



Guidelines for applying for an ACE Professional Development Grant

Background and purpose

The purpose of this fund is to advance the implementation of the Tertiary Education Strategy 2014-2019 to support applicants to address their professional development (PD) priorities. All ACE regional networks, networks and groups of organisations are eligible to submit applications for this contestable fund.

Anyone interested in applying is encouraged to contact ACE Aotearoa staff, for support in developing their application. Email pdgrants@aceaotearoa.org.nz and a staff member will contact you.

Table 1 describes the two categories of grants for which you can apply.

Table 1: Two categories of PD Grants

Grant Type	Purpose	Allocation
Small PD Grant	To address identified professional development priorities.	Up to \$5,000 (excl GST) per application
PD Innovation Grant	To develop and implement innovative professional development strategies that aim to build ACE practitioners and providers capability to: <ul style="list-style-type: none">engage with more diverse groups of participants e.g. age, ethnicitybe reflective practitionersengage non-participating community members in ACE learning opportunitiesaddress and/or enhance distinctive identity of our country.	Between \$10,000 and \$30,000 (excl GST) per application

Criteria

The PD Grant Selection Panel, selected by the PD Steering Group (PDSG), will make the final decision on all applications. Applications will be assessed against the following criteria:

- The proposed PD is available for regional networks, networks and groups of organisations involved primarily with adult and community education. The Panel will not approve applications from individual organisations.
- Each ACE regional network, network or group of organisations will be eligible for one grant.
- Priority will be given to applications that:
 - focus on improving learning outcomes for priority learners (including Māori and Pasifika)
 - link to the Tertiary Education Strategy 2014-2019
 - link to existing professional development plans
 - focus on learner pathways (including use of the ACE Learner Pathway tool, encouraging provider in-house implementation)
 - show an understanding of the role of change leadership and management (adjusting to the environment, models of collaboration between providers)
 - include a robust evaluation approach (methods that measure the value of learning, collecting evidence to inform ongoing improvements)
 - specify learning outcomes to be achieved

Application and approval process

1. Application

Closing dates:

- 31 March 2017
- 30 September 2017

The Selection Panel will meet as required. ACE Aotearoa staff will review the applications and advise on their likelihood of being approved. Staff are available to work with applicants to refine their proposals. Anyone interested in applying is encouraged to contact ACE Aotearoa staff for support at pdgrants@aceaotearoa.org.nz.

The next section gives specific guidelines so that applicants can better understand what the Panel seeks for each question on the application form.

While the application form seeks the same information for small and innovation grants, the Panel will be looking for more detail for innovation grant applications than for small grant applications.

2. Assessment

The Panel will meet as required to assess any grant applications received. The panel will fund all applications that meet the assessment criteria until the PD Grants fund is fully spent. If the Panel receives more applications that meet the criteria than they have funding to distribute, the Panel will select those applications that they believe best meet the criteria.

Following the Panel meetings, ACE Aotearoa will notify applicants of the Panel's decision. If the approval is conditional, ACE Aotearoa will work with applicants to understand and meet the conditions.

3. Develop a funding agreement

Once the proposal is fully approved, ACE Aotearoa will work with successful applicants to develop a funding agreement. For all grants this will define agreed

- PD activities
- Payment schedule
- Milestones
- Evaluation question and approach
- Knowledge sharing activity.

The PDSG and ACE Aotearoa genuinely want to understand how effective the PD grants are in developing ACE practitioners and in improving outcomes for ACE learners. The final milestone for all grants will be an evaluation report, based on a report format and evaluation approach agreed during negotiation of the funding agreement. For innovation PD grants, the final payment will be dependent on ACE Aotearoa receiving a report that they believe is satisfactory. For small PD grants, future PD funding will be dependent on returning a satisfactory evaluation report.

Guidelines for completing the application form

This section takes you through each question on the 'professional development information' section of the application form and describes what the Panel is seeking and what criteria they will assess with the information you provide. The Panel recognises that small grant applications should be simpler and does not seek as much detail for each question for small grants as for innovation grant applications.

