

26TEN grants program to build

26TEN Communities 2019–20

Information for applicants

SUPPORTED BY:



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At a glance

Grants open: Monday 21 October 2019 at 9 am

Grants close: Friday 22 November 2020 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, the Bhutanese community of Launceston, and Devonport. 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 eight 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 Application period

The period is **Monday 21 October 2019** until **Friday 22 November 2020**.

5 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.

6 Funding – up to three years of funding may be possible

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

Stage 1: Setting up

- Step 1 set up, or identify, a small group to lead the way
- Step 2.1 create a plan of action with your community or call it quits for now
- Step 2.2 write your application.

Get It Done Grant (\$10,001 - \$50,000)

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 2.1 and 2.2).

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](#).

7 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.

8 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.

9 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 your 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.

10 Planning your project

To achieve long-term, sustainable change in communities and people's lives through a grant project you must plan around and report on its activities, outputs, outcomes and impact and performance measures.

Successful projects begin with a deep consideration of these steps and how they will play out in your project to ensure you achieve meaningful outcomes for 26TEN.

We have found a useful model is mapping out a results chain. This breaks the steps down into manageable stages with clear terms. Our program application and reports follow the same structure to support you to stay on track. **Appendix I provides information about the project management terms we use:**

- activities
- outputs
- outcomes
- impacts

and how they work together, along with a detailed example of how this could work for elements of a project.

Once you have used this tool to work through what you want and can achieve within your project you will be ready to write your application. You will know what your activities will be, how many people you intend to be involved (output), what changes you want to achieve (outcome).

11 Advice on writing your application

- Write in clear simple English and avoid jargon wherever possible.
- Be careful when using acronyms. Always assume that a Selection Panel member will not know what they mean and write them out fully the first time you use them.
- Make sure your budget is completed and that figures balance. You must include itemised costings and make links between proposed activities and costs

- Please read and the program objectives and eligible activities carefully and make sure you understand and work to them to give your application the best chance of success!
- Write in specific terms rather than generalisations – especially regarding your record of accomplishment and previous outcomes.
- Make sure that the application is based in fact. Claims should be specific (for example, rather than “a large number of people will benefit” say “a minimum of 25 volunteers will complete TALL and be matched with learners”).
- Where possible, provide examples and evidence that support your claims. Do not assume that a Selection Panel member will know the context and history of your group and community. Remember you can submit additional attachments with your application.
- Outcomes must link clearly to activities and outputs. Vague outcomes or those not linked to outputs or those difficult to measure are likely to score less highly against selection criteria (see Results Chain – Appendix 1).
- If the project involves collaboration with other organisations, make sure that you identify the roles and responsibilities of each. Supporting documentation, such as MoUs, contractual/ written agreements should be provided, and reflected in the project design, budget and risk table.
- If you include attachments please label them clearly and refer to in the application itself. Anything that helps an assessor do their job efficiently is welcome.
- Be succinct. You are more likely to be clear and the assessor will be less likely to be confused or have to wade through poorly expressed ideas to try and work out what you are planning.
- Assessors are looking for evidence throughout your application as to how your project fits together and will work.
- Don't forget that we assess applications against the selection criteria in their entirety. It is a good idea to get a friend or colleague not involved with the project to read through before submitting. Fresh eyes will give you feedback on how clear and logical your application is.

12 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, what structures will be in place, what organisations and people will be involved.

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.

13 Funding – up to three years of funding may be available

\$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.

14 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.

15 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.
- All reporting requirements must be met and 26TEN stories required by the deed provided. 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.
- 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).

16 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. Further applications will not be accepted.

17 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
- provide a minimum of three project stories for use by 26TEN during the project.

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
milestones. <ul style="list-style-type: none"> • Any stories for 26TEN to use? 	supporters? <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.

18 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.

19 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.

20 We retain intellectual property ownership

Libraries 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, Libraries 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 Libraries 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.

21 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.

22 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.

Appendix I

Linking activity to outcomes - understanding the **results chain** in the context of 26TEN Communities Grants Program projects

Project management models use terms differently. We wrote this guide to help applicants and project owners understand what we mean when we use them in this program. Most grant processes require you to use outputs and outcomes reporting.

