



**AUSTRALIAN GOVERNMENT TARGETED PROGRAMS
LITERACY (INCLUDING ESL)**

2010 Program

Completed Applications must reach AISV by

4.00pm Friday 23 October 2009

Late applications will not be considered

A copy of this document can be downloaded from:
<http://www.ais.vic.edu.au/schools/gov-programs/literacy.htm>

For further information please contact Government Program Administration
T: 9825 7200
E: governmentprograms@ais.vic.edu.au

LITERACY (INCLUDING ESL)

2010 Program

Contents	Page
Grant Guidelines	2
Application Instructions	4
Application (for preparation purposes only – applications must be completed online)	6
Specialist Consultancy – Project Information	10
Specialist Consultancy – Expression of Interest Form	11
AISV Professional Learning Opportunities	14

LITERACY (INCLUDING ESL)

Grant Guidelines

Australian Government Programs for Schools: Quadrennial Administrative Guidelines, 2009 to 2012

Eligibility to access funding:

Only students who are eligible for Australian Government general recurrent funding may receive funding under this program. Full fee paying overseas students (FFPOS) are not eligible for assistance.

Commitments by the School:

Schools should demonstrate a commitment to meeting the requirements of Australian Government Programs in relation to the Approved Intervention.

- Undertaking the approved activities as outlined in the Program Design document within the timelines specified;
- Obtaining approval from AISV for any proposed changes to the approved activities;
- Participating in any evaluation project(s) relating to the funding source, as outlined by the Australian Government or by AISV, within the timelines specified;
- Providing data as required by the Australian Government or by AISV in order to meet accountability or program requirements;
- Using grant funds, together with any interest earned, only for the purposes of the Approved Interventions in the calendar year as specified for the Approved Intervention(s);
- Using grant funds received, in addition to resources already committed by the school, for the purposes of the Approved Intervention, and specifying the extent of these committed resources;
- Meeting financial and educational accountability requirements as specified by the Australian Government and as requested by AISV;
- Paying to AISV an amount equalling any unexpended grant funds within 28 days of a request by AISV or the appropriate Australian Government Minister;
- Agreeing to the right of AISV to release grant details for schools under the Program when reporting to the Australian Government and to the sector, providing that this data does not enable users of the information to identify individual students; and
- Agreeing to host visits from the Australian Government and/or AISV representatives as required.

Interventions:

Funding available through Targeted Programs is for projects which target a discrete cohort of educationally disadvantaged students. Providing general, ongoing literacy, numeracy and/or ESL programs is the core business of the school and should not be included in this Program Design.

Interventions are a defined investment with a start and finish. The focus of the intervention should be directed towards sustaining the flow of the benefits from the intervention into the future. This means that all or some of the outcomes of the intervention should impact on future teacher and/or student learning.

LITERACY (INCLUDING ESL)

Assessment Process:

Each Literacy Program submitted will be evaluated on its merits against specified criteria. These criteria include:

- the nature of the interventions designed for specified target groups; and
- appropriate budgeting
- adherence to eligibility and grant guidelines

Note:

All funding is allocated for a one-year period.

Capital items such as computer hardware and televisions are not eligible for funding.

Accountability:

As part of their educational accountability, each school in receipt of funding will be expected to complete satisfactorily the Annual Progress Report. Schools should be able to demonstrate the effectiveness of the intervention(s) in making a demonstrable difference to the learning outcomes for the eligible students.

As part of their financial accountability, schools will be expected to sign an agreement with AISV prior to receipt of any funding. In addition, schools will sign a financial accountability statement at the end of the year, to demonstrate that all funds have been received and used for the approved purpose.

Copyright:

The copyright of all materials produced with funds provided under Australian Government Targeted Programs is vested in the Australian Government. In all publications, promotional materials and activities relating to these Programs, the school must acknowledge the financial support that it has received from the Australian Government.

LITERACY (INCLUDING ESL)

Application Instructions

The following pages contain a copy of the Funding Application as it appears online. It is provided to allow you to prepare your information BEFORE you go to the AISV website.

Applications will only be accepted when completed online.

Before Proceeding

Confirm with the Principal the amount of the notional grant available to the school for the Literacy program.

