

# 26TEN Communities:

Local literacy for work and life  
Information for applicants, 2020-21  
Version 1, January 2021

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## At a glance

Applications open: Saturday 30 January 2021, 9:00 am

Applications close: Monday 22 March 2021, 5:00 pm

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### Apply online

<https://doetasmania.smartygrants.com.au/> and select 2020-21 Communities Program.

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### Available funding

\$72,500 is available in the first six months to support project set up.

\$145,000 is available for each financial year after that, for up to five years, based on performance.

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### Start date

26TEN Communities projects will begin in July 2021.

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### For information

Contact [programs@26ten.tas.gov.au](mailto:programs@26ten.tas.gov.au) or (03) 6165 6122 to speak to Kate.

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Please note, this document is subject to change.

26TEN invites applications from Tasmanian communities to become a 26TEN Community as part of a new program, *26TEN Communities: Local literacy for work and life*.

## 1. What is *26TEN Communities: Local literacy for work and life*?

The program, *26TEN Communities: Local literacy for work and life*, builds on the previous 26TEN Communities grants program by increasing both funding and the length of time that funding is available to communities. Another difference is that funding will be based on a commissioning model.

The program will support Tasmanian communities to develop and implement their own plan to provide literacy and numeracy support to those who want it, where they want it, and based on their circumstances. By doing so, their community's wellbeing and prosperity will increase, because more people will have the skills and confidence to participate at work, at home and in the community.

The nine communities funded under the previous model are all place-based. They are Burnie, Circular Head, the Huon Valley, the Derwent Valley, Break O'Day, Glenorchy, the Bhutanese community of Launceston, Devonport, and Clarence Plains. You can find more information about the communities on [our website](#).

## 2. What is a 26TEN Community?

26TEN communities are places where people and organisations work together in a coordinated way to lift literacy and numeracy, locally. Giving responsibility, funding, support and time to communities, will generate community-led, sustainable change.

In a 26TEN Community:

- programs and services to improve literacy are readily available
- friendly and practical literacy support is provided by trained local literacy tutors
- people who need to improve their literacy skills feel comfortable to do so
- businesses and organisations are members of the [26TEN Network](#)
- individuals know about 26TEN and are signed up as [26TEN supporters](#)
- organisations are supported to apply for and run 26TEN employer grant projects to build literacy skills in their workplace
- forms, signs and documents are well presented and easy to understand because people have the plain English skills to communicate clearly.

### 3. What will a 26TEN Community project do?

Long-term funding will build the community's capacity to support adult literacy locally, in a sustainable and lasting way. The focus will be on local job seekers and those already in work who need or want to lift their skills. This includes funding for literacy events, activity, evaluation and, most importantly, to employ a community based 26TEN Community Coordinator. The Coordinator will have the relevant skills and experience for this position (a suggested job description will be provided by 26TEN).

The 26TEN Community Coordinator will identify local literacy and numeracy needs, and opportunities to improve skills. They will mobilise new and existing resources in a strategic way. For example, they may work with TasTAFE to ensure their literacy and numeracy training is relevant to the needs of local community members.

The Coordinator will build a new workforce of literacy practitioners, including volunteers, to provide clients with support where they live and work. To support this, the Coordinator will draw on initiatives outlined in the [Tasmanian Adult Learning Strategy](#) to:

- grow and strengthen Tasmania's adult literacy and numeracy workforce
- expand the TasTAFE online literacy and numeracy volunteers training program for the business and community sector.

26TEN Communities will be locally run, based on 26TEN's collective impact approach, which recognises that widespread social problems, such as low literacy and numeracy, can only be solved when organisations and groups within a community, join together to take action.

Each community will have a strong project team which includes an organisation that employs and hosts the 26TEN Community Coordinator. By working together to design and implement local solutions, communities will lift literacy and numeracy.

Under the new program, at least two communities will start in July 2021. The communities will work together as a network and attend regular meetings, scheduled by 26TEN. An important part of these meetings will be to develop ways to provide evidence of project success to support the overall program evaluation.

### 4. Who can apply?

This funding is open to any Tasmanian community.

As well as place-based communities, other types of communities, such as a large peak body or organisation that represents a non-geographic community, could be funded. An example could be a sector such as aged-care or a statewide sporting organisation.

One of the partners will be the host organisation and must be a legal entity willing to sign the funding agreement and manage the funds.

