# Education Week 2020

Eligibility guidelines for promoting an activity on the Education Week website and for grant funding

## Promoting your activity on the Education week website

### Activity promotion eligibility criteria

Activities proposed for inclusion in the Education Week activity calendar should address the following criteria and promotional requirements. Preference will be given to activities which focus on STEM.

#### Timing of the activity

The activity must be conducted on one or more days during Education Week, Sunday 17 to Saturday 23 May 2020.

#### Representation of the theme

The activity should demonstrate a STEM learning outcome either theoretical or applied, appropriate to the targeted age group or groups.

#### Cost

The activity must be offered free-of-charge to Victorian government schools. Bookings from the general public are not permitted.

#### Availability

The activity must be able to accommodate multiple group bookings (i.e. the activity must not be targeted or available to a specific school).

#### Promotion

The activity must have a promotional strategy to facilitate successful attendance outcomes. Additional promotion requirements are listed are the end of this document.

#### Activity type and risk mitigation

The activity may be an excursion, incursion or an outreach program. If there is any potential risk involved in running your activity, please include mitigation strategy.

#### Evaluation survey

Event organisers are highly encouraged to complete a post-event evaluation survey by 9am Monday 8 June 2020. We value your time and your feedback will help us in continuing to deliver Education Week to a high standard.

## Grant applications

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 grant recipients will be notified by Wednesday 8 April 2020.

### Grant eligibility criteria

In addition to the criteria in the activity promotion eligibility section above, grant funded activities must meet additional criteria, listed below.

#### Not-for-profit status

Applicants 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).

#### Additional funding from the Department of Education and Training

To be eligible, applicants must not already be funded by Department of Education.

#### Grant funding use

Expenditure items that are not covered are hospitality, catering, vehicle hire, graphic design, advertising, event management, professional training and development, commercial or proprietary activities

#### Timing of the activity

Grant funded activities must be conducted within school hours on one or more weekdays during Education Week (Sunday 17 to Saturday 23 May). Activities conducted on a weekend can be listed on the calendar but are not eligible for a grant.

#### Activity evaluation

### All funded events featured in the Education Week activity calendar must include a post-event evaluation. The host organisation must complete the online evaluation survey by Monday 8 June 2020.

### Application requirements and process

To apply for an Education Week grant, an organisation must [submit a grant application](https://fs27.formsite.com/CHgztD/Educationweek/).

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 Wednesday 3 June 2020

Successful grant applicants will be emailed.

### 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.

## Additional activity promotion requirements

The Education Week activity calendar will be promoted on the Education Week website and through Departmental channels to schools in Victoria.

Organisations that host an activity (non-funded and funded) are asked to:

* actively promote their activity to schools to facilitate successful attendance outcomes. Suburban listings of schools can be accessed through [Find a service](http://www.education.vic.gov.au/findaservice/Home.aspx)
* clarify in all promotions that activities in the Education Week activity calendar are open to Victorian government schools and not open to general public bookings
* seek local media coverage of their involvement in Education Week
* include the Education Week logo/masthead on all activity promotions as it becomes available.

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.”