



VISUAL ARTS & DESIGN
EDUCATORS ASSOCIATION

contact@vadea.org.au
www.vadea.org.au

VADEA NSW Professional Learning Grant

Application Form

For Project Year January 2017 - December 2017

Application Deadline: October 31, 2016

Applications must reach VADEA NSW or be postmarked by 5pm on the above date. Incomplete or incorrect applications will not be accepted or accessed.

E-Mail applications to:

VADEA NSW Grants 2017

grants@vadea.org.au

PLEASE TYPE OR PRINT IN CAPITALS. YOU MUST COMPLETE ALL SECTIONS.

PART 1: Applicant Information

APPLICANT NAME		
Title:	First Name:	Surname:
HOME ADDRESS		
Street No.	Street Address	
Suburb/ Town:		State/Postcode:
TELEPHONE		
Work	Home:	Mobile:
EMAIL		
Work:		
Home:		

PART 2: Support Being Applied For

Tick each relevant box.

- | | | |
|----------|--------------------------|---|
| 1 | <input type="checkbox"/> | Promotion of connections amongst the professional community with specific strategies |
| 2 | <input type="checkbox"/> | Advocating for the Visual Arts course through an event such as exhibition, project or artist in residence |
| 3 | <input type="checkbox"/> | Development of current research or policy that contributes to professional practices, and values of Visual Arts and Design educators. |
| 4 | <input type="checkbox"/> | Enhancement of the value of student learning and understanding in Visual Arts and Design. |

PART 3: School/ Institute Details

Tick each relevant box.

<input type="checkbox"/>	Primary	<input type="checkbox"/>	Secondary	<input type="checkbox"/>	TAFE	<input type="checkbox"/>	NSW Institute
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Name of School/TAFE NSW Institute

Address of School/TAFE NSW Institute

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PART 4: Qualifications and Experience

Tertiary Qualifications

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Other

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Summary of Teaching Experience

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Other

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Previous Awards/Scholarships/Fellowships (Title & Year Awarded)

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Professional Associations/ Activities/ Community Participation

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PART 5: Budget

See Terms and Conditions for the release of funds.

Personnel (Salaries + Fees) - Please provide actual quotes:	
Total Personnel	
Teaching Relief - Please provide estimates:	
Total Teaching Relief	
Equipment/Materials - Please provide actual quotes:	
Total Equipment	
Maintenance - Please provide actual quotes:	
Total Maintenance	
Travel - Please provide estimates:	
Total Travel	
Other - Please provide actual quotes, fees, estimates where applicable:	
Total Other	
Total Costs	

PART 6: Proposal

Please attach a **detailed Grant Proposal of 1000** words that explains how the awarded funding will promote and develop the value of Visual Arts and Design education. Your Proposal should include: **a rationale, detailed information on the scope and feasibility and proposed budget of your project. It should also include a 200 word summary of the overall project (to be used for reporting purposes).** Please refer to the Supporting Information document for specifications on compulsory proposal documentation.

Title of Proposal Project:

Subject Area:

Rationale:

Scope and Feasibility:

Proposed Budget:

200 Word Summary of the Overall Project:

PART 7: Referees

REFEREE 1 NAME

Title:

First Name:

Surname:

Position

Work

Mobile:

Email (Work):

REFEREE 2 NAME

Title:

First Name:

Surname:

Position

Phone (Work):

Mobile:

Email (Work):

PART 8: Terms and Conditions

BUDGET GUIDELINES:

- Proposals exceeding grant limit amounts will not be considered unless the applicant has other partners contributing financially to a project.
- Applicants must provide a breakdown of the major expenses for the program/project. Please include genuine quotes with your budget proposal (*Part 5 of the application form*)
- If the applicant is supplementing an existing grant, please outline.

