



My Big Idea

Application Form

Project Year: 1 January 2019 - 31 December 2019

Application Deadline
9 November 2018 at 5:00pm

Applications must be submitted to VADEA NSW or be postmarked by 5:00pm on the above date. Incomplete applications will not be accepted.

Please Type OR Print In Capitals. You Must Complete All Parts
Project Year: 1 January 2019 - 31 December 2019

Part 1 - School/Tertiary Institution (Tick each relevant box)

Primary

Secondary

Tertiary

Title of VADEA Professional Learning Grant Proposal/ Project

Name of Applicant

Name of School/Tertiary Institution

Position of Applicant at School / Tertiary Institution

Address of School/Tertiary Institution

Part 2 - Applicant Information

Applicant Name					
Title		First Name		Surname	
Home Address					
Address					
Suburb/Town					
State		Postcode			
Telephone					
Work		Home		Mobile	
Email					
Work					
Home					

Part 3 – Applicant Qualifications and Experience

Tertiary Qualifications

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Other

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Summary of Teaching Experience

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Other

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Previous Awards/Scholarships/Fellowships (Title and Year Awarded)

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Professional Associations/Activities/Community Participation

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Part 4 – Selected Area of Proposal/Project

Tick Each Relevant Box		
1.	<input type="checkbox"/>	Artists in residence programs with outcomes directly linked to the NSW Visual Arts syllabuses incorporating a teaching and learning program
2.	<input type="checkbox"/>	In-school or community exhibitions that develop or promote the value of Visual Arts, Visual Design and Photographic and Digital Media aligned to a teaching and learning program.
3.	<input type="checkbox"/>	Metropolitan and Regional opportunities to foster links between individuals, groups or schools with the focus on a professional development program in visual arts education.
4.	<input type="checkbox"/>	Early career teacher mentoring / professional development program.
5.	<input type="checkbox"/>	Collaborative opportunities for Secondary Visual Arts teachers, K-6 teachers, or Tertiary educators to support Visual Arts Education in NSW through a professional development program.
6.	<input type="checkbox"/>	Development of current research or policy that contributes to professional practice and the values of Visual Arts education.

Part 5- Proposal/Project Details

Title of VADEA Professional Learning Grant Proposal/Project

Syllabus Focus- Visual Arts, Visual Design, Photographic and Digital Media

Stage Focus: Stage 1, 2, 3 (Primary) Stage 4, 5, 6 (Secondary)

Evidence of preliminary research and processes

Part 6 –Rationale, Summary, Scope and Sequence

Rationale (Maximum 1000 words)

- Detailed explanation of how proposal/project will promote and develop Visual Arts education.
- A clearly identified aim with relevant links to appropriate Visual Arts or Visual Design or Photographic and Digital Media syllabus content
- An explanation of how the proposed VADEA Professional Learning Grant proposal will enhance teaching and learning in Visual Arts or Visual Design or Photographic and Digital Media.
- Links to VADEA NSW strategic goals <http://vadea.org.au/mission-statement/>

Summary (maximum 200 words)

- Outline of proposed project (for reporting and publication) which may be used for promotional purposes if VADEA NSW Professional Learning Grant is awarded.

Scope and Sequence- Timeline (Select Timeframe Term 1 / Term 2 / Term 3 / Term 4

Project Year: 1 January 2019-31 December 2019

Part 7 –Teaching and Learning Program or Professional Development Program
(This may be submitted as an attachment)

Specific details of collaboration with institutions or groups if other funding has been sourced.

Part 8 – Budget

See Guidelines and Supporting Information, Terms and Conditions for the release of funds.

Budget Guidelines

- Proposals exceeding the VADEA NSW Professional Learning Grant limit amount of **\$3,000** will not be considered unless the applicant is supplementing the proposed VADEA NSW Professional Learning Grant with other funding sources.
- Applicants supplementing the proposed VADEA NSW Professional Learning Grant with other funding sources must provide documentation.
- Applicants must provide substantiated estimates, quotes, payments and fees for the proposal/project.

Personnel (Salaries + Fees) - Please provide substantiated quotes:	
Total Personnel	\$
Teaching Relief - Please provide estimates	
Total Teaching Relief	\$
Equipment/Materials - Please provide substantiated quotes	
Total Equipment	\$
Travel - Please provide estimates/quotes	
Total Travel	\$
Other - Please provide substantiated quotes, fees, estimates where applicable	
Total Other	\$
Total Costs	\$

Part 9 - Referees

Your referees must sign the VADEA NSW Professional Learning Grant Application Form supporting and endorsing your suitability for the Grant and as a representative of VADEA NSW.

Applicants must provide the name and contact details of two referees; for school-based projects one of the referees must be the school principal.

