

ADULT COMMUNITY AND FURTHER EDUCATION BOARD

CAPACITY AND INNOVATION FUND ROUND 11 GUIDELINES – CATEGORY 1 PROVIDER INITIATED PROJECTS

# CONTENTS

The ACFE Board Capacity And Innovation Fund 4

The Aims of CAIF Round 11 – Category 1 Provider Initiated Projects 4

Who Can Apply 5

What Will Not Be Funded 5

What Funding Is Available 5

How Long Can A Project Run 6

What Are The Funding Conditions 6

Preparing Your Project Plan 7

The Reporting Requirements 7

The Assessment Criteria For Funding 8

How To Apply For Funding For Category 1 Provider Initiated Projects 8

What Happens Next 9

How Will Payments Be Made 9

SAMS 2 - Service Agreement 9

Who Do I Contact For Assistance 10

Templates 10

## TIMELINE – CATERGORY 1 Provider INITIATED Projects

|  |  |
| --- | --- |
| Item | Date |
| CAIF 11 – Category 1A Provider Initiated Projects - Expressions of Interest Open | Tuesday 11 December 2018 |
| Applications Close | Friday 15 February 2019 |
| Selection Panel Assessment | March 2019 |
| Advice of outcomes to applicants | March 2019 |
| Service Plan uploaded in SAMs 2 for your authorised signatory to accept | April 2019 |
| 1st Milestone Payment | May 2019 |
| Project delivery commences | May 2019 |

# CAPACITY AND INNOVATION FUND ROUND 11 GUIDELINES – Category 1 PROVIDER INITIATED PROJECTS

## THE ACFE BOARD CAPACITY AND INNOVATION FUND

The Adult, Community and Further Education (ACFE) Board administers the Capacity and Innovation Fund to provide opportunities for Learn Local providers to develop and implement projects designed to meet the needs and to increase participation and attainment of the identified priority leaner cohorts.

The ACFE Board has identified the following priority learner cohorts for specific emphasis in pre-accredited programs in consultation with the ACFE Board’s Regional Councils.

* Early school leavers
* Low skilled and vulnerable workers
* Indigenous people
* Unemployed people
* People with a disability
* Disengaged young people
* People from a culturally or linguistically diverse background

CAIF is a key element in support of the ACFE Board’s mission to increase the educational participation and attainment of adults, improve social cohesion and boost the human and social capital of Victoria.

In this round, three categories of projects will be announced. Each category will have a different approach:

* Category 1 - Provider Initiated projects – 1 Open NOW
* Category 2 - ACFE Board Priority Cohort Strategy projects **(**State wide) – will open end of January 2019
* Category 3 - Regional based projects – will open end of January 2019

Please refer to the Memo 11 December 2018 on the DET website for further information. See <https://www.education.vic.gov.au/training/providers/learnlocal/pages/memo.aspx>.

## the aims of CAIF ROUND 11 – CATEGORY 1 PROVIDER INITIATED

In **CAIF 11 Category 1 - Provider Initiated Projects**, the ACFE Board is seeking projects that build the capacity of providers to respond to priority learner cohort needs. These projects should build provider capacity: through innovative and sustainable models of delivery, development of products that demonstrate a broader application across the sector, provide support for learner engagement and participation, improve quality of program delivery or develop pathways to further education and employment.

Projects proposed for this category should address at least one of the following aims:

* Projects that make a strategic difference to **learner engagement** by maximising access for priority learner cohorts to high quality pre-accredited programs by encouraging strategic partnerships with the sector and other stakeholders that improve learner participation and attainment.
* Projects that **demonstrate quality programs delivery** through improved program design, development of products and resources that support delivery, improved training and assessment practices that demonstrate relevance and responsiveness of courses which meets learner needs for learners. E.g quality A-frames, resource packs.
* Projects that **support pathways to further education and employment,** by responding to learner needs and aspirations, connecting, monitoring and tracking of priority cohort learners transitioning to further education and employment.