REPORTING

- Applicants will be required to provide VADEA NSW with an update on progress and outcomes at the end of each school term.
- For accounting purposes this includes all receipts and tax invoices for VADEA Grant moneys spent on the project

NOTIFICATION

- All applicants (both funded and non-funded) will receive notification in writing regarding their proposal by November 30, 2016.

RELEASE OF FUNDS

- All funded applicants must request release of funding in writing at the end of each school term. The request for these funds, are to be sent by email to: The VADEA Grants Project Officer at grants@vadea.org.au
- All release of funds request are to be accompanied by a quarterly written report advising of project progress, (plus photographs and/or videos) along with a copy of all receipts and tax invoices of VADEA Grant moneys spent to date. Once these receipts and tax invoices have been received and verified by VADEA, a cheque will be made out in the name of the school so it can be reimbursed for the costs incurred to date.

Eligibility

1. A Professional Learning Grant Application Form must be completed and submitted. A signed copy of the Terms and Conditions and all supporting documentation is also to be submitted by the advertised closing date.
2. If your application is received after the closing date or does not meet the requirements set out in these conditions it will not be considered.
3. Your Application will not be returned and will become the property of VADEA NSW.
4. VADEA NSW may cancel the program/grant on offer, whether or not advertised, or reduce their advertised value.
5. To be eligible the applicant must be a VADEA NSW financial member of at least one year 12 months. Grants are available to VADEA Executive Committee members.
6. If the applicant is currently holding any other scholarship, grant or bursary, the applicant must provide clear details of the nature of the scholarship, grant or bursary.

Application

7. Your application must include a budget estimating the cost of the Grant and the proposed use of the Grant funds.
8. You must provide the name and contact details of two referees. Your referee must sign the Application Form supporting and endorsing our suitability for the Grant, and affirming that you would be a good ambassador for VADEA NSW.

Selection Process

9. Upon submission of references you consent for checks to be conducted.
10. The VADEA NSW Executive is responsible for the selection of the Grant Panel. The Panel may

change from time to time with no notice to applicants.

11. Successful and unsuccessful applicants will be informed by VADEA NSW, by email.

12. Applicant must be an Australian Citizen and resident of NSW.

Protocol for Recipients

13. If the proposed Grant requires leave the recipient will need to negotiate relief with their employer.

14. It is expected that the recipient will abide by the law and only be involved in behaviour that will reflect the values of VADEA NSW.

15. Within 2 months of completion of the grant VADEA Executive will receive a final report in the format specified. VADEA NSW may require revisions to be made. The copy of the final report submitted will not be returned.

16. The applicant warrants that they have not breached any other person's intellectual rights or moral rights to the extent required holds all and any licenses of such intellectual rights or moral rights.

17. You may be requested to make presentations in relation to your experiences within the Grant at the VADEA NSW annual Art Education Conference. VADEA NSW may request a copy of any material that you wish to release.

18. If you print or record any material as a result of the program it must include: "This work was produced by [insert recipient's name], a recipient of a [insert full name of the Grant and year], awarded by VADEA NSW".

19. You consent to the publication of any form of media produced.

20. You must immediately notify the VADEA NSW of any decision to withdraw from the Grant.

21. It is understood that any unspent funds be repaid to VADEA NSW within 1 week of completion of Grant.

22. You also agree to the appointed VADEA NSW executive accessing financial records to verify spending of the grant.

23. VADEA NSW will not be liable for indirect and consequential loss or damage (including for loss of profit (whether direct, indirect, anticipated or otherwise), opportunity costs, loss of business, damage to reputation and loss or corruption of data regardless of whether any or all of these things are considered to be indirect or consequential losses or damage) in contract, tort (including negligence), under any statute or otherwise arising from or related in any way to this agreement or its subject matter.

PART 9: Declaration

I declare that the information provided in this application and any attached documentation is complete and correct in every particular. **I confirm that I have read and will comply with the Terms and Conditions of the VADEA NSW Professional Learning Grant.**

Print Name:

Signature:

Date: