



## **26TEN community grants program 2016-17**

### **“26TEN Communities”**

# **Information for applicants**

SUPPORTED BY:



**1300 00 2610**  
[www.26ten.tas.gov.au](http://www.26ten.tas.gov.au)

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## 1. About 26TEN

26TEN aims to improve the literacy and numeracy levels of adult Tasmanians.

It seeks to encourage action by the whole state through increasing the awareness and understanding of literacy issues and the importance of clear communication. 26TEN provides support and programs to improve literacy and numeracy levels and the use of plain English in Tasmanian businesses and communities, including through the 26TEN grants program.

The 26TEN goals are:

- everyone knows about adult literacy and numeracy
- everyone is supported to improve their skills and help others
- everyone communicates clearly.

26TEN is inviting applications from Tasmanian communities to set up a 26TEN Community. This is the focus of the 26TEN community grants program for 2016-17.

## 2. About 26TEN Communities

26TEN Communities are places where people work together in a coordinated way to lift literacy and numeracy levels. Some of the settings where a community may flourish are local government areas, peak bodies and large organisations that represent or facilitate a community.

The five communities funded so far are all geographically based. They are Burnie, Circular Head, the Huon Valley, the Derwent Valley and Break O'Day. You can find more information about them on our website ([www.26ten.tas.gov.au](http://www.26ten.tas.gov.au)).

26TEN Tasmania's goals are also the goals of 26TEN communities. A typical community could be something like this:

- literacy and numeracy are talked about openly in the community and seen as valuable skills that can be learned
- people can easily tap into programs and services that will help them
- all information is presented in ways that community members can readily understand.

26TEN has developed a guide, *Becoming a 26TEN Community* (available for download). It is strongly recommended you use this as a reference point when preparing your application.

There are two stages and five steps set out in *Becoming a 26TEN Community*.

Stage 1: Setting up

Step 1 set up, or identify, a small group to lead the way

Step 2 create a plan of action with your community

Stage 2: Making it happen

Step 3 raise awareness about adult literacy and numeracy

Step 4 support people to develop their literacy and numeracy skills

Step 5 encourage clear communication.

You must have completed Step 1 and ideally Step 2 before submitting an application for a grant.

The steps are only a guide. We expect you to tailor your plan to your community's strengths and needs. For example, it may be that your community has adequate support for people who want to develop their skills, but people aren't using the services. In such an instance, awareness raising might be given more focus in your plan.

26TEN Tasmania's approach to increasing literacy and numeracy levels is neatly summed up in the [collective impact framework](#).

### **3. Funding**

Applicants can apply for a grant in the range of \$5,000 - \$50,000 (including GST).

Successful applicants are required to report on project outcomes and milestones and fully acquit project funding (see Item 11).

Generally, projects will run for 12 months. Applicants may apply for a further grant if they can show it builds on the previous project outcomes. However, there can be no guarantee of a second year of funding.

### **4. Application period**

We have a continuous application process and will accept applications at any time during the period Monday **19 September 2016** until Wednesday **8 February 2017**, or until available funding has been awarded to projects.

#### **What is a continuous application process?**

Applications will be accepted between 19 September 2016 and 8 February 2017.

Grant applications will be managed by a continuous application and assessment process.

In this process, an application is assessed on its merits when it is received. This is instead of waiting until the application period closes and all applications are assessed against each other, as well as on their content. Depending on the timing and number of applications, this assessment may happen in small batches.

This approach allows applicants the flexibility to apply at a time that suits the ebb and flow of a community and for timely collaborations and partnerships. The approach also recognises the developmental nature of the grants program.

To ensure the quality of projects, only applications that score an average of 4.0 and above, with all selection criteria met (3.0), will be eligible for a grant.

### **5. Application process**

A Please read this document and *Becoming a 26TEN Community* thoroughly.

B It is strongly recommended that you speak to 26TEN about your project proposal at an early stage (Contact Officer Jennifer Dunbabin, 03 6165 6064 or [jennifer.dunbabin@education.tas.gov.au](mailto:jennifer.dunbabin@education.tas.gov.au).) or [email@26ten.tas.gov.au](mailto:email@26ten.tas.gov.au).

- C Complete the 26TEN Grants Program application form available here <insert link when available> at SmartyGrants.
- D Submit completed application through our grant portal: <insert url when available>.
- E Application is assessed (see Item 8).
- F Applicants notified of the results of process.

## **6. Who is eligible to apply for a grant?**

This grant is open to any Tasmanian community.

The five communities funded so far are all geographically based. This does not mean other types of communities, such as a large peak body or organisation that represents a community, won't be funded. We are open to different ideas of community. We would expect communities to have a strong, large network that would significantly increase support for 26TEN and spread its messages widely.