## 5. When do applications open?

Applications open at 9:00 am, **Saturday 30 January 2021** and close 5:00 pm, **Monday 22 March 2021**.

## 6. How do I plan my project?

Building a 26TEN Community takes time, passion and influence. It also requires an understanding of the 26TEN campaign and our approach to collective action (p.4 of *26TEN in 2020*).

Before planning your community's project, read the following:

- [Becoming a 26TEN Community - Guide](#)
- [26TEN in 2020 - How far we've come as a state towards better adult literacy and numeracy in Tasmania and what we've learned](#)
- [Adult Learning Strategy - skills for work and life 2020-2023](#)

To achieve long-term, sustainable change, your project must clearly set out the things you will do (activities) and the positive changes you wish to help bring about (impact or benefit).

To achieve lasting change, there are many steps between activities and eventual impacts.

Mapping out a **results chain** (appendix I) will help you work out how to get the project outcomes you want. Please complete the results chain **prior to** writing your application.

Tip: a good approach is to start with what you want to achieve and work backwards.

**You must submit your completed results chain document as part of your application.**

## 7. What should my application include?

- a two-stage plan with actions, a timeline and milestones for:
  - the first six months - initial set up of the project

- the following 12 months of the project (subject to achieving initial six-month outcomes)
- strong evidence of the capability, readiness and expertise of the project team and steering committee to achieve project outcomes
- evidence of strength of project partnerships (e.g. letters of support and/or memoranda of understanding from project partners)

### **Tips for writing your application:**

- Your application needs to address the selection criteria (see item 10 below).
- Make sure your project includes activities that will build your community's capacity to support adult literacy. For example, training community members in TasTAFE's [Tutor Adult Literacy Learners \(TALL\)](#) course, or supporting local businesses to apply for [26TEN Employer Grants](#).
- Explain how you will collect data and evidence to support continued funding of your project and ongoing funding of the 26TEN Communities Program.
- Ensure you provide information about any previous literacy work done by the community that would be relevant for your application.
- Ensure measurable outcomes link clearly to activities and outputs (the results chain helps here).
- Be clear and specific (for example, rather than 'a large number of people will benefit' say 'a minimum of 45 community members will receive 25 hours of 1:1 training').
- Provide supporting documents (for example contractual agreements) to identify roles and responsibilities of any partner organisations.
- Label attachments clearly and refer to them in the application.
- Assume the assessor doesn't know the background of your organisation.
- Write in plain English. Avoid jargon.
- Write acronyms fully the first time you use them.
- Ask a friend or colleague to read your application before submitting, giving you an opportunity to test your application.

## **8. What is the application process?**

1. contact Kate on 03 6165 6122 or [programs@26TEN.tas.gov.au](mailto:programs@26TEN.tas.gov.au) to discuss possible project proposal
2. complete **results chain** document (appendix 1)
3. complete and submit your application and results chain in [SmartyGrants](#)
4. applications will be assessed by an Advisory Panel and a recommendation made to the Minister for Education and Training, for them to approve
5. applicants will be notified of results by email.

## 9. How much funding is available?

You should design your project with the first 18 months in mind. If successful, you will receive an initial six months' funding (\$72,500) to support setting up your project.

For each full financial year after that, you can receive up to \$145,000 by continuing to work with us to achieve desired outcomes within your community. Payments will be made in instalments upon reaching milestones.

You will need to submit a detailed, itemised budget for the first 18 months (see appendix 3 for suggested budget) as part of your application.

## 10. What are the selection criteria?

1. Strong, well-established governance and project team where:

- members have time and passion for the project and a level of influence in the community
- members have skills in planning, managing, delivering and evaluating community projects
- members have strong relationships with the community
- at least one member has literacy and numeracy knowledge, preferably the local 26TEN Community Coordinator
- there is a collective of organisations involved to steer and contribute to project outcomes.

2. The community shows readiness for change with:

- good partnerships and networks in the community
- previous experience or knowledge of collective impact as it relates to the 26TEN Community
- potential for integration with other projects, resources and services in the community (e.g. presence of a Child & Family Centre)
- demonstrated capacity to contribute to overall program outcomes.

3. Value for money where:

- activities will meet community needs and are well planned
- there is a strong understanding of the community and general understanding of literacy and numeracy needs

- there is a likelihood that project targets will be met
  - the level of risk is low.
4. The community has a need demonstrated by either or both of:
- having a high level of disadvantage or need according to Socio-Economic Indexes for Areas (SEIFA) and digital inclusion data and other demographic data (working age population)
  - being in an area of regional growth or priority industries for Tasmania that require a skilled workforce and community.

