***My Big Idea***

Application Form

Project Year: 1January 2018 - 31December 2018

**Application Deadline**

**10 November 2017 at 5:00pm**

Applications must reach VADEA NSW or be postmarked by 5:00pm on the above date. Incomplete or incorrect applications will not be accepted or assessed.

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

School/Tertiary Institution

Tick each relevant box

🞎 Primary 🞎 Secondary 🞎 Tertiary

Name of Applicant

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Name of School/Tertiary Institution

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Address of School/Tertiary Institution

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Part 1 - Applicant Information

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| Applicant Name | | | | | | | | | | | | | | | |
| Title |  | | | | First Name | |  | | | | Surname | |  | | |
| Home Address | | | | | | | | | | | | | | | |
| Street No. | | | |  | | Street Address | | |  | | | | | | |
| Suburb/Town | | | |  | | | | | | | | | | | |
| State | | | |  | | | | | | Postcode | | | |  | |
| Telephone | | | | | | | | | | | | | | | |
| Work | |  | | | | | | Home | |  | | Mobile | | |  |
| Email | | |  | | | | | | | | | | | | |
| Work | | |  | | | | | | | | | | | | |
| Home | | |  | | | | | | | | | | | | |

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Part 2 – Selected Area of Project Proposal

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| Tick Each Relevant Box | | |
| **1.** |  | Artists in residence programs with outcomes directly linked to the NSW Visual Arts syllabuses. |
| **2.** |  | In-school or community exhibitions that develop or promote the value of Visual Arts, Visual Design and Photographic and Digital Media. |
| **3.** |  | Metropolitan and Regional opportunities to foster links between individuals, groups or schools with the focus on professional development. |
| **4.** |  | Early career teacher mentoring / professional development. |
| **5.** |  | Collaborative opportunities for: Secondary Visual Arts teachers, K-6 teachers, or Tertiary educators to support Visual Arts Education in NSW. |
| **6.** |  | Development of current research or policy that contributes to professional practice and the values of Visual Arts education. |

Part 3 - 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 and Year Awarded)

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Professional Associations/Activities/Community Participation

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Part 4 – Budget

See Guidelines and Supporting Information, Terms and Conditions for the release of funds.

Budget Guidelines

* Applicants must provide substantiated estimates, quotes and fees for the program/project with the budget proposal.
* Proposals exceeding grant limit amounts i.e. more than $2,500 will not be considered unless the applicant has other partners contributing financially to a project.
* If the applicant is supplementing an existing grant, please outline.

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

Part 5 - Proposal

VADEA Professional Learning Grant Proposal to include

* **Rationale, Scope and Sequence** (no more than 1000 words), a detailed explanation of how the awarded funds will be utilised to promote and develop Visual Arts education. This would include a time-line and substantiated budget estimates for your proposed project.
* **Summary (**no more than **200 words**), an outline ofthe overall proposed project (for reporting and publication). This description may be used for promotional purposes in the event that a *VADEA NSW Professional Learning Grant* is awarded.

Rationale

* A clearly identified aim with relevant links to appropriate Visual Arts, Visual Design and Photographic and Digital Media syllabuses content
* An explanation of how the proposed grant proposal will enhance Visual Art, Visual Design and Photographic and Digital Media education

Scope and Sequence

Applicants are to provide the following:

* Evidence of preliminary research and preparation.
* Time-line and detailed planning.
* Links to VADEA NSW strategic goals which are published on the VADEA NSW website <http://vadea.org.au/mission-statement/>
* A draft budget including substantiated estimates / quotes and fees.
* Specific details of collaboration with institutions or groups if other funding has been sourced.

Title of Proposal Project

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Subject Area - Visual Arts, Visual Design, Photographic and Digital Media

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Rationale – Focus: Stage 1, 2, 3 *(Primary)* Stage 4, 5, 6 *(Secondary)*

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Scope and Sequence - Please include Time-Line and Detailed Planning

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Budget

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200 Word Summary of the Overall Project

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Part 6 - Referees

Your referees must sign the VADEA NSW Professional Learning Grant Application Form supporting and endorsing your suitability for the Grant and as a representative of VADEA NSW.

