



Guidelines for applying for an ACE Professional Development Grant

Background and Purpose

The purpose of this fund is to progress the implementation of the ACE Professional Development Strategy 2006-10 by supporting regional networks, networks and groups around the country to address their professional development priorities. All ACE regional networks, networks and groups are eligible to submit applications for this contestable fund. If you want more information on applying for a grant, please visit ACEnet (<http://ako.aotearoa.ac.nz/acenet>). Here you will find good practice examples and be able to ask questions in a discussion forum, and receive answers from others in the sector as well as ACE Aotearoa staff. 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, ethnicity ○ be reflective practitioners ○ engage non-participating community members in ACE learning opportunities ○ address and/or enhance distinctive identity of our country. 	Between \$10,000 and \$30,000 (excl GST) per application

Assessment Process

The PD Grant Selection Panel, selected by the PD Steering Group, 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 involved primarily with adult and community education.
- Each ACE regional network, network or group will be eligible for one grant.
- Schools which have received TEC funding for ACE provision in 2010 will not be eligible.
- Preference will be given to professional development activities that:

- advance the implementation of the ACE Professional Development Strategy and Action Plan 2006-2010
- engage effectively with Māori, Pacific or people who have been unsuccessful in prior learning
- promote collaboration and contribute to building a community of practice amongst adult and community educators
- involve **and/or** address priorities common to two or more networks, groups, or providers
- are innovative
- clearly specify learning outcomes to be achieved and for whom
- link to existing PD plans
- have the potential to achieve positive outcomes for the largest number of practitioners and providers
- clearly indicate how the professional development project or activities can and will be completed by 31 October 2010, including budget and milestone details
- will provide an evaluation or action-reflection report (see attached report template) that includes evidence-based information about what has changed for learners and what PD processes worked well, from which others in the ACE sector may learn
- identify how the project will share knowledge beyond the initial group e.g.
 - produce a print or web resource (to be made available under Creative Commons Attribution - Non-commercial-Share Alike. See http://www.creativecommons.org.nz/choose_and_apply_a_cc_licence#BYNC)
 - offer an ACEnet activity, e.g. workshop plan, tool, discussion forum.
- Funding does not include overhead costs, capital items/equipment and overseas travel or projects.

Application Process

The 2010 application process is similar to the 2009 process but the Selection Panel have made several changes based on lessons learned from the 2009 round i.e.

- Seek more detail for innovation projects regarding planning, evaluation and sharing learning
- Seek evaluation reports focused on better outcomes for ACE learners, as well as benefits for the ACE practitioners experiencing the PD
- Offer support (via ACEnet in the first instance) to applicants who are unsure how to answer the question asking 'Does this activity or project engage with Tangata Whenua? If so, in what way?' In the 2009 PD Grant rounds, the Selection Panel noted that some applicants deleted, or appeared to struggle to complete, this question effectively. Applications in 2010 where this question is not explicitly answered will be excluded.
- Include a question 'Does this activity or project engage with Pasifika? If so, in what way?'. Offer support to applicants as for the Tangata Whenua question, and similarly, exclude applications in 2010 where this question is not explicitly answered.
- Add a checklist at the end of the application to assist you.

Payment Process

ACE Aotearoa will administer the payment process.

Innovation project contracts will include a payment schedule linked to agreed milestones. All project contracts will identify reporting timeframes linked to agreed milestones. ACE Aotearoa wish to work with project teams to ensure that the aims of the project are achieved and to share knowledge and learning from projects as effectively and widely as possible.

Reporting Process

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. Our 2009 report format did not help us understand this as well as we would have liked. Therefore, we have developed a new report format. The final milestone, linked to payment for innovation projects, will be an evaluation report. For small PD grants, future PD funding will be dependent on returning a satisfactory evaluation report.