# Education Week 2019 criteria

## ACTIVITY GUIDELINES

### ACTIVITY CRITERIA

Activities proposed for inclusion on the Education Week Calendar of Activities should address the following criteria and promotional requirements. Preference will be given to activities which focus on technology.

* The activity should profile one or more career paths.
* The activity should demonstrate a theoretical or applied career path – appropriate to the targeted age group/s.
* The activity must have a promotional strategy to facilitate successful attendance outcomes.
* The activity must be conducted within school hours on a weekday/s during Education Week (Sunday 19 - Saturday 25 May 2019 inclusive).
* The activity must be offered free-of-charge to all Victorian schools.
* The activity should not be open to bookings from the general public.
* The activity must be able to accommodate multiple group bookings (i.e. the activity must not be targeted or available to a specific school).
* The activity may be an excursion, incursion or an outreach program.

### ACTIVITY PROMOTION

The Education Week Calendar of Activities will be promoted on the Education Week website and through Departmental channels to schools in Victoria.

Organisations that host an activity featured on the calendar are asked to:

* Actively promote their activity to schools to facilitate successful attendance outcomes. Suburban listings of schools can be accessed at: <http://www.education.vic.gov.au/findaservice/Home.aspx>
* Clarify in all promotions that activities on the Education Week Calendar of Activities are open to Victorian schools and not open to general public bookings.
* Seek local media coverage of their involvement in Education Week.
* Include on all activity promotions the Education Week logo/masthead.
* Where an activity receives grant support, include the following tagline on all activity promotions: “This Education Week activity is presented by <your organisation’s name> in partnership with the Victorian Department of Education and Training”.

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# Education Week grant criteria

### GRANT APPLICATION INFORMATION

The Department of Education and Training is offering small grants to assist not-for-profit organisations to offset the costs of hosting an Education Week activity. Successful and unsuccessful grant recipients will be notified by **Monday 8 April 2019**

### GRANT ELIGIBILITY

* Applicants must have Not-For-Profit status (an organisation/association must have ***not-for-profit*** ***status***. A non-profit company (or association or organisation which is not incorporated) could be formed for a number of purposes including social, recreational, cultural, educational or provision of goods or services, but not for the purpose of making a profit. If any profit is earned by the organisation it can only be applied to the organisation as a whole and not to individual members (members do not receive any monetary gains).
* Applicants must not already be funded by Department of Education
* Expenditure items that are not covered are hospitality, catering, vehicle hire, graphic design, advertising, event management, professional training and development, commercial or proprietary activities

To apply for an Education Week activity grant,

### GRANT REQUIREMENTS AND PROCESS

To apply for an Education Week grant, an organisation must submit a grant application form [here](surveymonkey.com/r/ZGDW6SR).

An organisation may apply for multiple grants if providing multiple activities. In these instances, a separate grant application and activity registration form must be completed for each activity.

Grant applications must clearly detail a breakdown of anticipated expenditure which must be directly related to the delivery of the proposed activity.

Education Week grants may be directed to costs such as:

* Guest speakers/entertainment/performing or other artists
* Venue and equipment hire
* Consumable resources/activity materials
* Additional administration costs incurred as an outcome of the specific activity

Successful grant applicants must use their grant solely for the provision of the Education Week activity as detailed in their application. Unused funds must be refunded to the Department of Education and Training by **3 June 2019**

Successful and unsuccessful grant applicants will be notified in writing (by email).

### ACTIVITY EVALUATION

Organisations in receipt of an Education Week grant to host an activity featured on the Calendar of Activities are requested to complete an online evaluation survey post-event by **10 June 2019**.

### GRANT ALLOCATION AND PAYMENT

Due to the likelihood that demand for grants will exceed total available funds, there is no guarantee that all eligible organisations that meet the application criteria will be successful. In determining the allocation of Education Week grants, the Department of Education and Training will endeavour to ensure that the total of funded activities represents a balance across participant age groups, numbers and activity locations.

Once a grant has been approved, the recipient organisation will be notified and a Common Funding Agreement will be issued to complete and return. The agreement will facilitate payment of the grant via electronic funds transfer to the recipient’s nominated account.