

PLEASE READ THESE GUIDELINES BEFORE COMPLETING YOUR APPLICATION

1. GENERAL

- 1.1 The International Seminar Support Scheme (ISSS) is an Australian Government small grants scheme administered by the Australian Agency for International Development (AusAID). ISSS supports attendance at international development-oriented seminars in Australia and overseas.
- 1.2 ISSS is a discretionary scheme. Funds are limited and competition for them is very strong. At times, even excellent applications cannot be funded. AusAID reserves the right to approve partial funding.

THE FOLLOWING ELIGIBILITY CRITERIA MUST BE MET IN ORDER TO BE CONSIDERED FOR FUNDING

2. GENERAL

- 2.1 International seminars are defined as seminars, conferences, workshops and symposiums at which over 20 per cent of the expected participants (for seminars of less than 100 total participants), or over 20 individuals (for conferences of 100 or more total participants), will be from developing countries outside the country where the seminar is to be held. Normally a minimum of 25 participants would take part.
- 2.2 Organisations are not eligible for funding under ISSS if they already receive funding from AusAID which is already providing support for this seminar or related activities.
- 2.3 Only one application can be submitted for any one seminar.
- 2.4 Applications (and acquittals) must be signed by an appropriately authorised officer of the organisation applying for ISSS funding.

3. APPLICANTS

- 3.1 Organisers of the seminar apply on behalf of the participants. Seminars must be initiated or co-sponsored by an Australian organisation. A company managing a seminar will not necessarily be regarded as a co-sponsor.
- 3.2 Non-Australian organisers (without Australian co-sponsorship) of seminars held overseas can seek funding assistance for Australians, if the participant is invited either as a keynote speaker or key resource person (see paragraph 4.1.ii).

4. NOMINEES

- 4.1 Eligible for funding are:
 - i. Persons from developing countries who are in a position to use the seminar experience to influence positive change &/or implement development activities in their countries, for example, people in positions of executive power or policy influence. Delivery of a paper at a seminar is not sufficient grounds by itself for nominating a person for funding assistance;

- ii. Australians regarded as vital to the success of the seminar, eg. Persons invited to deliver the keynote address or to be the principal facilitator at a seminar held in a developing country, in the Asia-Pacific region.

- 4.2 Normally only four participants will be considered from any one country. **A gender balance should be achieved where possible.** Up to two Australians will be considered for funding assistance.

- 4.3 Australian public servants invited as individuals with specific expertise may be funded under this scheme if they are otherwise eligible, but not if they are attending the seminar as official representatives of their departments.

- 4.4 AusAID officers and persons directly or indirectly connected with the organisation of the seminar are not eligible for ISSS funding.

5. ACTIVITIES / AREAS NOT ELIGIBLE TO RECEIVE FUNDING

- 5.1 ISSS does **NOT** provide funds for:
 - i. training courses or training seminars;
 - ii. registration fees, transit fees and baggage allowances;
 - iii. social/entertainment/hospitality costs, costs for seminar-related tours or the costs associated with organising the seminar itself, including costs for individuals associated with the organisation of the seminar;
 - iv. activities such as social gatherings, arts festivals, sporting competitions, board/administrative meetings, or liaison exploratory meetings; and regular meetings of small working groups;
 - v. seminars which have political, religious, sectarian, marketing, commercial objectives or other such business related activities, or which are inconsistent with the interests of the Australian community; or
 - vi. Participants from developed countries (except eligible Australians), in-country participants, accompanying spouses, or interpreters.

6. APPLICATION & SELECTION PROCESS

- 6.1 An application must be **submitted at least three months prior to a seminar.** AusAID requires this time to complete its administrative processes. Any extra time required by conference organisers for the obtaining visas and processing payment of airfares and allowances will need to be taken into consideration when an application is lodged.

- 6.2 **We prefer applications to be e-mailed in Microsoft Word format.** Applications may be submitted up to 12 months in advance of the scheduled seminar date. **In cases where an application concerns a seminar in a following financial year (the Australian financial year is 1 July to 30 June), in-principle approval only can be given.** This is because such funding is subject to appropriation of funds by the Australian Parliament and cannot be guaranteed.

THE FOLLOWING ARE SELECTION CRITERIA THAT ARE USED AS PART OF THE ASSESSMENT PROCESS FOR ELIGIBLE APPLICATIONS

7. GENERAL

- 7.1 Applicants need to demonstrate that the seminar **will assist in a practical way** to reduce poverty and achieve sustainable development in developing countries:
- they need to demonstrate that tangible outcomes will be produced** from their deliberations; and
 - seminars **must be intellectually rigorous and credible**.

8. TYPES OF ELIGIBLE SEMINARS

- 8.1 Priority is given to short seminars with a clear focus and practical value.
- 8.2 AusAID will give priority to seminars that focus on:
- poverty reduction including, employment generation;
 - good governance, human rights and participatory development;
 - private sector development;
 - sustainable improvement of production and productivity in agriculture and other sectors, including technology transfer;
 - economic policy reform, including trade and income-related issues;
 - health and population, particularly primary health and child and maternal health;
 - education, including adult literacy and distance education;
 - urbanisation and infrastructure development;
 - environment and development; and/or
 - peace, conflict and development.

GENERAL

9. FINANCIAL SUPPORT

- 9.1 A minimum of **\$A5,000** (excepting Australian nominees attending a conference organised by non-Australian organisations, as set out in criteria 3.2) and a maximum of **\$A50,000** may be provided for any one seminar for:
- the **cheapest** available air fares for approved participants; and
 - modest living expenses for approved participant(s), accommodation and a set daily living allowance. (See list of accommodation and living allowances on website).
 - Applications for funding must not exceed the levels indicated in the guide for living allowances in the country where the seminar is to be held. For countries not listed, enquire at the address below.
- 9.2 Funding in excess of \$A50,000 may be considered if AusAID considers the seminar highly relevant and directly supports Australian Government developmental programs.
- 9.3 **All travel/accommodation/visa arrangements must be made by the seminar organiser or the recipients.**

10. METHOD OF PAYMENT

- 10.1 Successful applicants will be required to accept certain conditions under a 'Letter of Acceptance' before funds will be paid directly to the Australian organiser, through an electronic funds transfer into the nominated bank account.
- 10.2 In the case of seminars held overseas, funds will be paid directly to the Australian co-sponsor (see criteria 3.1). Where there is no Australian co-sponsor, Australian participants will be provided the funds directly.

11. ACKNOWLEDGEMENT OF AUSTRALIAN GOVERNMENT SUPPORT

- 11.1 The Australian Government's support must be officially acknowledged in the seminar program, in the chairperson's opening and closing remarks, and in seminar-related publications.

12. ACQUITTALS

- 12.1 Organisers will be required to provide a brief report on the seminar together with a signed acquittal of expenditure **within 60 days of the conclusion of the seminar**. This is a legal requirement to acquit funds and **failure to acquit funds can lead to the Commonwealth of Australia taking appropriate action to recover the full amount from the conference organisers or the participants**. Airfare and accommodation receipts will need to be presented.
- 12.2 The funds can only be used for the purposes approved by AusAID. All unused funds must be returned to AusAID within 60 days of the conclusion of the seminar.

13. HOW TO APPLY

- 13.1 Applicants may e-mail a copy of the application preferably as a Microsoft Word document. **For legal reasons, a signed hard copy of the original application MUST be forwarded by mail to the mailing address below.**
- 13.2 E-mailed applications may be sent to iss@ausaid.gov.au Information that cannot be scanned and e-mailed should be posted to the address below. **Please note that faxed copies will not be accepted.**

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