



My Big Idea

Proposal for a future project to support NSW Visual Arts Education

Guidelines and Supporting Information

Project Year: 1 January 2019 - 31 December 2019

BACKGROUND

As an independent professional association, the Visual Arts and Design Educators Association NSW (VADEA) supports NSW Visual Arts and Design educators in promoting the value of Visual Arts and Design education in the K-12 curriculum. Grants are available to provide funding to support individuals and groups to develop programs which promote the study of Visual Arts and Design education within NSW.

VADEA is now accepting applications for its Professional Learning Grant program for 2019. A maximum of four x \$3,000 VADEA NSW Professional Learning Grants will be allocated.

GRANT PROGRAM ELIGIBILITY AND APPLICATION INFORMATION

Up to four VADEA NSW Professional Learning Grants are awarded per year. Available funding is \$3,000 per grant.

Priorities for Funding

- The VADEA NSW Professional Learning Grant seeks to support future projects that advocate and advance the values and strategic goals of VADEA NSW, view at www.vadea.org.au.
- Projects with a focus on building professional learning network hubs/visual arts network groups, research and connections between individuals, groups and institutions in NSW.

Future Projects May Include

- Artist/s in residence programs with outcomes directly linked to NSW Visual Arts syllabuses, incorporating a teaching and learning program.
- 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.
- Metropolitan and Regional opportunities to foster links between individuals, groups or schools with the focus on a professional development program in Visual Arts Education
- Early career teacher mentoring / professional development program.
- 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.
- Development of current research or policy that contributes to professional practice and the values of Visual Arts education.

The VADEA NSW Professional Learning Grant Does Not Cover the Following

- The funding of school excursions
- The purchase of capital equipment
- Projects previously undertaken or commenced.

Eligibility (*Applicants who are eligible to apply for VADEA NSW Professional Learning Grants*)

- VADEA NSW financial members who have been members for a minimum of 12 months prior to the date of application and working in NSW schools, tertiary institutions or contributing to the field of visual art education in NSW.
- VADEA NSW members may include professional learning network hubs/visual arts network groups, retired and semi-retired teachers contributing to Visual Arts Education in NSW
- Current VADEA NSW Executive and Project Officers (excluding Co-Presidents and the VADEA Grants Project Officer)

Ineligibility (*Applicants who are not eligible to apply for VADEA NSW Professional Learning Grants*)

- Applicants who have been members less than 12 months prior to the date of application or in the process of having their VADEA NSW membership processed at the time of submitting an application.
- Applicants not working in NSW schools, tertiary institutions or contributing to the field of visual art education in NSW.
- Current VADEA NSW Co-Presidents and Grants Project Officer.

Applicants seeking clarification with regard to their eligibility to apply for a grant should contact the VADEA Grants Officer at grants@vadea.org.au

Timeline

The project year for the VADEA NSW Professional Learning Grants 2019 is 1 January 2019 to 31 December 2019

<p>Application Deadline</p> <p>9 November 2018 5:00pm</p>
--

Award Process

All Applicants must satisfy the VADEA NSW Professional Learning Grant requirements as outlined in the Guidelines and Supporting Information and Application Form. VADEA NSW Professional Learning Grants will be awarded on merit by the VADEA NSW Professional Learning Grants panel.

All Enquiries

Contact VADEA NSW Grants Officer, at grants@vadea.org.au prior to **5:00pm on 9 November 2018**.

ADDITIONAL INFORMATION TO ASSIST IN COMPLETING APPLICATION

Application Process

- All applicants must adhere to the conditions of the VADEA NSW Professional Learning Grant Guidelines and Supporting Information and satisfy requirements as outlined in the VADEA NSW Professional Learning Grant Application.
- All required information must be completed when submitting a proposal.

INFORMATION FOR VADEA NSW PROFESSIONAL LEARNING GRANT RECIPIENTS

Notification

All applicants will receive notification via email regarding their proposal by 1 December 2018.

VADEA NSW Professional Learning Grant Release of Funds and Reporting

- VADEA NSW Professional Learning Grant payments to be organised through the Grant recipient's school or the grant recipient. VADEA NSW Professional Learning Grants will reimburse the school/Individual for all costs incurred, as submitted in the VADEA Professional Learning Grant Application Budget to a maximum of \$3,000. The school/individual to invoice VADEA NSW Professional Learning Grants, with all receipts and tax invoices attached.
- All VADEA NSW Professional Learning Grant Recipients must request release of funding via email at the end of Week 9 of each school term. The requests for the release of funds, are to be submitted to The VADEA Grants Project Officer at grants@vadea.org.au.
- The release of VADEA NSW Professional Learning Grant funds, to be accompanied by a VADEA NSW Professional Learning **Progress Report** at the end of Week 9 of each school term for the duration of the project. The VADEA NSW Professional Learning **Progress Report** is to include updated information on project outcomes and include photographic documentation and/or videos, copies of all receipts and tax invoices and a spreadsheet listing VADEA NSW Professional Learning Grant expenditure.
- Reimbursement from VADEA will be by BPAY payment or EFT transfer (*whichever is applicable*) will be paid to the VADEA NSW Professional Learning Grant recipient's school or individual.

Publication and Presentation

VADEA NSW promotes the sharing of ideas between its members. Recipients are required to submit:

- Teaching and learning resources (Visual Arts teaching and learning programs/professional development programs and education resources) for the VADEA NSW website.
- VADEA NSW Professional Learning Final Report at the completion of the project

Recipients are encouraged to contribute their progress reports through the VADEA NSW Newsletter and may be requested to present their Progress or Final Reports at the VADEA NSW annual conference and/or VADEA Professional Learning events.

TERMS AND CONDITIONS

Eligibility

1. A VADEA NSW 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 the field of Visual Art Education in NSW. 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. 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.
10. All parts of the VADEA NSW Professional Learning Grant application must be completed.

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.

VADEA Professional Learning Grant Application

Please ensure you have completed all parts in the VADEA Professional Learning Grant Application Form:

- Part 1 - School/Tertiary Institution Information
- Part 2 - Applicant Information
- Part 3 - Applicant Qualifications and Experience
- Part 4 - Selected Area of Proposal/Project
- Part 5 - Proposal/Project Details
- Part 6 - Rationale, Summary, Scope and Sequence
- Part 7 - Teaching and Learning Program or Professional Development Program
- Part 8 - Budget
- Part 9 - Referees
- Part 10 - Declaration