

Queensland-Cooper Hewitt 2020 Application Form

Form Preview

Program Guidelines

Guidelines

Before you begin your application, you should review the program documents including the Program Guidelines and Frequently Asked Questions (available on the Department of Environment and Science website [here](#)).

The Applicant

* indicates a required field

Applicant's details

The Applicant is the proposed Fellow.

Applicant *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Office Phone Number *

Must be an Australian phone number.

Applicant Mobile Phone Number *

Must be an Australian phone number.

Is the Applicant currently a registered and practicing school teacher in Queensland? *

- Yes
 No

Applicant's gender *

- Male
 Female
 Other:

Does the Applicant identify as an Aboriginal and/or Torres Strait Islander? *

- Yes
 No

Applicant's Citizenship and Residency

Queensland-Cooper Hewitt 2020 Application Form

Form Preview

Fellows must be Australian citizens, or have Australian residency for the full duration of the fellowship.

Does the Applicant have Australian citizenship or Australian residency? *

- Yes
- No

Australian citizenship or residency is required

Please outline how the Applicant will secure Australian citizenship or residency to undertake the project *

Evidence of citizenship or residency must be supplied BEFORE the fellowship can commence, and must be provided on the acceptance of the award.

Applicant Organisation Details

* indicates a required field

Applicant Organisation Details

The Applicant Organisation is the organisation that the Queensland Government fellowship funding will be paid to, for example, the Department of Education or a private school organisation. The Applicant Organisation is also your employer.

The School is the institution where you work. For private school employees, the School and the Applicant Organisation are usually the same entity.

The Australian Business Number of the Applicant Organisation can be looked up at the [Australian Business Register](#).

Is the Applicant Organisation the Department of Education or a private school organisation? *

- Department of Education
- Private school organisation

Applicant organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)

Queensland-Cooper Hewitt 2020 Application Form

Form Preview

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

School name *

Organisation Name

School Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Authorised Approving Officer (Private school organisations)

The Authorised Approving Officer will be required to sign the Financial Incentive Agreement declaration page available for download from the [DES Science](#) website. You will be prompted to upload a signed declaration during this application.

Authorised Approving Officer name *

Title First Name Last Name

Phone number *

For example (07) 1234 5678

Email *

Is the Authorised Approving Officer the School Principal? *

- Yes, the Authorised Approving Officer is the School Principal
 No, the Authorised Approving Officer is not the School Principal

School Principal details

Principal's name *

Title First Name Last Name

Principal's phone number *

Queensland-Cooper Hewitt 2020 Application Form

Form Preview

For example (07) 1234 5678

Principal's email *

Fellowship Administrator

The Fellowship Administrator is the person from the Applicant Organisation who will administer the Queensland-Cooper Hewitt Fellowship.

Fellowship Administrator name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

Phone number *

For example (07) 1234 5678

Email *

Fellowship Summary

* indicates a required field

Project summary

Project title *

no more than 10 words

Brief project description

Provide a short description (100 words recommended) of your project - what are you out to do?

Travel dates

Please provide the dates of the proposed overseas travel. The Queensland-Cooper Hewitt fellowship supports **ONE** overseas trip to the Cooper Hewitt Smithsonian Design Museum in New York for 8 to 12 Weeks.

Queensland-Cooper Hewitt 2020 Application Form

Form Preview

NOTE: The Cooper Hewitt Smithsonian Design Museum prefers the Fellow to complete a fellowship through late August - early November 2020, to coincide with US National Design Week.

The Queensland Department of Education will support state school teacher salaries for 12 weeks (maximum) to undertake a fellowship.

Proposed departure date from Australia (travel commencement) *

Proposed departure date from New York, USA (travel completion) *

Funding entitlement

The fellowship funding entitlement is comprised of two components:

Travel allowance: \$5,000 (excluding GST) for international economy airfares and associated travel costs for one international trip. The Applicant Organisation must acquit the travel funding at the end of the fellowship, and return any unused funds.

Living allowance: \$1,250 per week (excluding GST) for each week in the USA. Funding is available for minimum of 8 weeks and a maximum of 12 weeks (\$15,000 maximum).

Will the Applicant Organisation continue to pay the proposed Fellow's full salary while the Fellow is overseas? *

- Yes
 No

Applicant Organisation is not paying the Fellow's full salary while the Fellow is overseas

It was nominated that the Applicant Organisation will not be paying the Fellow's full salary while the Fellow is overseas.

Please discuss how the Fellow will support themselves while overseas *

Word count:
no more than 200 words

Assessment Criterion 1 - Proven relevant skills and track record

* indicates a required field

AC1.1

What is the proposed Fellow's interest and experience in design, and how has he/she used design in the classroom? *

Queensland-Cooper Hewitt 2020 Application Form

Form Preview

Word count:
Must be no more than 250 words.

What are the issues/challenges driving the proposed fellowship? *

Word count:
Must be no more than 250 words.

AC1.2

List the proposed Fellow's **tertiary qualifications**, beginning with the most recent award.

Year conferred	Award received	Conferring university	Research fields or course majors

AC1.3

List the proposed Fellow's **work positions** held over the past **ten years**, beginning with their current position.

