
- Cootamundra-Gundagai Regional Council
- Cowra Shire Council
- Dubbo Regional Council
- Dungog Shire Council
- Edward River Council
- Eurobodalla Shire Council
- Federation Council
- Forbes Shire Council
- Gilgandra Shire Council
- Glen Innes Severn Council
- Goulburn Mulwaree Council
- Greater Hume Shire Council
- Griffith City Council
- Gunnedah Shire Council
- Gwydir Shire Council
- Hay Shire Council
- Hilltops Council
- Inverell Shire Council
- Junee Shire Council
- Kempsey Shire Council
- Kyogle Council
- Lachlan Shire Council
- Lake Macquarie City Council
- Leeton Shire Council
- Lismore City Council
- Liverpool Plains Shire Council
- Lockhart Shire Council
- Maitland City Council
- Mid-Coast Council
- Mid-Western Regional Council
- Moree Plains Shire Council
- Murray River Council
- Murrumbidgee Council
- Muswellbrook Shire Council
- Nambucca Valley Council
- Narrabri Shire Council
- Narrandera Shire Council
- Narromine Shire Council
- Oberon Council
- Orange City Council
- Parkes Shire Council
- Port Macquarie-Hastings Council
- Port Stephens Council
- Queanbeyan-Palerang Regional Council
- Richmond Valley Council
- Shellharbour City Council
- Shoalhaven City Council
- Singleton Council
- Snowy Monaro Regional Council
- Snowy Valleys Council
- Tamworth Regional Council
- Temora Shire Council
- Tenterfield Shire Council
- The Council of the Municipality of Kiama
- Tweed Shire Council
- Upper Hunter Shire Council
- Upper Lachlan Shire Council
- Uralla Shire Council
- Wagga Wagga City Council
- Walcha Council
- Walgett Shire Council
- Warren Shire Council
- Warrumbungle Shire Council
- Weddin Shire Council
- Wentworth Shire Council
- Wingecarribee Shire Council
- Yass Valley Council

## Appendix B – Branding

### Sponsorship

The NSW Government logo should always be used when funding or support is provided by the NSW Government.

The NSW Government logo should be in the most prominent position and the full colour version of the logo should be used.

NSW Government department and/or agency logos should not be used.

All materials must include an acknowledgement statement so that the NSW Government's involvement is clearly communicated.

[Visit the NSW Gov Branding website for more information.](#)

### Sponsorship Logos

The 'Proudly funded by' and 'Supported by' logos can be requested via the online form.

[Request a Logo](#)

**Proudly funded by**

**Proudly funded by**



**Supported by**

**Supported by**





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**E** [AlumniEvents@det.nsw.edu.au](mailto:AlumniEvents@det.nsw.edu.au)  
**W** [nsw.gov.au/AlumniEvents](https://nsw.gov.au/AlumniEvents)

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DepartmentOfRegionalNSW



These Guidelines are subject to change at any time at the sole discretion of the Department.

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