



2018-19 26TEN Communities Grants

Information for applicants

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At a glance

Grants open: Monday 24 September 2018 at 9 am

Grants close: Friday 26 October 2018 at 5 pm

Total grant pool: \$110,000 (inc GST)

There are two types of grant available.

Get Ready grant

This supports your community to get ready to apply, and you will be expected to have a completed application at the end of this grant.

\$2,000 - \$10,000 (inc GST)

More information at p 5.

Get It Done grant

This supports your community to run its project to build the 26TEN Community.

\$10,001 - \$50,000 (inc GST)

More information at p 6.

Apply online at: 26ten.smartygrants.com.au

For more advice please contact:

Jennifer Dunbabin, grants@26TEN.tas.gov.au, 03 6165 6122.

I 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.

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 six communities funded so far are all place-based. They are Burnie, Circular Head, the Huon Valley, the Derwent Valley, Break O'Day, Glenorchy, and the Bhutanese community of Launceston. You can find more information about them on our website (www.26ten.tas.gov.au).

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

- everyone knows about the 26TEN campaign
- 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 improve their literacy and numeracy
- information is presented in ways that community members can readily understand.

3 Who is eligible to apply for a grant?

This grant is open to any Tasmanian community.

The six communities funded so far are all place-based. Other types of communities, such as a large peak body or organisation that represents a non-geographic community, can be funded. An example could be a state-wide sporting organisation. We are open to different ideas of community. We 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 and manage the funds.

4 How to make it happen

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*.

Get Ready Grant

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

Get It Done Grant

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.

A 26TEN **Get Ready** grant supports you to get ready to apply, and you will be expected to have a completed application at the end of this grant (Stage 1: Steps 1 and 2).

A 26TEN **Get It Done** grant supports you to run your project (Stage 2: Steps 3, 4 and 5).

The stages and steps are only a guide. Within this broad framework, 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](#), or using a collaborative approach [Collaboration approaches](#).

5 More about the Get Ready grant (\$2,000 - \$10,000)

Building a 26TEN Community takes time, passion and influence. It also requires an understanding of the 26TEN campaign and collective impact. Laying the groundwork and preparing an adequate grant application can take between 20 – 50 hours.

You will work with the 26TEN team during a Get Ready project to build your knowledge of 26TEN and 26TEN Communities so you can shape your project around this understanding and your community's needs.

With support from 26TEN, grant recipients will be expected to:

- Identify a broad-based leadership group within the community which has people with the time, passion and influence to carry a 26TEN Community project over the longer term.
- Make sure the leadership group has the capability and capacity to engage with and reflect the scope of ideas of community members about lifting adult literacy and numeracy skills (Step 1 from *Becoming a 26TEN Community*).

- Determine the readiness of the community to run a longer term project, including building understanding of what being a 26TEN Community involves (initial awareness raising Step 3).
- Clearly incorporate 26TEN goals in the longer term project.
- Develop achievable outcomes and impacts for their longer term project, including the support they may need from others who will be involved (detailed plan of action Step 2).
- Have prepared a grant application for a Get It Done grant.

6 What are the selection criteria for the Get Ready grant?

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

We are looking for projects where:

- the community has a need (such as groups in the community with low levels of literacy and numeracy, a low Australian Bureau of Statistics Socio-Economic Index) and positive attributes (such as strong community spirit)
- there is a small group of community members/organisations who will run this project, who have time and passion for the project, and influence to engage the community. They intend to become part of the core group for a Get It Done grant.
- there are good partnerships, or the potential to build them
- there is an action plan for the project.

7 More about the Get It Done grant (\$10,001 - \$50,000)

A **Get It Done** grant supports activities to create to 26TEN Community (*Becoming at 26TEN Community Stage 2: Steps 3, 4 and 5*) where:

- everyone knows about the 26TEN campaign
- 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 improve their literacy and numeracy
- information is presented in ways that community members can readily understand.

Most projects will include signing up 26TEN members and supporters from you community. 26TEN offers free literacy awareness sessions (1 hr) and plain English workshops (3.5 hrs). These can be incorporated into your project.

Each community will take a different approach, depending on their specific needs. For some, awareness raising and connecting people to existing services may be most important, others it might be making sure all the services in the area are working well together, for others it may be training and recruiting some volunteer literacy tutors. Or it may be a combination of these. Others might want to focus on engaging the businesses in their area, and encourage them to apply for employer grants.

You may be in a position to dive straight into the Get It Done stage. This means you will need to have done all the groundwork required in the Get Ready phase.