Year commenced	Year concluded	Position title	Employing organisation	Brief role description

Assessment Criterion 2 - A placement that strengthens skills and knowledge

* indicates a required field

AC2

Queensland-Cooper Hewitt 2020 Application Form

Form Preview

How will a Queensland-Cooper Hewitt Fellowship benefit the proposed Fellows knowledge and understanding of design? *

Word count:

Must be no more than 250 words.

How will the proposed Fellow incorporate learnings from the Cooper Hewitt Smithsonian Design Museum upon returning to his/her Queensland classroom. Please give specific examples of the new classroom practices that are likely to be developed/introduced. *

Word count:

Must be no more than 250 words.

Assessment Criterion 3 - Benefits for Queensland

* indicates a required field

AC3

How will the fellowship benefit the proposed Fellow's school and teaching in general? *

Word count:

Must be no more than 250 words.

What is/are the target investment area(s) that the fellowship is most closely aligned to? *

- The development of high-quality teaching skills
- Building a teaching culture that meets global challenges
- An improved capacity to deliver design education
- Growing the public value of design

How is the fellowship aligned to the above investment area(s)? *

Word count:

Must be no more than 150 words.

Queensland-Cooper Hewitt 2020 Application Form

Form Preview

What are the opportunities for ongoing collaboration with the Cooper Hewitt Smithsonian Design Museum? *

Word count:
no more than 250 words

Supporting documents

* indicates a required field

Letter of support (non-state school applicants)

Upload a letter of support from the school where the proposed Fellow is employed (signed by the school Principal). This letter must:

- state the school's interest in supporting the proposed fellowship,
- confirm that the proposed Fellow is a current registered and practising teacher in Queensland and
- confirm that the Fellow's salary will continue to be paid (else, stating that how the Fellow will support themselves while overseas)

Upload signed letter of support here *

Attach a file:

A maximum of 1 file can be attached, but may contain more than one letter/document. All common file types can be uploaded.

Letter of support (state school applicants)

Upload a letter of support from the school where the proposed Fellow is employed (signed by the school Principal). This letter must:

- state the school's interest in supporting the proposed fellowship and
- confirm that the proposed Fellow is a current registered and practising teacher in Queensland

Upload signed letter of support here *

Attach a file:

A maximum of 1 file can be attached, but may contain more than one letter/document. All common file types can be uploaded.

Financial Incentive Agreement Terms and Conditions Declaration

* indicates a required field

Queensland-Cooper Hewitt 2020 Application Form

Form Preview

Financial Incentive Agreement Declaration (non-state school applicants)

The Financial Incentive Agreement Terms and Conditions declaration page **must** be signed by the **nominated Fellow** and the **authorised representative from the Applicant Organisation**. The submission process is below:

1. **Print** the Financial Incentive Terms and Conditions declaration page (available on the [DES Science](#) website).
2. The nominated Fellow **signs** the top section of the declaration page and **provides** the declaration page to the Authorised Approving Officer.
3. The Authorised Approving Officer **signs** the appropriate section of the declaration page (bottom right section). Please strike through the other section (bottom left section).
4. The Authorised Approving Officer **scans** the fully signed declaration page (PDF) and **returns** it to the nominated Fellow.
5. The nominated Fellow **uploads** the scanned copy of the fully signed declaration form below:

Upload scanned copy of fully signed declaration page *

Attach a file:

A maximum of 1 file may be attached.

Financial Incentive Agreement Declaration (state school applicants)

The Financial Incentive Agreement Terms and Conditions declaration page **must** be signed by the **nominated Fellow** and the **authorised representative from the Applicant Organisation**. The submission process is below:

1. **Print** the Financial Incentive Terms and Conditions declaration page (available on the [DES Science](#) website).
2. The nominated Fellow **signs** the top section of the declaration page; **scans** the signed page (PDF) and **emails** it to the Department of Education (DET) at scholarships@det.qld.gov.au, where it will be signed by the delegated DET officer.
3. The authorised DET delegate **signs** the appropriate section of the declaration page; **scans** the fully signed page (PDF) and **returns it to the Department of Environment and Science**.

Financial Incentive Agreement Terms and Conditions (2020)

IMPORTANT: The Applicant Organisation must read and **accept** the standard Queensland-Cooper Hewitt Fellowship Financial Incentive Agreement Terms and Conditions (version 2020) before submitting the application. The Terms and Conditions are available on the [DES Science](#) website.

Does the Applicant Organisation accept the Financial Incentive Agreement Terms and Conditions (version 2020)? *

Yes

Privacy

Privacy

The Department of Environment and Science is collecting information on this form to evaluation as required by the grant [Guidelines](#) and [Terms and Conditions](#); and the [Information Privacy Act 2009](#).

This information is usually provided to authorised departmental officers and approved grant assessors under the [Financial Accountability Act 2009](#) for the purpose of assessing the application for funding. They may provide all or some of the information to the Queensland Government to promote funded projects and may provide details of successful proposals, agreed outcomes, progress and the level of funding for publication.

Your information will not be disclosed to any other parties unless authorised or required by law.