Our guidelines require applicants to quantify what a project aims to achieve, with specific questions on project **outputs** and **outcomes**. The project and risk management plan template will help identify activity which, along with a detailed budget, will form the basis of any approved purpose of a grant and our reporting requirements. You will have to submit your own version of the results chain for your grant application.

Activities

There is often confusion between *activities* and *outputs*. Some activities are not outputs. Examples of this might include reading research reports, the act of consulting community members to determine barriers to improving their reading, writing and maths, building partnerships with other organisations, agreeing shared community measures, and so on.

However, it is easier to see how there might be confusion when we get to the level of 'the delivery of the 26TEN Steps workshop'. The act of 'delivering the workshop is clearly an *activity*, while the 'number of people completing the 26TEN Steps' is an *output*. This confusion is common, and many projects fail to maximise their assessment score, as their outputs (or output indicators) are too weighted on activities alone.

Outputs

By definition, an output is the physical result of your work. It is the number of meetings you hold, the number of participants inducted into a training program, the number of work placements hosted, the number of certificates issued on successful completion. It is not the role of outputs to measure the change in behaviour or knowledge because of a grant's activities.

When you are completing the output section of your application, outputs should be clear, precise and measurable. These are what you will be held accountable for and should be precise and realistic to your targeted cohort or area. Use minimum whole numbers and avoid percentages or ranges. Ultimately, they will serve as the project's measures and will be reported against if your application is successful.

Outcomes

In contrast to outputs, *outcomes* record the changes that occur because of your project. They happen because of a project's outputs. Target outcomes should have a measurable benefit, and gauge the success of the project. At project conclusion, these measures will help answer questions like 'what have we achieved?' and 'how do we know?'. Your outcomes link to activities and outputs. Vague outcomes, those not linked to outputs or are difficult to measure, are likely to score less highly in the assessment process.

Impact or Benefit for the 26TEN Campaign

More often than not, it is very difficult to ascertain the exclusive impact of a single project given the complex interplay of the service system, individual and community changes and other activities also taking place. An example of an impact goal might be “improved quality of life for participants”. While we can with some certainty measure *activities* (supported LLN training), *outputs* (a participant successfully engaging in LLN skills building) and *outcomes* (improved LLN skills), isolating overall impact is hard.

