

Queensland–Cooper Hewitt Fellowships 2020

Guidelines 2020

About the program

The Cooper Hewitt Smithsonian Design Museum, located in New York USA, is devoted exclusively to historic and contemporary design. The Museum, founded in 1897, is a branch of the Smithsonian Institution, and presents perspectives on the impact of design on daily life through active educational and curatorial programming.

A Memorandum of Understanding (MOU) currently exists between the Queensland Government and the Smithsonian Institution. A primary objective of this alliance is the exchange of skills and knowledge to grow Queensland's science, educational and cultural capabilities.

The Queensland–Cooper Hewitt Fellowship supports a registered Queensland school teacher to visit the Cooper Hewitt Education Department to learn more about the use of design in education.

This program is administered by the Department of Environment and Science (DES).

Program aims

The Queensland–Cooper Hewitt Fellowship supports a Queensland teacher to:

- develop their knowledge and understanding of design education through collaboration with the Cooper Hewitt Smithsonian Design Museum
- implement or improve design education programs in the teacher's school community.

Queensland–Cooper Hewitt Fellowship funding of up to \$20,000 (excluding GST) is available for the nominated Fellow to travel to the USA for a project ranging from 8–12 weeks in duration. The fellowship supports one international trip.

The Fellow will:

- be immersed in the work and programs of the education team
- gain experience in managing, scheduling, coordinating and promoting school-related programs including the recruitment of participants, educators and designers
- be trained to use the Educator Resource Center, the Cooper Hewitt's online resource, including lesson-plan production
- actively participate in whichever Cooper Hewitt programs are being delivered during their fellowship, including City of Neighbourhoods, the

Smithsonian Design Institute, and National Design Week.

Applications are open to Queensland organisations that employ teachers. The organisation nominates the proposed Fellow, who must be a registered and practising Queensland teacher and work in an area of mutual interest with the Cooper Hewitt Smithsonian Design Museum, such as:

- 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.

Eligibility criteria

Eligible organisations include:

- Department of Education for state school teachers
- private school organisations for private school teachers.

To be eligible for a Queensland–Cooper Hewitt Fellowship the proposed Fellow must:

- be an Australian citizen, or have Australian residency
- reside and work in Queensland
- be a currently registered and practicing school teacher in Queensland. Registered teachers from all grade levels (Prep–Year 12) can be considered for a fellowship.

Proposed fellows from non-state school applicant organisations must confirm that their Queensland employer will continue to pay their salary while they are undertaking the fellowship.

Other conditions

- The Cooper Hewitt prefers fellows to complete their fellowships between late August–early November 2020, to coincide with the US National Design Week.
- The fellowship is awarded to an individual. Joint applications will not be considered.
- Fellowship funding is not transferrable, including to other employees of the applicant organisation or persons associated with the Fellow.
- Fellows must complete the fellowship in 2020.
- Incomplete applications and ineligible applications will not be considered.
- Previous recipients of a Queensland–Cooper Hewitt Fellowship cannot apply again.

Using the Fellowship funds

DES will release the fellowship payment to the applicant organisation (the Queensland employer) to administer the grant funding. The fellowship funding is to be used for travel costs and living expenses, and is comprised of:

- \$5,000 (excluding GST) for international economy airfares and associated travel costs for one overseas travel trip. The applicant organisation will be required to supply a financial acquittal statement for the travel component of the fellowship, and will have to return any unused travel funds
- \$1,250 per week (excluding GST) to cover the costs of living expenses. Funding is available for a minimum of 8 weeks and a maximum of 12 weeks duration (\$15,000 maximum).

No additional funding will be provided.

The applicant organisation will have to refund some of the fellowship funding if the duration of the Fellow's overseas visit is reduced, as there will be a reduction in the living allowance entitlement.

All costs associated with additional time spent at the host institute (that is, any time that exceeds the approved duration on the fellowship) must be borne by the Fellow and/or the applicant organisation.

All costs exceeding the total approved funding must be borne by the Fellow and/or the applicant organisation.

The assessment process

Eligible applications will be assessed and rated against the program's assessment criteria (below), and ranked in order of merit by an assessment panel comprised of members with relevant professional backgrounds.

