



## ***My Big Idea***

Proposal for a future project to  
support NSW Visual Arts Education

## **Guidelines and Supporting Information**

**Project Year: 1 January 2018 - 31 December 2018**

### **BACKGROUND**

As an independent professional association, 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 for 2018. A maximum of four x \$2,500 VADEA NSW Professional Learning Grants will be allocated.

## 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 future projects that advocate and advance the values and strategic goals of VADEA NSW, view at [www.vadea.org.au](http://www.vadea.org.au).
- Projects with a focus on building professional learning network hubs/visual arts network groups, research and connections between individuals, groups and institutions in NSW.

### FUTURE PROJECTS MAY INCLUDE

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

### THE VADEA NSW PROFESSIONAL LEARNING GRANT DOES NOT COVER THE FOLLOWING

- The funding of school excursions
- The purchase of capital equipment
- Projects previously undertaken or commenced.

### **ELIGIBILITY** (*Applicants who are eligible to apply for VADEA NSW Professional Learning Grants*)

The VADEA NSW Professional Learning Grant is open to:

- VADEA NSW financial members who have been members for a minimum of 12 months prior to the date of application and working in NSW Schools.
- VADEA NSW members may include professional learning network hubs/visual arts network groups, retired and semi-retired teachers contributing to the Visual Arts Education in NSW
- Current VADEA NSW Executive and Project Officers (excluding Co-Presidents and VADEA Grants Project Officer).

### **INELIGIBILITY** (*Applicants who are not eligible to apply for VADEA NSW Professional Learning Grants*)

- Applicants who have been members less than 12 months prior to the date of application or in the process having their VADEA NSW membership processed at the time of submitting an application.
- Applicants not working in NSW Schools or contributing to the field of visual art education in NSW.
- Current VADEA NSW Co-Presidents and Grants Project Officer.

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)

## TIMELINE

The project year for the VADEA NSW Professional Learning Grants 2018 is 1 January 2018 to 31 December 2018.

**Application Deadline**  
**Friday, 10 November 2017 at 5:00pm**

## AWARD PROCESS

All Applicants must satisfy the VADEA NSW Professional Learning Grant requirements as outlined in the Guidelines and Supporting Information and Application Form. VADEA NSW Professional Learning Grants will be awarded on merit by the VADEA Grants panel.

## ALL ENQUIRIES: VADEA NSW PROFESSIONAL LEARNING GRANT

Contact VADEA NSW Grants Officer, at [grants@vadea.org.au](mailto:grants@vadea.org.au) prior to prior to Friday, 10 November 2017.

## ADDITIONAL INFORMATION TO ASSIST IN COMPLETING AN APPLICATION

### APPLICATION PROCESS

- All applicants must adhere to the conditions of the VADEA NSW Professional Learning Grant Guidelines and Supporting Information and satisfy requirements as outlined in the VADEA NSW Professional Learning Grant Application.
- All information must be completed when submitting a proposal. Applications will not be considered if any of the required information is omitted.

### PROJECT/PROPOSAL DESCRIPTION

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 of the 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.

### BUDGET GUIDELINES

- Proposals exceeding the VADEA NSW Professional Learning Grant limit amount of \$2500 will not be considered unless the applicant has other partners contributing financially to the proposed project.
- If the Applicant is supplementing an existing grant, other funding sources must be outlined.
- Applicants must provide substantiated estimates, quotes and fees for the program/project.

## PROPOSAL SUBMISSION

### 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
- 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 source

## INFORMATION FOR VADEA NSW PROFESSIONAL LEARNING GRANT RECIPIENTS

### NOTIFICATION

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

### RELEASE OF FUNDS AND REPORTING

All VADEA NSW Grant Recipients must request release of funding via email at the end of Week 9 of each school term. The requests for the release of funds, are to be submitted to The VADEA Grants Project Officer at [grants@vadea.org.au](mailto:grants@vadea.org.au)

- The release of grant funds, is to be accompanied by a *VADEA NSW Professional Learning Progress Report* at the end of Week 9 of each school term for the duration of the project. The Progress report will provide advice regarding project outcomes and is to include photographs and/or videos, a copy of all receipts and tax invoices and a spreadsheet listing VADEA Grant funds spent to date.
- On verification by VADEA, a cheque or EFT transfer (*whichever is applicable*) will be paid to the school as reimbursement.

### PUBLICATION AND PRESENTATION

- Recipients are required to submit teaching and learning resources (for example Visual Arts programs and education resources) for the VADEA NSW website. VADEA NSW promotes the sharing of ideas between its members.
- Grant Recipients are required to submit a VADEA NSW Professional Learning Final Report at the completion of the project/proposal and may be requested to present their Progress or Final Reports at the VADEA NSW annual conference and VADEA Professional Learning events. Recipients are also encouraged to actively contribute their grant progress reports through the VADEA NSW E-Bulletin.

## 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 must be submitted by the advertised closing date of 5:00pm, 10 November 2017.
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 members 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.
  - a) 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.
  - b) 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

8. 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.
9. Applicants must provide the name and contact details of two referees; for school based projects one of the referees which must be the school principal.
10. Referees must sign the VADEA NSW Professional Learning Grant Application Form supporting and endorsing the applicants' suitability for the Grant and as a representative of VADEA NSW.

## SELECTION PROCESS

11. Upon submission of references the applicant consents to referees being contacted.
12. The VADEA NSW Professional Learning Grants Panel is responsible for the selection of the VADEA NSW Professional Learning Grants.
13. Applicants will be informed by VADEA NSW, via email as to the outcome of their application.

## PROTOCOL FOR RECIPIENTS

14. The Recipient will abide by the law and maintain behaviour that reflects the values of VADEA NSW.
15. The Recipient will negotiate relief with their employer, if required, to undertake the proposed VADEA NSW Professional Learning Grant.
16. 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.
17. The Recipient warrants that they have not breached any other person's intellectual rights or moral rights in the execution of the project/proposal.
18. 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.
19. 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".
20. Recipients consent to the publication of any form of media/education resources produced.
21. The Recipient must immediately notify the VADEA NSW of any decision to withdraw from the Grant.
22. It is understood that any unspent funds be repaid to VADEA NSW within 1 week of completion of Grant.
23. Recipients agree to the appointed VADEA NSW Executive accessing financial records to verify grant expenditure.
24. 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.