### **Selection criteria weighting**

- Criteria 1 = 20%
- Criteria 2 = 20%
- Criteria 3 = 40%
- Criteria 4 = 20%

## **11. What are the conditions of the funding?**

- There should be no cost to participants for funded activity.
- Funds must be spent according to the budget.
- Any unspent funds must be returned to 26TEN (Libraries Tasmania).
- Details of your project, including funding amount, will be available on the Libraries Tasmania and 26TEN websites and may be used in 26TEN promotional activities.
- Organisations with overdue reporting obligations will not receive further funding until obligations are met.
- Successful applicants may be required to take part in an evaluation of the 26TEN Communities program at the end of the project.
- Successful applicants are required to promote 26TEN, including through the use of the 26TEN logo on any materials produced as a result of the funding.
- Successful applicants will become an ongoing member of 26TEN.
- The Australian Core Skills Framework (ACSF) must be the tool used to assess the core skills levels of participants before, during, and at the conclusion of the project.
- 26TEN is not bound to accept any application and reserves the right to change the application, selection process and vary the selection criteria.
- 26TEN may negotiate with you before awarding funding if the Advisory Panel requires changes to your project plan.
- Other more general conditions are included in the Deed of Grant (available on request).

## 12. How do I report?

26TEN will provide reporting templates to be submitted through SmartyGrants.

Reporting on your project is mandatory. Reporting helps us to support your project, and provides information about what activities, methods and strategies work best. Your reports also provide evidence for us to continue the 26TEN Communities Program.

You must complete:

- a six-month report in December 2021
- an annual report in May 2022
- a financial breakdown of the funding in July 2022.

Continued funding is linked to this reporting cycle.

## 13. How do I promote 26TEN as part of my project?

26TEN is a strategy for change that needs to inform and encourage all Tasmanians to take part if we are to make a difference to adult literacy and numeracy in our state. You can promote 26TEN by sharing regular updates, stories and photographs from your project in your social media, at events, in meetings and newsletters. These are just some examples. Importantly, you will be required to share this information with 26TEN.

In your application it is important provide examples of how you will promote 26TEN to engage the community, encourage action and reduce stigma.

## 14. Intellectual property

Intellectual property in material produced under projects conducted through the 26TEN Communities Program will vest in 26TEN (Libraries Tasmania) in right of the State of Tasmania (through the Department of Education). See appendix 2 for more information.

## 15. More about 26TEN

26TEN aims to improve adult literacy and numeracy in Tasmanian adults by raising awareness, of literacy issues, and motivating communities, businesses, all levels of government, and individuals to work together to lift skills. Our name represents the 26 letters of the alphabet and ten digits we use for counting.

To achieve this aim, we developed, and are implementing, the [26TEN Tasmania Strategy](#), which provides the framework for the long-term, statewide and collaborative effort required to create lasting change.

26TEN's goals are:

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

To find out more about the programs, tools and services we offer to support the Strategy and its goals, check out our website: [www.26ten.tas.gov.au](http://www.26ten.tas.gov.au).

## Appendix I – Understanding the results chain (and an example)

- Most organisations understand the difference between the things they do (activities) and the positive changes they wish to help bring about (impact or benefit). However, to achieve lasting change, there are many steps in between.
- A useful model for planning and structuring your project is the **results chain**. This model breaks the steps down into manageable stages with clear terms. Successful projects begin with a deep consideration of these steps and how they will play out in your project.
- Using a results chain also makes reporting and gathering the information for reporting simpler. Please use the [results chain template](#) and upload as part of your application.

Here are the project terms we use:

### Activities

Activities are made up of the actions you take within the project. For example, an activity could be to deliver a literacy skills workshop or to create a training resource.

### Outputs

Outputs are the immediate products of activities. For example, the number of meetings you hold, the number of participants receiving literacy training, the number of assessments conducted, a new training resource, and so on.

Outputs should be clear, precise and measurable. Use whole numbers and avoid percentages or ranges.

### Outcomes

Outcomes are the changes that occur because of your project. They happen because of the outputs. Outcomes should have a measurable benefit and gauge the success of the project and need to link to activities and outputs. These outcomes will help answer questions like; what have we achieved? and how do we know?