8 What are the selection criteria for the Get It Done grant?

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

We are looking for projects that:

- 1 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. Very strong relationships to and some influence in the community are also important.
- 2 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
- 3 have a thorough understanding of the community, including a general understanding of literacy and numeracy needs
- 4 have activities that are well-planned and are grounded in the life, culture and aspirations of the community
- 5 are good value for money, and
- 6 explain how the 26TEN Community will continue once the project is complete.

Criteria 1 – 3 are weighted at 11%, Criteria 4 and 6 are weighted at 17%, and Criteria 5 is weighted at 33%. This gives equal weight to the following three categories:

- achieving outcomes (or getting it done) – Criteria 4 and 6
- ability to deliver activities – Criteria 1, 2 and 3
- value for money – Criteria 5.

9 Funding

\$100,000 is available for this grant round.

Applicants can apply for a:

Get Ready grant - \$2,000 - \$10,000 (inc GST),

Get It Done grant - \$10,001 - \$50,000 (inc 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.

A community may apply for both a Get Ready and a Get It Done grant. It may apply for a further Get It Done grant if it can show activity builds on the previous year's outcomes. However, there can be no guarantee of a second or third year of funding.

For Communities applying a second Get It Done grant there will be a streamlined application process, based on their performance in the first full grant and their reasons for

needing to do more. We will expect this application to have a strong focus on the longevity of the Community beyond the grants.

Applicants will be asked to clearly relate the new application to their current/completed grant explaining how they are adding to impacts and activities and/or to capitalise on other community initiatives and developments with goals aligned to 26TEN.

10 Application period

We have a continuous application process and will accept applications at any time during the period Monday **24 September 2018** until **Tuesday 26 October 2018**, or until available funding has been awarded to projects.

What is a continuous application process?

Applications will be accepted between 24 September - 26 October 2018.

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.

11 Application process

- A Please read this document and *Becoming a 26TEN Community* thoroughly.
- B Speak to 26TEN about your project proposal at an early stage (Contact Officer Jennifer Dunbabin, 03 6165 6122 or grants@26TEN.tas.gov.au). Early consultation may avoid later disappointment.
- C Complete the 26TEN Grants Program application form [available at SmartyGrants](#).
- D Submit completed application through our grant portal: <https://26ten.smartygrants.com.au/> .
- E Application is assessed (see Item 9).
- F Applicants notified of the results of process.

12 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 The Selection Panel members then assess applications and reports to the Manager, 26TEN.

- C Applications that meet the criteria to an average of 4.0 and above will be successful. To be successful an applicant must also meet all criteria (3.0).
- D 26TEN (Libraries Tasmania) submits recommendations to the Minister for Education for approval.
- 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 Libraries 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.

13 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, will be publicised on the Libraries 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 Libraries 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).

14 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. Get it done projects are funded for a maximum of two years, and generally only for one year. Further applications will not be accepted.

15 Reporting requirements

Reporting project progress and outcomes are an important part of this program. It provides evidence to 26TEN and Libraries 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"> • What results have you achieved so far? • Are you satisfied with these results so far? Y/N If no, what will you do to get results back on track? • Reporting on achievement of 	<ul style="list-style-type: none"> • What were the successes? • What were the challenges? • How strong is the community? • How many businesses and other organisations are 26TEN members? • How many community members are 26TEN

Mid-Project Report	End of Project Report
<p>milestones.</p> <ul style="list-style-type: none"> • Any stories for 26TEN to use? 	<p>supporters?</p> <ul style="list-style-type: none"> • Interesting stories from the project. • Any other comments about the project.

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.

16 You are required to promote 26TEN

26TEN 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.

17 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.

18 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 (Department of Education) will share materials under the under a [Creative Commons Attribution 4.0 International \(CC BY 4.0\) licence](#) unless indicated otherwise (Excluded Material). This licence means anyone can:

- Share — copy and redistribute the material in any medium or format
- Adapt — remix, transform, and build upon the material for any purpose, even commercially

You must attribute Government of Tasmania, Department of Education as the source of the copyright material.

The Government of Tasmania, Department of Education supports and encourages the dissemination and exchange of publicly funded information, and endorses the use of the [Australian Governments Open Access and Licensing Framework](#).

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 (Department of Education) to share whatever is produced as part of the project with people and organisations at no cost as set out above 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 Libraries Tasmania.

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

19 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 6166 or grants@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 community:

- 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.

20 Contact details

For more information on this program or other adult literacy programs please visit www.26ten.tas.gov.au or contact Jennifer Dunbabin on 03 6165 6122 or by email grants@26ten.tas.gov.au.