



VISUAL ARTS & DESIGN
EDUCATORS ASSOCIATION

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

VADEA NSW Professional Learning Grant

Investing in the future of NSW Visual Arts Education

Guidelines & Supporting Information

For Project Year January 2017 - December 30 2017

BACKGROUND

As an independent professional association staffed by volunteers, the Visual Arts and Design Educators Association NSW (VADEA NSW) supports NSW Visual Arts and Design educators in promoting the value of Visual Arts and Design education in the K-12 curriculum. Grants are available to provide funding to support individuals and groups to develop programs which promote the study of Visual Arts and Design education within NSW.

VADEA is now accepting applications for its Professional Learning Grant program.

GRANT PROGRAM ELIGIBILITY AND APPLICATION INFORMATION

Up to four grants are awarded per year. Available funding is \$2500 per grant.

PRIORITIES FOR FUNDING

The VADEA NSW Professional Learning Grant seeks to support projects that advocate and advance the values and strategic goals of VADEA NSW, as found at: www.vadea.org.au priority projects are those whose focus lies in building network hubs and connections between individuals, groups and institutions in NSW.

- Artists in residence programs where outcomes are directly linked to NSW schools and student learning.
- In-school or community exhibitions where the value of art and design is being developed or promoted.
- Rural/metropolitan opportunities to foster links between individuals, groups or schools with the focus on professional development. For example, seminars, conferences or series of meetings.
- Young teacher mentoring/personal development
- Collaborative opportunities for secondary Visual Arts and Design teachers and primary schools, or tertiary/TAFE links.

ELIGIBILITY

The VADEA NSW Professional Learning Grant is open to active VADEA NSW financial members who have been members for at least one year (12 months) prior to the date of application. VADEA NSW members may include students and retired teachers, regional hub networks and schools as recognised affiliates. Grants are available to VADEA NSW Executive Committee members.

INELIGIBILITY (Applicants who are not eligible to apply)

- Those who are having their VADEA NSW membership processed at the time of submitting an application to meet grant deadlines
- Applications from residents outside of NSW.
- Applications from non-financial members including members of less than a year financial membership.
- VADEA NSW members will not use these grants to cover the costs of attending the VADEA conference.

TIMELINE

The project year for these grants is January 2017--December 2017 Application deadline: October 31, 2016 (postmarked).

VADEA NSW must set a strict deadline for applications so that all applicants are treated fairly and equitably. All late submissions will be rejected. VADEA NSW reserves the right to extend the Application Deadline, this is to be clearly communicated and promoted to financial members prior to the fore mentioned deadline.

REVIEW PROCESS

Every effort is made to ensure the impartiality of the jury relative to the applicant. All grants are awarded without regard to age, gender, race, special needs, or national origin.

ENDORSEMENTS

VADEA NSW will not provide endorsements to applicants or offer advice on the content or substance of applications. VADEA NSW does not provide a "model proposal" or copies of previous grantee applications.

QUESTIONS ABOUT YOUR PROPOSAL

Applicants may contact VADEA NSW Grants Officer, at contact@vadea.org to answer questions about the application in advance of the deadline. This guidance is not a guarantee of funding.

ADDITIONAL INFORMATION TO ASSIST IN COMPLETING AN APPLICATION

APPLICATION PROCESS: It is the advice of VADEA NSW that all applicants carefully read and follow the requirements of the grant application as outlined in the VADEA NSW Professional Learning Grant Application and check to make sure that all information is included before submitting a proposal. Applications may not be considered if any of the required information is omitted.

PROJECT/PROPOSAL DESCRIPTION: Applicants are required to provide a short (maximum 200 words) description of their project or professional development proposal. This description may be used for promotional purposes should VADEA NSW funds be awarded.

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 actual quotes and fees where applicable, 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.**

PUBLICATION: Applicants are also required to contribute any relevant teaching and learning resources (for example programs and education kits) to the VADEA NSW website. VADEA NSW promotes the sharing of ideas between its members. Grant recipients may be called upon to present and discuss the outcomes of their grant at VADEA NSW Professional Development courses. Recipients are also encouraged to actively contribute their grant progress/ outcome through the VADEA NSW E-Bulletin.

PROPOSAL SUBMISSION

RATIONALE

- A clearly identified aim with relevant links to appropriate Visual Arts and Design content
- Relate to/build on resources/developments that are already being produced in the area of Visual Arts and Design

SCOPE AND FEASIBILITY

Does the proposed study have:

- Evidence of preliminary preparation.
- Links to VADEA NSW strategic goals (which are published on the VADEA NSW website)
- Draft budget including realistic estimates of costs.
- Transparency of collaboration with participating bodies (If supplemented by other funding)

INFORMATION FOR FUNDED APPLICANTS

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.

TERMS AND CONDITIONS

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.