One of the partners must be a legal entity and be willing to sign the funding agreement.

## **7. What are the selection criteria for the program?**

The criteria are an essential guide when you are deciding whether to apply and when preparing your application.

We are looking for projects that:

- a) have an experienced project team that shows a strong commitment to the project and the capacity to devote enough time to it. The team should include people with skills in planning, managing, delivering and evaluating community building projects, at least one member with some LLN knowledge, and very strong relationships to the community they represent
- b) provide evidence of strong and well established governance framework that includes partnerships and networks in your community that will be involved in setting up a 26TEN Community, e.g. local council representation
- c) have a thorough understanding of the community, including a general understanding of literacy and numeracy needs
- d) have activities that are well-planned and are grounded in the life, culture and aspirations of the community
- e) are good value for money, and
- f) explain how the 26TEN Community will continue once the project is complete.

## **8. How does the selection process progress?**

- A Applications are checked to see if they are eligible and the project fits the criteria and guidelines.
- B Eligible applications are initially assessed against the selection criteria by 26TEN.
- C Program Advisory Panel members then assess applications and advise whether they support the initial assessment by 26TEN.

- E Both unsuccessful and successful applicants will be notified of the outcome of the process.

The scoring scale used is:

- 0 = criteria not met
- 1 = criteria not met, but a few elements present
- 2 = criteria not met, but very close
- 3 = criteria met
- 4 = criteria met to a high standard
- 5 = criteria met to a very high standard

During the selection process 26TEN and the Panel may seek advice from officers within LINC Tasmania, other government and industry sources, and may seek further details from the applicant or any other partner involved in the application.

26TEN is not bound to accept any application and reserves the right to change the application and selection process and vary the selection criteria.

26TEN reserves the right to negotiate with the applicant in relation to the project design and action plan.

## **9. What are the grant conditions?**

These conditions apply to grants.

- There is no cost to participants for funded activity.
- Funds must be spent according to the budget in the application.
- Any unspent grant monies are to be returned to 26TEN.
- Application details, including funding amount, and reports on the project's progress and outcomes, will be publicised on the LINC Tasmania and 26TEN websites and reported in the 26TEN Tasmania Annual Report and may be used for 26TEN promotional activities.
- Reporting requirements must be met. Organisations with overdue reporting obligations for 26TEN projects will not receive further funding until these obligations are met. Failure to meet reporting requirements may mean an organisation will not be eligible for future funding under this program, or other LINC Tasmania programs. This includes preparing a project case study.
- Successful applicants may be required to take part in an evaluation forum at the end of the project, where participants evaluate their projects, share ideas and network with other successful applicants in the program.
- Successful applicants are required to become an ongoing member of 26TEN.
- Successful applicants are required to promote 26TEN (appropriate to funding levels and circumstances of organisation), including through the use of the 26TEN logo on any materials produced as a result of the grant and wherever practical. This includes becoming a 26TEN member (see Items 12 and 13).

Other more general conditions are included in the Deed of Grant (available on request).

## 10. Funding exclusions

We will **not** fund:

- projects or activities that are funded by other sources for the same project costs
- the costs of existing projects (retrospective funding)
- projects for which funding is available elsewhere
- costs not directly attributable to the project, and
- hardware and equipment purchases.

This grants program is about seeding the development of a 26TEN Community. It does not provide ongoing funding. Projects are funded for a maximum of two years, and generally only for one year. Further applications will not be accepted.

## 11. Reporting requirements

Reporting project progress and outcomes are an important part of this program. It provides evidence to 26TEN and LINC Tasmania on what types of literacy support and projects work best and where the barriers and challenges are, as well as highlighting good news stories. This evidence forms a justification for providing funding for literacy support to the Tasmanian community and workplaces.

Reporting is mandatory. Successful applicants are required to submit a:

- mid-project report
- final report and evaluation
- financial acquittal of the grant monies, and
- complete and submit a case study for use by 26TEN.

Projects reports may include, but not be limited to, the following:

Mid-Project Report	End of Project Report
<ul style="list-style-type: none"> <li>• What results have you achieved so far?</li> <li>• Are you satisfied with these results so far? Y/N If no, what will you do to get results back on track?</li> <li>• Reporting on achievement of milestones.</li> </ul>	<ul style="list-style-type: none"> <li>• What were the successes?</li> <li>• What were the challenges?</li> <li>• How strong is the community?</li> <li>• How many businesses and other organisations are 26TEN members?</li> <li>• How many community members are 26TEN supporters?</li> <li>• Interesting stories from the project.</li> <li>• Any other comments about the project.</li> </ul>

Applications need to demonstrate the ability to measure and evaluate the outcomes and outputs of the project, including designing some of the measures.