Applicants must provide the name and contact details of two referees; for school-based projects one of the referees must be the school principal

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| Referee 1 (School Principal (if school based) | | | | | | | | |
| Title |  | First Name |  | | | Surname | |  |
| Position | | | |  | | | | |
| Telephone | | | | | | | | |
| Work |  | | | | Mobile | |  | |
| Email |  | | | | | | | |
| Signature |  | | | | | | | |

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| Referee 2 | | | | | | | |
| Title |  | First Name |  | | Surname | |  |
| Position | | | | | | | |
| Telephone | | | | | | | |
| Work |  | | | Mobile | |  | |
| Email |  | | | | | | |
| Signature |  | | | | | | |

Part 7 - Terms and Conditions

1. A Professional Learning Grant Application Form must be completed and submitted. A signed copy of the Terms and Conditions and all supporting documentation must be submitted by the advertised closing date of 10 November 2017 at 5:00pm.
2. Submissions that do not meet the requirements of the Application Form, Guidelines and Supporting Information will not be considered.
3. Applications will not be returned and will become the property of VADEA NSW.
4. To be eligible the Applicant must be a VADEA NSW financial member for a minimum of 12 months and teaching in a NSW School or contributing to Visual Art Education in NSW. Grants are available to professional learning network hubs/visual arts network groups, VADEA Executive and Project Officers (excluding Co-Presidents and VADEA Grants Officer) as individuals/mentors for a group. Applicants seeking clarification with regard to their eligibility to apply for a grant should contact the VADEA Grants Officer at [grants@vadea.org.au](mailto:grants@vadea.org.au)
5. 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.
6. All VADEA Grants are awarded on the proposal and budget as outlined in the VADEA NSW Grant Professional Learning Application Form. Therefore, all grant Recipients must undertake the grant project/proposal as outlined and budgeted for in their original proposal and application form, which includes substantiated estimates/quotes and fees.
7. VADEA NSW has the right to cancel the Professional Learning Grant if the recipient does not comply with the submitted proposal or complete the RELEASE OF FUNDS AND REPORTING conditions.
8. All requests for proposed changes to the project proposal or the budget are to be discussed and submitted via email to the VADEA Grants Project Officer, who will submit amendments to the VADEA Grants Panel for a final decision, prior to any action being taken by the VADEA NSW Professional Learning Grant Recipient.
9. Any unauthorised changes made by the VADEA NSW Professional Learning Grant Recipient to the original proposal and budget, without prior consultation with the VADEA Grants Project Officer and confirmation of approval to proceed from the VADEA Grants Panel, will automatically result in the disqualification of the VADEA NSW Professional Learning Grant recipient, a retraction of the VADEA NSW Professional Learning Grant and funds awarded; and the refund of any funds paid by VADEA NSW.

Application

1. The VADEA NSW Professional Learning Grant application must include a budget with substantiated estimates / quotes and fees and the proposed use of the Grant funds.
2. Applicants must provide the name and contact details of two referees; for school-based projects one of the referees must be the school principal
3. Referees must sign the VADEA NSW Professional Learning Grant Application Form supporting and endorsing the Applicant’s suitability for the Grant, and affirming the applicant as representing VADEA NSW.

Selection Process

1. Upon submission of references the Applicant consents to referees to be contacted.
2. The VADEA NSW Professional Learning Grants Panel is responsible for the selection of the VADEA NSW Professional Learning Grants.
3. Applicants will be informed by VADEA NSW, via email as to the outcome of their application.

Protocol for Recipients

1. The Recipient will abide by the law and maintain behaviour that reflects the values of VADEA NSW.
2. The Recipient will negotiate relief with their employer, if required to undertake the proposed VADEA NSW Professional Learning Grant
3. The Recipient will submit a VADEA NSW Professional Learning Grant Final Report to the VADEA Grant Project Officer within 2 months of completion of the VADEA NSW Professional Learning Grant in the format specified to be presented to the VADEA NSW Executive.
4. The Recipient warrants that they have not breached any other person’s intellectual rights or moral rights in the execution of the project/proposal
5. Recipients may be required to present their grant project at the VADEA NSW annual Art Education Conference or a VADEA NSW Professional Learning event. VADEA NSW may request a copy of any material that you publish.
6. If Recipients record or print any material as a result of the project 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”.
7. Recipients consent to the publication of any form of media/education resources produced.
8. The Recipient must immediately notify the VADEA NSW of any decision to withdraw from the Grant.
9. It is understood that any unspent funds be repaid to VADEA NSW within 1 week of completion of Grant.
10. Recipients agree to the appointed VADEA NSW Executive accessing financial records to verify grant expenditure.
11. 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 8 - 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

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Signature

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Date

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**APPLICATION DEADLINE**

**10 November 2017 at 5:00pm**

Email Application to:

VADEA NSW Grants 2017

[grants@vadea.org.au](mailto:grants@vadea.org.au)

**NOTIFICATION**

All applicants will receive notification via regarding their proposal by 6 December 2017.