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

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

***NUMBER: 2015/October/19***

**TO:**

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| All Learn Local organisations | Adult Education Institutions | ACFE Regional Councils |
| Learn Local stakeholders |  |  |

**Cc:** Participation Branch Staff

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

**DATE:** 19 October 2015

**SUBJECT: Applications open for the ACFE Board Capacity and Innovation Fund 8.**

**ACTIONS / CRITICAL DATES:**

* ***Submit your application by COB Tuesday, 15 December, 2015.***
* ***CAIF 8 Guidelines and Application Forms are available in the Learn Local section of the Department of Education and Training website***

<http://www.education.vic.gov.au/training/providers/learnlocal/pages/acfeboardfund.aspx>

I am pleased to announce the opening of Capacity and Innovation Fund (CAIF) – Round 8.

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: 19 October 2015

Applications Close: 15 December 2015 (5pm)

Applicants notified of outcome: April 2016

Project deliverables finalised: April 2016

Projects Commence: May 2016

**CAIF Round 8**

* The funding available for CAIF Round 8 is $2 million. It is anticipated that this will be a highly competitive round, therefore well-developed applications are essential.
* Project budgets should be carefully prepared reflecting an accurate assessment of project costs.
* A single application ONLY is required to be completed and submitted. Expressions of Interest are not required.
* The maximum project duration for CAIF Round 8 is 18 months.

**Funding Streams for CAIF 8**

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 (Implementation only)

Stream 4: Strengthening Learn Local Provision

Further information on the Capacity and Innovation Fund and application process can be found in the CAIF 8 Funding Guidelines, including a description of the funding streams and assessment criteria. The CAIF 8 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 can also be directed to regional staff.

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