

INTERNATIONAL EDUCATION INCENTIVE LOAN FUND APPLICATION GUIDELINES 2008-2009



Manitoba
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INTERNATIONAL EDUCATION INCENTIVE LOAN FUND

The progress and prosperity of Manitoba is increasingly dependent on our ability to develop economic and cultural ties that reach beyond Canada's borders. Our educational system must also prepare students to live and work in a global economy and a multicultural society.

The International Education Incentive Loan Fund (IEILF) has been created in order to enhance Manitoba's ability to increase enrollments of international students and secure international educational contracts. A total of \$250,000 is available for the current fiscal year. The IEILF is an innovative method of expanding the capacity of public educational institutions to generate revenue through international activities. No other jurisdiction in Canada offers funding of this magnitude for this purpose.

GOALS AND OBJECTIVES

The loan program is designed to help Manitoba's public educational institutions to develop, market, and implement innovative, revenue-generating international education projects. The IEILF will contribute to Manitoba's economic development and diversification by sharing the cost of activities that would or could not normally be undertaken.

APPLICANT ELIGIBILITY

Any Manitoba public school division or public post-secondary institution may apply, provided that it has fulfilled all previous financial obligations to the Province of Manitoba.

The principal applicants must be professional staff, faculty or teachers of Manitoba public school divisions or post-secondary institutions. They must also be Canadian citizens or permanent residents of Canada. The CEO or equivalent must endorse applications. Applications made by, or on behalf of, a group of institutions are encouraged as are those which involve strategic partnerships with private industry and international collaborators.

INELIGIBLE APPLICANTS

- Crown corporations, government agencies, and government employees are excluded.
- Private businesses and educational institutions are also excluded but they may collaborate on projects with eligible applicants.

PROJECT ELIGIBILITY AND SELECTION CRITERIA

In addition to generating new revenue, eligible projects must be based on an international marketing/business plan designed to improve or increase the capacity of institutions to attract international students and/or educational contracts. Individual projects should be sustainable and not dependent on subsequent funding.

VALUE OF LOANS

The loan represents an investment in a division's/institution's commitment to developing international education markets. The loan will work on a cost shared basis. Successful applicants will be eligible for a loan of up to 50 percent of the total

cost of eligible activities. The total loan per successful application will be between a minimum of \$5,000 and maximum of \$50,000. Divisions/institutions may hold up to a maximum of two (2) loans at any one time provided that the projects and the principal applicants are clearly different and that the combined amount of the two loans does not exceed \$50,000.

REPAYMENT TERMS

Full loan repayment must be made within 36 months of the disbursement date. Loans are interest free. Full details on repayment arrangements will be outlined in a loan agreement.

Failure to repay the loan by the date specified will render the division/institution ineligible for further IEILF loans and may also result in an equivalent reduction to the division's/institution's annual provincial operating grant.

LOAN AGREEMENT

Each approved application will have a loan agreement signed by the successful division/institution and the Government of Manitoba. The agreement will specify the project activities, the effective and expiry dates, the reporting requirements, the terms of repayment and other conditions.

ELIGIBLE COSTS

Reasonable project-specific costs incurred as a result of the implementation of the international marketing/business plan may be eligible provided they are consistent with acceptable international education marketing/business practices. Provincial government protocols regarding expenditure limits for items such as hospitality and entertainment should be respected as well as generally accepted principles of accounting related to the Tax Act and other legislation.

INELIGIBLE COSTS

It is anticipated that all loan monies will be applied to costs related directly to the project and not to on-going capital and operational commitments.

PROJECT AND REVENUE REPORTING REQUIREMENTS

Project and revenue reports will be used to determine the success of the activities, to evaluate future requests for assistance and to assess the overall performance of the loan program. Brief interim progress reports are to be submitted every six months during the activity period. A more substantial final report is due within ninety (90) days of the project expiry date. Reports must be submitted on the due dates specified in the loan agreement and must report all revenue received. Failure to submit a final report will render the division/institution ineligible for further IEILF funding.

APPLICATION PROCESSING

- An independent selection committee will evaluate all complete applications according to their relative merits.

- The selection committee may include representatives from Advanced Education and Literacy; Education, Citizenship and Youth; Competitiveness, Training and Trade; public post secondary institutions and public school divisions.
- All applicants will be notified in writing of the results of their applications.

OTHER TERMS AND CONDITIONS

- Each post-secondary institution and school division may submit up to three different proposals per competition.
- Applicants must fully disclose which persons or units will be responsible for guaranteeing performance of the terms and conditions of the loan.
- Project modifications are acceptable providing they respect the original purpose of the agreement and are requested and approved in writing in advance.
- Loans are non-renewable and projects will only be funded once.
- All applicants receiving funding will be subject to independent audit at the discretion of the Minister.
- Use of loans must also follow the normal operating and financial procedures of the receiving institution/division and be subject to internal audit.

CONFIDENTIALITY

All proposals and project information are public information unless otherwise negotiated. Recipients will be asked to cooperate with our public information program.

DEADLINES

There are no deadlines for application. The International Education Branch will consider applications when they are received. Incomplete applications may be considered.

APPLICATION OUTLINE

Please provide the following information regarding your project proposal. The level of information provided should coincide with the size of the loan requested.

A. PROJECT TITLE

B. INFORMATION ABOUT YOUR INSTITUTION/SCHOOL DIVISION

- Name of division/institution and unit responsible for the project
- Mission Statement and International Education Statement (if available)
- Names and titles of two key persons responsible for the project, plus their position in the organizational structure
- Telephone, fax number, address and e-mail address for each contact.

C. BUSINESS/MARKETING PLAN (this may include the following)

1. Project summary

2. Project proposal

- Proposed activity, service, program, or course
- Rationale
- Target market(s)
- Project strengths, weaknesses, opportunities, threats
- Partners who have agreed to be involved in the project

3. Project goals and objectives

4. Performance measures and evaluation plan

5. Plan for sustainability

D. PROJECT WORK PLAN

Provide a work plan that describes project activities, timelines, resources, participants, management, etc.

F. PROJECT BUDGET

Provide a project budget detailing your division's/institution's 50 percent contribution (cash and/or in-kind), all sources of partner funding, amount requested from IEILF, and revenue projections.

G. HISTORICAL CONTRIBUTIONS

Provide details of your contributions to international education over the past two fiscal years.

H. HUMAN RESOURCES

Provide a *curriculum vitae* of principal applicants and other significant participants.

I. LETTERS OF SUPPORT

- The CEO or equivalent must sign the application and provide a letter of support for the project and the division's/institution's 50 percent contribution.
- Include letters of support from all significant contributors.

SUBMISSION INSTRUCTIONS

Mail or fax your completed application to:

International Education Incentive Loan Fund
Manitoba International Education Branch
Federal-Provincial and International Relations
1100 - 259 Portage Avenue
Winnipeg MB R3B 3P4
Fax: (204) 957-1793

Assistance in completing your application may be obtained by contacting:

Darcy Rollins

Tel: (204) 945-3335

Email: Darcy.Rollins@gov.mb.ca

and/or

Donna Everitt

Tel: (204) 945-4034

Email: Donna.Everitt@gov.mb.ca