The Minister for Environment and the Great Barrier Reef, Minister for Science, and Minister for the Arts, or delegate in the Department of Environment and Science, approves the recipient of this fellowship.

Assessment criteria

The application will be assessed in a competitive process on its merits against the following criteria.

1. A high-impact project addressing local needs

The applicant should be very clear on the difference the project will make relative to business-as-usual in the context of their particular school community. They should also be able to show a good understanding of how attending the Cooper Hewitt Smithsonian Design Museum will help them to achieve the project.

The proposed project should:

- address critical needs specific to the Fellow's school community (and wider community as relevant) through design education
- specifically utilise the knowledge and skills gained through the Cooper Hewitt Smithsonian Design Museum.

2. Capacity for implementation

It is important that the applicant is well situated to deliver the project e.g. by holding a relevant position within their school and by having the school's commitment to deliver whatever additional authorisations and resources are required. Where project delivery depends critically on other people (e.g. other teachers adopting new practices), the applicant should be very clear on how outcomes that depend on these other people will be delivered.

The applicant should:

- have professional experience in design and/or design teaching or related disciplines
- have a strong commitment from their employing school to support the Fellow's implementation of the project post-Fellowship.

3. An ongoing commitment to sharing design education learnings, materials and experiences

Propagating learnings from the Cooper Hewitt Smithsonian Design Museum Fellowship is a key aspect of the program.

The applicant should:

- demonstrate how they will engage with the broader design education community in Queensland to provide the benefit of their experience at the Cooper Hewitt Smithsonian Design Museum and their project.

Fellowship agreement

If the application for funding is successful, the applicant organisation will enter into a legally binding Financial Incentive Agreement with the Queensland Government. The agreement consists of the application, the program guidelines and the Queensland–Cooper Hewitt Fellowship Financial Incentive Agreement Terms and Conditions.

If successful with an application:

- the applicant organisation must not enter into any legally binding arrangements with other parties which prevent the Fellow from meeting obligations under the Queensland-Cooper Hewitt Fellowship Financial Incentive Agreement
- the Fellow will be required to:
 - make every reasonable effort to be present at a fellowship announcement function, if organised
 - be amenable to giving presentations to interested parties such as the design teaching community in Queensland e.g. Asia Pacific Design Library (APDL) Design Minds, after the report is submitted
 - complete a survey about the application of the developed resource including implementation at their school.

Privacy

The Queensland Government collects and collates information from the application form to evaluate applications for the program. Only authorised departmental officers and approved grant assessors have access to this information.

Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government. Some information may be used to promote funded projects.

Your personal information will not be disclosed to any third party without your consent, unless required by law or for the purposes of Information *Privacy Act 2009*.

For audit purposes, the Queensland Government is required to retain the applications and other supplied support material. The provisions of the *Right to Information Act 2009* apply to documents in the possession of DES.

How to apply

Applications for the Queensland-Cooper Hewitt Fellowship close Monday 8 June 2020 at 1pm AEST. The application consists of:

- a completed online application form available at <https://des.smartygrants.com.au/QldCooperHewitt2020>
- a signed letter of endorsement from the school in which the proposed Fellow works which:
 - supports the proposed fellowship
 - confirms that the proposed Fellow is a current, registered and practicing teacher in Queensland
 - confirms that the proposed Fellow's salary will continue to be paid while undertaking the fellowship (non-state school applicants).

This letter must be scanned in PDF and uploaded with the application form.

- a signed Financial Incentive Agreement Terms and Conditions declaration page which is available at www.science.des.qld.gov.au website. It must be printed; signed by relevant parties; scanned in PDF; and uploaded with the application form (non-state school applicants), or returned to the department by the Department of Education (state school applicants). The declaration page must be signed by:
 - the nominated Fellowship applicant
 - the applicant organisation.

The Fellowship applicant:

- must advise DES of changes which are likely to impact on the fellowship
- may be contacted during the assessment process to clarify information provided in the application and/or to request further information to enable the assessment of the application
- may be required to attend an interview.

There is no implicit guarantee of approval at any stage in the process, and you will be notified in writing of the outcome of the application.

Further information

Email: science.grants@des.qld.gov.au

Phone: 13 QGOV (13 74 68)