Question		The Panel is seeking	The Panel will use this to assess
1	Describe the aims and initiatives of your network/group	Information to help them understand your group or network. The Panel members may or may not be aware of your group already.	Whether or not you are a group of organisations or a network and if you are involved primarily in adult and community education.
2	What is the purpose of your proposed PD activity or project?	Evidence that this PD activity has a clear purpose, and that this purpose links to the new Tertiary Education Strategy 2014-2019 www.minedu.govt.nz/TES2014	Whether your PD activity advances the implementation of the new Tertiary Education Strategy 2014-2019 (released March 2014)

Question		The Panel is seeking	The Panel will use this to assess
3	What evidence do you have that there is a need for this PD?	Evidence that your proposed purpose links to an existing PD plan and PD priorities common to two or more providers.	Whether your PD activity links to an existing PD plan and PD priorities common to two or more providers.
4	How is the proposed PD different from what you were doing previously?	Evidence that the proposed PD activity is not business as usual, and, for innovation grants, is an innovative way to build ACE practitioners' capability	Whether your PD activity is innovative
5	Who will benefit from the PD activity?	To clearly understand who you believe will benefit from the PD activity	Whether your PD activity has the potential to achieve positive outcomes for the largest number of practitioners and providers, and to promote collaboration and contribute to building a community of practice amongst adult and community educators
6	Details of the PD activity or project	To understand <ul style="list-style-type: none"> • your PD learning outcomes • what you plan to do to achieve these learning outcomes • who will be involved in making the PD happen • a brief CV of the people who will be involved so that the Panel are assured of their capability • a brief timeline to show the various activities you plan and when the PD will be finished. Your description here should link to the details in your budget so that the Panel can understand both more easily. 	Whether your PD activity <ul style="list-style-type: none"> • specifies learning outcomes • offers quality and value for money
7	Intended outcome(s) for ACE learners (not for ACE practitioners benefiting from the PD opportunity).	Evidence that you have identified how ACE learners will be better off as a result of this PD activity.	Whether your PD activity identifies benefits for ACE learners from your PD
8	How does this activity or project engage with tangata whenua?	Evidence that you have built genuine relationships with local tangata whenua and Pasifika rather than decided what you will do and then invited them to attend. The Panel understands that tangata whenua and Pasifika may choose not to participate but want to know how you have connected with them and sought to take on board their PD needs and preferences and to involve them where possible.	Whether your PD activity will engage effectively with Māori.
9	How does this activity or project engage with Pasifika?		Whether your PD activity will engage effectively with Pasifika.

Question		The Panel is seeking	The Panel will use this to assess
10	How will you evaluate the PD activity?	To understand how you will collect evidence-based information or provide action-reflections, from which others in the sector may learn, about what has changed, or has the potential to change, for learners as a result of your PD activity.	Whether you have identified an evaluation question and evaluation process that will help you and the rest of the sector understand what has changed, or has the potential to change, for learners, as a result of your PD activity
11	How will you share your knowledge with the rest of the ACE sector?	<p>We are increasing the use of electronic resources and online services to obtain wider reach and access. This includes evidence types:</p> <ul style="list-style-type: none"> • Evaluation Report (formative/summative and final report) • Tutor Profiles (written/electronic/video recorded) • Learner Stories (written/electronic/video recorded) <p>And Communication Tools</p> <ul style="list-style-type: none"> • Newsletters (ACE Aotearoa quarterly) • Email (ACE Aotearoa Resource of the Week) • Workshops (ACE Aotearoa events, online) • Website (ACE Aotearoa) 	Whether you have identified how you will share knowledge beyond the initial group
12	What is your itemised income and expenditure budget for this project?	To understand how the budget links to the activities you indicated in 6 above, and enough information to reassure themselves that this is responsible use of public money and value for money. The Panel will not normally approve facilitator costs over \$1000 per day and will need an explanation of why you believe a facilitator is worth more than this. The Panel will not approve overhead costs, capital items, or overseas travel or projects.	Whether your PD activity is value for money.