### Impacts

Impacts are the desired end goals of the project. Impacts are longer-term effects of the outcomes achieved in a project. An example of an impact could be that quality of life for participants has improved.

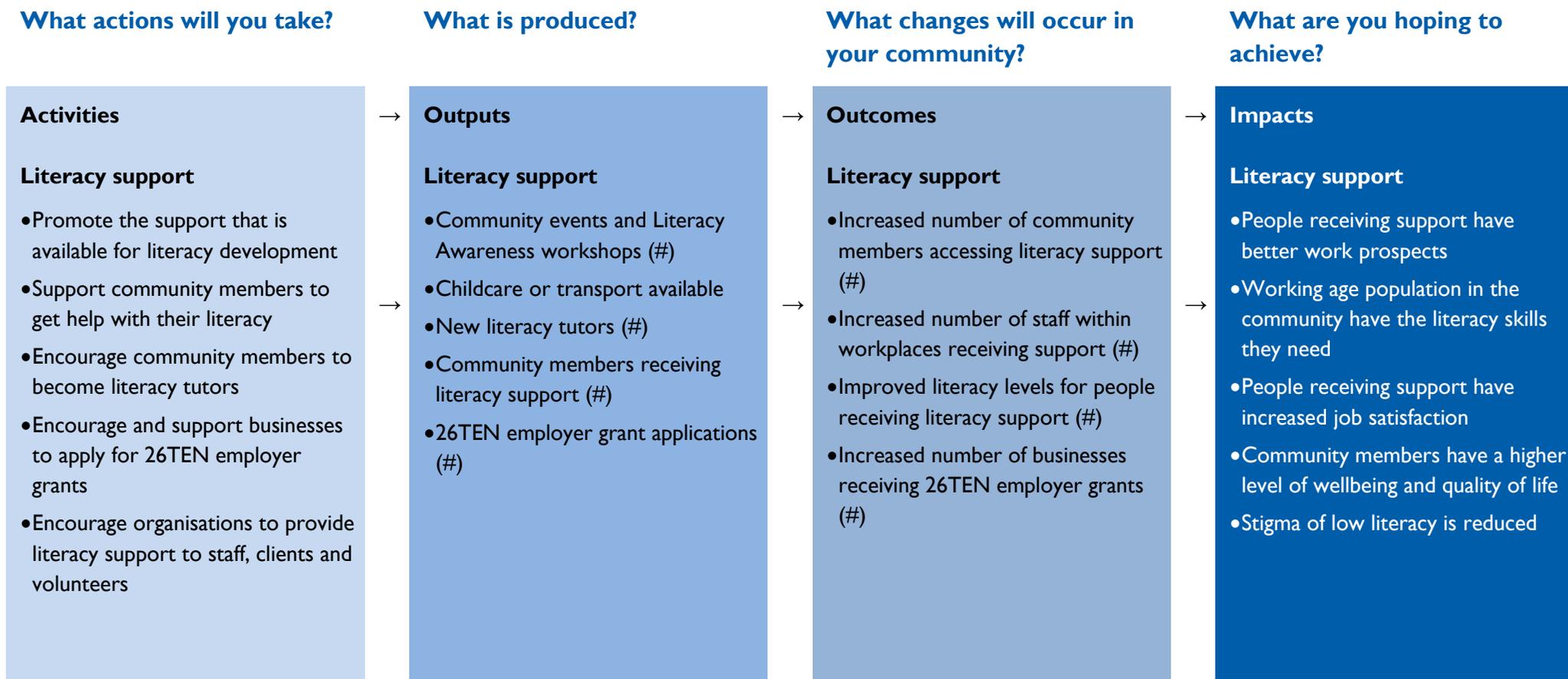
Impact goals are hard to measure. While we can measure activities (for example, we delivered a training program), outputs (e.g. 10 participants engaged in the training program), and

outcomes (for example, eight participants improved their literacy skills), isolating the overall impact requires more work. Completing a training program may eventually lead to better quality of life for participants but having a fuller sense of that impact will likely take a long time to emerge.

However, it is important to try to identify and measure overall impact as best you can. You can ask yourself – *what do we hope to achieve with this project and how might we measure success?*

We have prepared an example results chain that could be for a 26TEN Communities project.

**26TEN Communities Project – Results Chain.** This is an example only of a project run over five years. Communities are expected to design and implement their own activities relevant to their circumstances.