26TEN provides reporting templates.

## **12. You are required to promote 26TEN**

26TEN Tasmania is a strategy for change; for changing people's awareness of the seriousness of low literacy and numeracy for Tasmania and the importance of solid literacy and numeracy skills to the wellbeing of community members and the prosperity of the state.

The outcomes of projects and the experiences of project participants provide important stories to reach people and change their understanding. Grant recipients are expected to promote 26TEN and its goals.

We expect you to display the 26TEN logo on any material produced as a result of the grant. 26TEN will provide appropriate logos and branded material.

## **13. 26TEN network membership**

The 26TEN network brings together business, community and government organisations to help Tasmanians improve their literacy skills to meet the demands of everyday life. As a grant recipient you will become an ongoing member of the network. You will be included on the 26TEN website <http://26ten.tas.gov.au/>, be sent welcome kit and the 26TEN logo to use within your organisation, and invitations to attend 26TEN network events.

You will also need to complete a small amount of paperwork to finalise your membership.

## **14. We retain intellectual property ownership**

LINC Tasmania [in right of the State of Tasmania (through the Department of Education)], owns the intellectual property in material produced as part of a 26TEN grant.

In most circumstances, LINC Tasmania will share materials under the Creative Commons licence Attribution-NonCommercial-ShareAlike which means they are shared at no cost but can't be re-used to make money.

If you plan to use small amounts of already existing material and someone else owns the intellectual property you must have permission from the owner. The permission must allow LINC Tasmania to share whatever is produced as part of the project with people and organisations at no cost without breaching the owner's intellectual property rights.

Where substantial amounts of pre-existing materials are used with minor modifications made (eg transferred to electronic media), organisations may negotiate arrangements for intellectual property rights with LINC Tasmania.

If you subcontract aspects of the project you must make sure the subcontracting agreement allows you to meet these requirements.

## 15. Tips for writing your application

Do you need help developing your application? An Adult Literacy Skills Officer from our register may be able to assist you. Please contact Jennifer Dunbabin on 03 6165 6064 or [jennifer.dunbabin@education.tas.gov.au](mailto:jennifer.dunbabin@education.tas.gov.au) or [email@26ten.tas.gov.au](mailto:email@26ten.tas.gov.au) for further information.

26TEN requires well-thought out projects with defined timelines and budget. The application needs to be concise and accurately outline the project and the expected outputs and outcomes.

Three things are essential building blocks for planning:

- what you are seeking to achieve
- how you are going to get there, and
- how you are going to measure success.

The application should show the readiness of the organisation or organisations involved to undertake the proposed project. Where a project involves a partnership or partnerships, it will be particularly important to demonstrate partnership maturity and viability.

The project should be outlined in one or two short paragraphs. It should be possible to gauge from a first reading what the project is, how it will be run and what the main objectives are.

Further tips for writing your submissions are provided below.

### **Project management and personnel**

Your application should include:

- an action plan and milestones which are achievable within the timeframe and appropriate for the intended outcomes. Where literacy support is provided as part of the project, please explain how the support will be delivered at each stage.
- a risk analysis which will ensure successful delivery of project outcomes and outputs within the funding period
- a description of the capability and readiness of the project personnel, including evidence there is access to the expertise needed to achieve the project outcomes and outputs.

### **Sustainability and transferability**

Your application should include evidence that your organisation(s):

- can sustain, or will work towards sustaining, the type of activities of the project beyond the period of funding
- have included training for staff about working with staff or members with low literacy, and

- if appropriate, will support the transfer of learnings from the project to other organisations, either through their own efforts and/or in cooperation with the Services Coordinator – 26TEN.

### **Budget**

When preparing your budget:

- include itemised costings
- demonstrate clear links between proposed activities and costs, and
- clearly distinguish between costs to be covered by the funding requested and in-kind or other contributions.

### **Commitment to partnerships**

The application must include evidence of partnerships, such as the nature and maturity of the partnership and the commitment to the project by each partner. Evidence should include statements of support and memoranda of understanding.

## **16. Contact details**

For more information on this program or other adult literacy programs please visit [www.26ten.tas.gov.au](http://www.26ten.tas.gov.au) or contact Jennifer Dunbabin on 03 6165 6064 or by email [jennifer.dunbabin@education.tas.gov.au](mailto:jennifer.dunbabin@education.tas.gov.au) or [email@26ten.tas.gov.au](mailto:email@26ten.tas.gov.au).