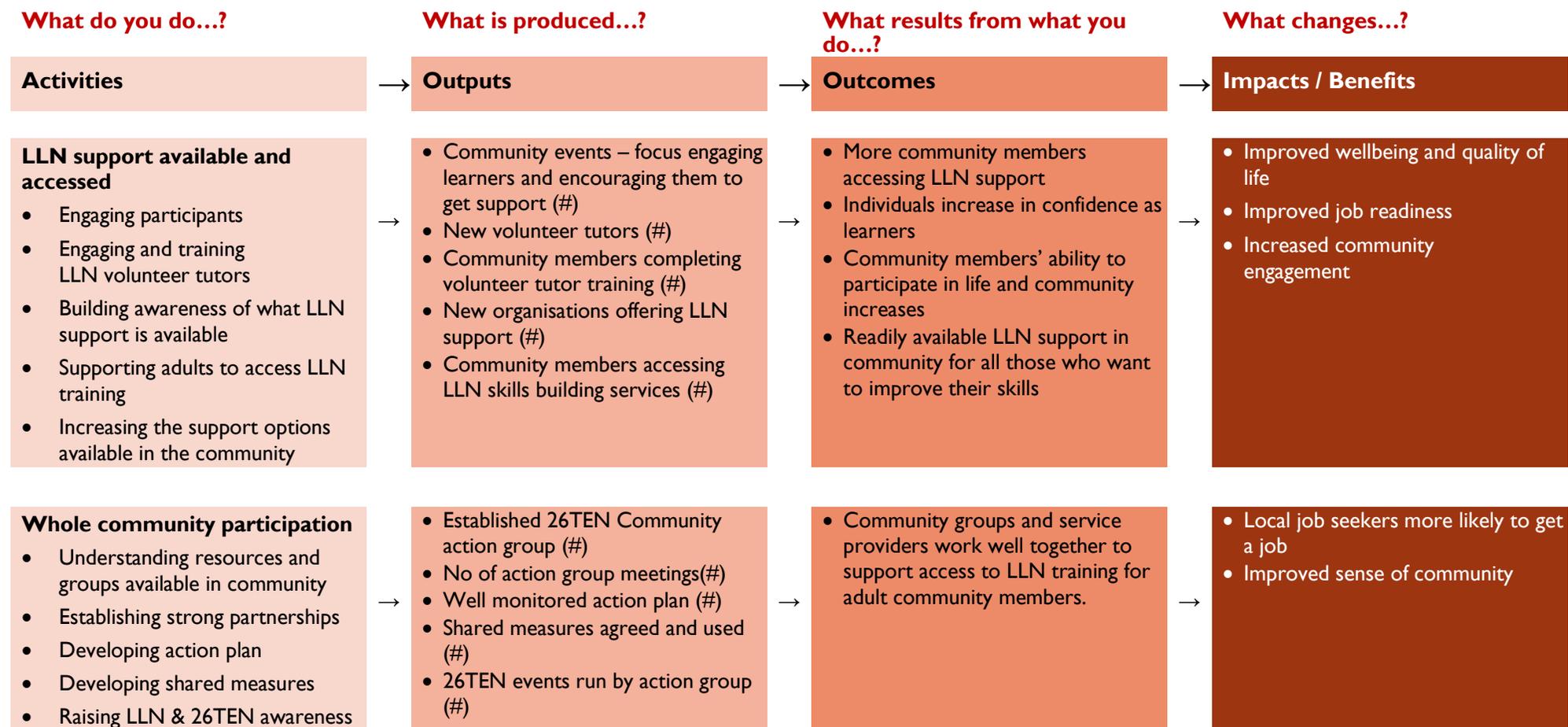
This should not prevent you from identifying the impact you wish to achieve through your project, nor stop you from trying to measure it. Understanding impact, whether positive and negative, primary and secondary long-term effects produced by an intervention, directly or indirectly, intended or unintended is critical to good project management. This is especially true for behaviour change campaigns.

However, impacts are hard to measure since they may or may not happen. They are what we hope our efforts will accomplish. They may also occur outside the life of your project. For instance, successfully completing LLN training may eventually lead to a better quality of life for participants, but the fuller sense of that impact will likely take a long time to emerge.

This should not dissuade project owners from having major goals. Nevertheless, impacts are often uncertain and unpredictable. Perhaps the best way to describe it is, “impacts are what we hope for, but outcomes are what we work for.”

There are sometimes population-level measures of these impacts, such as Australian surveys of LLN levels. For example 26TEN commissions an annual survey of awareness of LLN issues and the 26TEN Campaign in the Tasmanian adult population.

Examples of the Results Chain



Lasting supportive LLN environment

- Generating widespread awareness in organisation of 26TEN Community
- Awareness training of community members



- 26TEN Steps delivered (#)
- Plain English workshop delivered (#)
- Community members completing volunteer tutor training (#)
- Community members delivering LLN training (#)



- Community members who need LLN training feel free to discuss with others and get help
- Individuals' LLN skills building celebrated
- Readily available LLN support in community for all those who want to improve their skills



- People feel safe to ask for LLN support
- Acceptance of need for continual awareness of LLN issues of workforce and LLN support provided.

26TEN Campaign Support

- Generating widespread awareness in community of 26TEN & 26TEN CHAT
- Collect stories for 26TEN Team about project and Community achievements



- Stories from project (#)
- Community members signed up as supporters (#)
- Employers signed up as members
- Employers know about 26TEN employer grants (#)
- Employers make 26TEN grant applications (#)
- Community members trained in 26TENCHAT(#)



- Stories posted on 26TEN website
- Employees participate in media interviews
- Articles or videos in other media



- 26TEN Campaign increases momentum
- Adult literacy levels in Tasmania improve
- People can read to their children

- include an amount

How will you measure this...?

How will you measure this...?

Is there a population measure...?