## What actions will you take?

### Community capacity building

- Support collective group to take action to address literacy issues
- Engage community in co-designing activities to support literacy
- Create more literacy support options in the community
- Encourage community and business organisations to support members of their workforce to become literacy tutors and complete TALL training.

## What is produced?

### Community capacity building

- Actions taken by collective group to support literacy (#)
- New literacy support services (#)
- Organisations and community members involved in project (#)
- Completions of the TasTAFE TALL course (#)
- Additional resources found to support activity (#)

## What changes will occur in your community?

### Community capacity building

- Increased referrals (by community groups, employers, industry representatives, service providers) to literacy support services (#)
- Improved accessibility of literacy support services (#)

## What are you hoping to achieve?

### Community capacity building

- Strong, connected community
- Literacy services are provided in a coordinated, supportive way

## Appendix 2 – Intellectual Property

Intellectual property in material produced under projects conducted through the 26TEN Communities program will vest in 26TEN (Libraries Tasmania) in right of the State of Tasmania (through the Department of Education).

In most circumstances, materials will be shared under a Creative Commons licence (Attribution-BY).

Where third parties own intellectual property in components of existing material (i.e. material drawn from existing sources) incorporated into project material but it is not substantial, project managers or private entities (where relevant), must obtain a licence for the State in this material, so as to ensure that the State and any other person or organisation under licence from the State, will be able to use the project material for its intended purpose and without breaching third party intellectual property rights.

Where project managers subcontract aspects of the project to other persons or organisations, then those project managers must enter into arrangements with those persons or organisations consistent with the conditions above.

Where substantial amounts of pre-existing material are used with only minor modifications made for the purposes of this project (e.g. transfer to electronic media), organisations may negotiate arrangements for intellectual property rights with the State.

## Appendix 3 – Suggested budget

	First 6 months		Following 12 months		18 months total	
	Funded	In-kind contribution	Funded	In-kind contribution	Funded	In-kind contribution
26TEN Community Coordinator	\$ 50,000.00	\$ -	\$ 100,000.00	\$ -	\$ 150,000.00	\$ -
Recruitment costs	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -
Insurance (PL & PI)	\$ 1,240.00	\$ -	\$ 2,500.00	\$ -	\$ 3,740.00	\$ -
On costs for Community Coordinator	\$ 4,710.00	\$ -	\$ 10,000.00	\$ -	\$ 14,710.00	\$ -
Computer / laptop	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -
Mobile phone	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -
Mobile phone plan	\$ 600.00	\$ -	\$ 1,200.00	\$ -	\$ 1,800.00	\$ -
Internet	\$ 600.00	\$ -	\$ 1,200.00	\$ -	\$ 1,800.00	\$ -
Office consumables	\$ -	\$ 250.00	\$ -	\$ 500.00	\$ -	\$ 750.00
Fuel	\$ 1,000.00	\$ -	\$ 3,000.00	\$ -	\$ 4,000.00	\$ -
Parking	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 200.00	\$ -
Training provision & events (e.g. venue hire, catering, specialised volunteer trainer / equipment)	\$ 7,000.00	\$ -	\$ 16,500.00	\$ -	\$ 23,500.00	\$ -
Attendance at meetings (staff of partner organisations)		\$ 15,000.00		\$ 30,000.00	\$ -	\$ 45,000.00

Office space for Community Coordinator	\$ -	\$ 5,000.00	\$ -	\$ 10,000.00	\$ -	\$ 15,000.00
Project Manager		\$ 8,000.00		\$ 16,000.00	\$ -	\$ 24,000.00
Program marketing and advertising	\$ 2,000.00	\$ -	\$ 4,000.00	\$ -	\$ 6,000.00	\$ -
Stakeholder engagement	\$ 1,000.00	\$ -	\$ 3,000.00	\$ -	\$ 4,000.00	\$ -
Legal costs (e.g. employment contract review, employer and training provider agreements development)	\$ 1,250.00	\$ -	\$ 2,500.00	\$ -	\$ 3,750.00	\$ -
Project annual independent audit	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
<b>TOTALS</b>	<b>\$ 72,500.00</b>	<b>\$ 28,250.00</b>	<b>\$ 145,000.00</b>	<b>\$ 56,500.00</b>	<b>\$ 217,500.00</b>	<b>\$ 84,750.00</b>

Approximately two thirds of budget should be used for employment of the 26TEN Community Coordinator. Communities should break down remaining funds according to project requirements.