Accessing the Literacy Targeted Programs Funding Application

Online please go to: <http://www.ais.vic.edu.au>

Select 'For Schools' - the blue tab at the top of the page

Select 'Government Programs' from the drop down menu

Select Literacy and Numeracy

Select from DOWNLOADS select Literacy Application 2010

Moving through the application, this is in four parts:

Your details

So we know which school is submitting the application and who to contact with queries and requests for Accountabilities.

Intervention details

Details of the intervention planned - please refer to the Numeracy Guidelines available on the AISV website

Intervention evaluation

Details of how you will monitor the success and sustainability of the intervention

Budget

Details of how this school will expend the grant monies. Please note that you must ensure the total of the figures submitted agrees with the notional grant available to your school.

Certain parts of this document are 'required' fields. You must input information in these fields or you will be unable to move to the next section.

Required fields are identified with a red * when you view this form online.

Please proceed through the application by clicking on the 'next' button.

Note that you must complete all areas of the application form in a single session. You will not be able to leave the form and return to it later. Assuming you have prepared all the information prior to going online, it should take less than 15 minutes to complete this form.

LITERACY (INCLUDING ESL)

If you have further interventions for your school, please repeat this process on a separate application. Once you submit this application, you will need to ensure that you close your browser down and then log back into the application and repeat the process.

Once you click the 'Submit' button below, your results will then be recorded and sent directly to AISV. Please ensure that you print your responses. You will be able to do this as soon as you click the 'Submit' button.

Common Problems / Questions

Delays in access:

If you leave your submission to the last days, you may experience delays in access. It may be due to the volume of traffic, which can cause our network to overload. To avoid frustration, please lodge your submissions early.

Program time out:

Prepare the information before going online
Complete the form again

Can't move to next page:

Ensure you have provided data in ALL required fields
If an area is not applicable to you, please place 0 (zero) in it

You have more than one intervention:

Complete a separate application for each intervention. After the submission of each intervention you will need to ensure you close down your browser and log back into the application.


If you have difficulties contact:

Government Program Administration
T: 9825 7200
E: governmentprograms@ais.vic.edu.au

LITERACY (INCLUDING ESL)

Application

This copy of the Literacy Funding Application is included to allow you to prepare your information before you go to the AISV website. Applications will only be accepted when completed online.



AUSTRALIAN GOVERNMENT TARGETED PROGRAMS - LITERACY 2010

Welcome to the Australian Government Targeted Programs 2010 Literacy Application.

Before proceeding, please ensure that you have prepared and recorded your responses on the hard copy provided. You will need to have confirmed with your Principal the notional grant available to your school in 2010.

Certain parts of this document are 'required' fields. You must input some information or it will not permit you to move to the next section.

Required fields are identified with a **red *** when you view this form online.

Please proceed through the application form by clicking on the 'next' button.

Note that you must complete all areas of the application form in a single session - you will not be able to leave the form and return to it later. Assuming you have prepared all the information prior to going online, it should take less than 15 minutes to complete this form.

This Application must be completed by 4pm on Friday 23 October, 2009.

Keeping a copy of your application:
AISV can not return a copy of this application to you once you submit it. If you wish to keep a copy please follow the instructions below.

After completing the entire application and clicking the 'Submit' button at the end, you will be prompted to print your responses.

[\[Exit and clear survey\]](#)

0% 100%

Your Details

* **School Name:**

* **Does this apply to a specific campus?**

Yes No

* **Which campus?**

LITERACY (INCLUDING ESL)

* Name of person completing this form:

* Position within school:

* Email:

* Telephone:

<< Previous Next >>

[\[Exit and clear survey\]](#)

0%  100%

Intervention Details

* Project Name:

* Target Group:

Funding for Targeted Programs is provided for the 2010 year and is not recurrent. All funding provided must be utilised during 2010. Targeted Programs funds are not to be used for existing and ongoing programs or curriculum offerings. Applications to continue previously funded projects, or continuation of projects, will not be considered.

* Overview: Describe the key numeracy issues for this target group.

* Learning Outcomes for Students: List the key learning desired outcomes in dot point form.

<< Previous Next >>

LITERACY (INCLUDING ESL)

0% 100%

Intervention Evaluation

* **Monitoring Progress: How will you measure the students' progress?**

* **Sustainability: How will these achievements be sustained?**

0% 100%

Budget

* **Consultants/Presenters/Teacher's Aides:(detail required)**

* **Amount of grant required for Consultants/Presenters/Teacher's Aides:**

* **Resources: (detail required)**

* **Amount of grant required for resources:**

* **Professional Learning: (detail required)**

LITERACY (INCLUDING ESL)

* Amount of grant required for Professional Learning:

* Other: (Provide detail)

* Amount of grant required for 'other':

* Total funding requested for this Application:

* Is your school contributing additional funds to this intervention?

