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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Training** |

***NUMBER:*** *2015 / February / 17*

**TO:**

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| Learn Local organisations *– ALL*  | ACFE Board | ACFE Regional Councils |
| Adult Education Institutions |  |
| Participation Branch staff |

**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 17 February 2015

**SUBJECT: Applications open for the ACFE Board Capacity and Innovation Fund 7.**

**ACTIONS / CRITICAL DATES:**

* ***Submit your application by COB Friday 27 March, 2015.***
* ***CAIF 7 Guidelines and Application Forms are available in the Learn Local section of the Department of Education and Training website***
* ***Additional CAIF resources will be available via the website and Learn Local Provider Forums from 23 February***
* ***Refer to the attached VET Development Centre flyer about how to register to attend the Grant Application Writing Workshop on 12 March 2015***

 **Subject:**

I am pleased to announce that the Adult, Community and Further Education (ACFE) Board has approved Capacity and Innovation Fund (CAIF) 7.

Applications are now invited from Learn Local organisations for projects that will build organisational capacity and contribute towards improvements in learner engagement, participation and attainment.

**Timelines**

Applications Open: 17 February 2015

Applications Close: 27 March 2015 (5pm)

Applicants notified of outcome: June 2015

Project deliverables finalised: July 2015

Projects Commence: August 2015

**Changes to the Capacity and Innovation Fund**

There have been some administrative changes to CAIF for this round, including the following:

* Additional supports have been funded through the ACFE Board to assist Learn Local organisations in completing the application form. These will be delivered by the VET Development Centre (VDC) (see attached information flyer) and include:
* a ‘CAIF Help Desk’ to respond to emailed enquiries from Learn Local organisations relating to completion of the application documentation
* a ‘CAIF FAQs’ resource with further explanation, guidance and examples to assist in answering questions on the application form and attachments. This will be available from 23 February and will be progressively added to as enquiries are received from Learn Local organisations.
* a Grant Application Writing workshop to be held in the Melbourne CBD on 12 March 2015.
* There will be no requirement to submit an Expression of Interest followed by a Full Application as in CAIF Round 6. A single application only is required to be completed and submitted.
* Applications for Partnerships for Access projects will be sought at the same time as other funding streams, and will have a maximum project duration of 18 months in line with other streams.
* There have been minor changes to the CAIF Guidelines, project requirements, application form and templates. These have been made to further clarify requirements and simplify the application process.

**Funding Streams for CAIF 7**

Applications are invited for funding under the following streams:

Stream 1: Engaging Learners on Pathways for Achievement

Stream 2: Communities of Practice for Quality

Stream 3: Partnerships for Access

Stream 4: Strengthening Learn Local Provision

Further information on the Capacity and Innovation Fund and application process can be found in the CAIF 7 Funding Guidelines, including a description of the Funding Streams and assessment criteria. The CAIF 7 Guidelines and Application documents are available on the Department of Education and Training (DET) website: <http://www.education.vic.gov.au/training/providers/learnlocal/pages/acfeboardfund.aspx>

Learn Local organisations are encouraged to contact regional Training Participation Support staff with questions regarding regional priorities and policy contexts for project ideas. Questions relating to completing the application forms should be directed to the VDC.

For any additional information about CAIF 7 please contact Amanda Wells, Participation Branch at wells.amanda.l@edumail.vic.gov.au

On behalf of the ACFE Board I encourage you to participate in this significant program.

**BRONWEN HEATHFIELD**

Director

Participation Branch