Referee 1- School Principal (if school based)					
Title		First Name		Surname	
Position					
Work		Mobile			
Email					
Signature					

Referee 2					
Title		First Name		Surname	
Position					
Work		Mobile			
Email					
Signature					

Part 10 - Terms and Conditions

Eligibility

1. A VADEA Professional Learning Grant Application Form must be completed and submitted. A signed copy of the Terms and Conditions and all supporting documentation must be submitted by the advertised closing date of 5:00pm, 9 November 2018.
2. Submissions that do not meet the requirements of the Application Form, Guidelines and Supporting Information will not be considered.
3. Applications will not be returned and will become the property of VADEA NSW.
4. To be eligible the Applicant must be a VADEA NSW financial member for a minimum of 12 months and teaching in a NSW school, tertiary institution or contributing to Visual Art Education in NSW. VADEA Professional Learning Grants are available to professional learning network hubs/visual arts network groups, VADEA Executive members as individuals/mentors for a group. Applicants seeking clarification with regard to their eligibility to apply for a grant should contact the VADEA Grants Officer at grants@vadea.org.au.
5. If the Applicant is currently holding any other scholarship, grant or bursary, the Applicant must provide clear details of the nature of the scholarship, grant or bursary.
6. All VADEA Grants are awarded on the proposal and budget outlined in the VADEA NSW Professional Learning Grant Application Form. Grant Recipients must undertake the grant project/proposal as outlined in their original proposal, budget and application form, which includes substantiated estimates/quotes and fees/payments.
7. VADEA NSW has the right to cancel the Professional Learning Grant if the recipient does not comply with the submitted proposal or complete the RELEASE OF FUNDS and REPORTING conditions.
 - a) **All** requests for unforeseen changes to the project proposal *or* the budget must be notified by email to the VADEA Grants Project Officer, who will submit amendments to the VADEA Grants Panel for a final decision, *prior to any action* being taken by the Professional Learning Grant Recipient.
 - b) Any unauthorised changes made by the VADEA NSW Professional Learning Grant Recipient to the original proposal and budget, without prior consultation with the VADEA Grants Project Officer and confirmation of approval from the VADEA Grants Panel, will result in the disqualification of the VADEA NSW Professional Learning Grant, a retraction of the VADEA NSW Professional Learning Grant funds awarded; and the refund of any funds paid by VADEA NSW.

Application

8. The VADEA NSW Professional Learning Grant application must include a budget with substantiated estimates/quotes and fees/payments.
9. Applicants must provide the name and contact details of two referees and consent to referees being contacted. One of the referees for school based projects to be the school principal.
10. Referees must sign the VADEA NSW Professional Learning Grant Application Form supporting and endorsing the applicants' suitability for the VADEA NSW Professional Learning Grant and as a representative of VADEA NSW.

Selection Process

- 11.** The VADEA NSW Professional Learning Grants Panel is responsible for the selection of recipients
- 12.** VADEA NSW Professional Learning Grants applicants will be informed by email the outcome of their application.

Protocol for Recipients

The Recipient will:

- 13.** Abide by the law and maintain behaviour that reflects the values of VADEA NSW.
- 14.** Negotiate relief with their employer, if required, to undertake the proposed VADEA NSW Professional Learning Grant.
- 15.** Submit VADEA NSW Professional Learning Grant Progress Reports and Final Report (within 2 months of completion of the VADEA NSW Professional Learning Grant project) to the VADEA Professional Learning Grant Project Officer, in the format specified for the VADEA NSW Executive.
- 16.** Authorise that they have not breached any other individual's intellectual rights or moral rights in the execution of the project/proposal.
- 17.** Present at the VADEA NSW annual Art Education Conference or a VADEA NSW Professional Learning event if requested. VADEA NSW may request a copy of any material published.
- 18.** Acknowledge any material recorded or printed as a result of the project and include "This work was produced by [insert recipient's name], a recipient of a [insert full name of the VADEA NSW Professional Learning Grant and year], awarded by VADEA NSW".
- 19.** Consent to the publication of any form of media/education resources produced.
- 20.** Notify VADEA NSW immediately if withdrawing from the VADEA Professional Learning Grant.
- 21.** Repay unspent funds to VADEA NSW within 1 week of completion of VADEA Professional Learning Grant.
- 22.** Agree to the appointed VADEA NSW Executive accessing financial records to verify grant expenditure.

VADEA NSW will not be liable for indirect and consequential loss or damage (including for loss of profit (whether direct, indirect, anticipated or otherwise), opportunity costs, loss of business, damage to reputation and loss or corruption of data regardless of whether any or all of these things are considered to be indirect or consequential losses or damage) in contract, tort (including negligence), under any statute or otherwise arising from or related in any way to this agreement or its subject matter.

Part 11 - Declaration

I declare that the information provided in this application and any attached documentation is complete and correct. I confirm that I have read and will comply with the Terms and Conditions of the VADEA NSW Professional Learning Grant.

Print Name

Signature

Date

APPLICATION DEADLINE
9 November 2018 at 5:00pm

Email Application to:

VADEA NSW Grants 2019
grants@vadea.org.au

NOTIFICATION

All applicants will receive notification via email regarding their proposal by 6 December 2018.