Yes No

* Please include an estimate of additional school contribution.

If you have further Interventions for your school, please repeat this process on a separate application. Once you submit this application, you will need to ensure that you close your browser down and then log back into the application and repeat the process.

Once you click the 'Submit' button below, your results will then be recorded and sent directly to AISV. Please ensure that you print your responses. You will be able to do this as soon as you click the 'Submit' Button.

<< Previous

Submit

LITERACY (INCLUDING ESL)

Specialist Consultancy – Project Information

Funding will be available to support a limited number of schools to work with an education consultant for up to four days on a project of their choice to improve and further develop their Literacy programs.

The program will be comprised of the following elements:

1. Consultant will meet with the Literacy Co-ordinator to be briefed on the Literacy program in the school, the curriculum etc...and if possible be introduced to the Literacy staff.
2. The consultant will meet with the school Principal, Curriculum Co-ordinator and Heads of School as required.
3. Planning session - It is requested that all of the teachers participating in the project attend a session at which there will be a discussion of issues that need to be addressed, and the planning of a school-based project with embedded professional learning according to the needs of the school and staff.
4. Professional Learning sessions - A total of up to three days professional development will be provided for the participating teachers.
5. Reporting session – It will be compulsory for two members of the project team to report on outcomes of their project during Term 4, 2010.
6. A final report with recommendations for future action will be written by the project leader working with the consultant and submitted to the school and AISV at the end of 2010.

A maximum of **ten** schools will be selected to participate in the 2010 program.

Funding:

AISV will fund a Consultant for the entire project (up to 4 days) for each school and in addition provide a grant up to \$2000 to help offset the cost of teacher release. It is a condition of acceptance into this project that the school will release the participating teachers for required meetings with the designated consultant.

Applying: Download the Expression of Interest from the AISV website.

Forward the completed Expression of Interest by email to:

governmentprograms@ais.vic.edu.au

Completed Applications must reach AISV by

4.00pm Friday 23 October 2009

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LITERACY (INCLUDING ESL)

**AUSTRALIAN GOVERNMENT TARGETED PROGRAMS
Specialist Consultancy Project - Literacy
2010 Expression of Interest**

Name of School:	
Campus: (if applicable)	
Name of Person Completing this Application:	
School Position:	
Contact Details:	T:
	E:

Please provide the following details:

Project Name:	
Target Group:	
What evidence have you collected to support your identification of this group?	
Please identify the total number of students in this group, and their year levels:	
What specific outcomes do you want to achieve for the identified students?	

LITERACY (INCLUDING ESL)

In which areas do you wish to improve teachers' knowledge and skill?

Please identify the number of teachers participating in this project and their year levels or relevant teaching allocation:

How will you measure the success of the project?

How will the project and its benefits continue into the future?

Please note that successful projects may be further refined following discussion between the school and the assigned education consultant

Checklist

Ensure you have:

- Saved a copy of your file at the school. You may also wish to keep a hard copy. You will be required to report Educational Accountability against it in 2010.
- Completed all sections of the Expression of Interest form and saved it as follows:
<Your school name here> 2010 Specialist Consultancy Project
- Return the completed Expression of Interest form as an attachment to:
governmentprograms@ais.vic.edu.au

The number of Specialist Consultancies which can be supported is limited.

The completed Expression of Interest must be received by:

4.00 pm Friday 23 October 2009

Late applications will not be considered

AISV collects personal information about personnel from its Member Schools and others interacting with the Association. The primary purpose of collecting this information is to enable AISV to provide services to the Member School or other organizations. AISV may from time to time disclose personal information to others for administrative and educational purposes. Such disclosures will only be in relation to the primary purpose of collection, or for a secondary purpose, related to the primary purpose, and which the individual would reasonably expect. If AISV does not receive the information referred to above, it may not be able to provide the relevant services to the Member School or other organization. Any questions in relation to the collection, use and disclosure and retention of personal information collected by AISV can be directed to the AISV Privacy Officer.