## Who Can Apply

Applications for Capacity and Innovation Fundprojects may be submitted by:

* a registered Learn Local provider or Adult Education Institution with a current BGS or 2019 Skills First contract.
* a registered Learn Local provider or Adult Education Institution with a 2019 Pre Accredited Training Delivery contract.
* a consortium of organisations where the lead is a registered Learn Local provider.
  + - Each Learn Local provider is eligible to apply for and receive a maximum of TWO grants per calendar year.
    - If a consortium application involving two (or more) Learn Local providers is successful, it will count as an eligible grant for the lead and key partner Learn Local providers involved in the project.
    - Where a LLO participates in a project but is not the lead organisation or a consortium partner it will not count as one of the funded projects.
* If you are not applying as a consortium but will be working with a group of organisations in the development and delivery of your project, you need to identify these organisations on your application.

## What Will Not Be Funded

CAIF funding is not available for:

* projects that are a duplication of current or previous CAIF projects or other ACFE funded projects
* equipment or materials not directly linked to the achievement of project outcomes or which exceed 10% of the ACFE Board grant. Applications that request funds for the purchase of equipment and materials must demonstrate that the purchases are directly linked to the strategic objectives of proposed projects, with a rationale for the use of the equipment clearly outlined in the Application.
* business-as-usual operations e.g. salaries, rent, consumables, training delivery (accredited, pre-accredited or fee-for-service)..  If your project has a training component you must clearly indicate where that funding will be sourced from and not include training salaries in the budget.
* Projects where the main focus is professional development, capital works or ongoing accommodation.

## What Funding is Available

CAIF 11 Category 1 - Provider Initiated projects funding will be limited to a maximum of $50,000, regardless of the number of Learn Local providers involved in the project. Providers must ensure that all project applications are costed clearly and accurately, with funding requests commensurate with the activity to be undertaken. Sufficient detail should be provided to enable the panel to determine the funds required, value for money and appropriate allocation of funds.

The panel will not accept projects where the bid is not clearly justified within the application and will be assessing that the amount requested is required to undertake the project successfully. The project must demonstrate broad application across the sector, or make a substantial contribution to the needs of one or more of the priority learner groups.

## How Long Can a Project Run

In determining the timeframe of your project you need to take into account the following contract requirements:

* Only projects that are ready to start upon acceptance of the service plan in SAMs 2 by both parties will be considered.
* In general project proposals should not exceed 12 months’ duration. You will be required to complete a **PROJECT PLAN** as part of the application which will assist you in estimating the length of time it will take to achieve your project objectives
* The final report and any other deliverables developed under the project (e.g. learning resources, case studies and assessment tools) are expected to be submitted to the ACFE Board within the agreed timeframe of the project.
* All projects must be completed within the agreed timeframe, longer projects will require additional reporting requirements.

## What are the Funding Conditions

Grant recipients must:

* Only use project funds to implement the project named on your CAIF Round 11 application and contracted in the approved Service Plan in SAMs2.
* Deliver the identified project outcomes within agreed timelines.
* Advise the Department immediately if any changes are required to the project including timeframe and changes to the agreed milestones.
* Comply with all data collection and reporting requirements including documenting of project outcomes and best practice models for sharing across the Learn Local sector.
* Resources and other project outputs developed with ACFE Board funding must be submitted along with the final report.
* Agree to contribute to the development of case studies and/or promotional material on project achievements, if requested.
* Agree to participate in discussions and forums with Learn Local organisations leading ACFE Board funded projects, such as Capacity and Innovation Fund projects, of a similar nature as required.
* Agree to share any products developed with CAIF funding with other Learn Local providers and the Department on request.

## 

## Preparing your Project Plan

**Identifying, Monitoring and Reporting on Project Plan Outcomes**

The ACFE Board is committed to funding projects that lead to tangible outcomes for learner priority groups. Communicating what has been achieved through CAIF projects is of vital importance so that innovation and good practice can be shared across the Learn Local sector.

In order for the ACFE Board to know whether or not a funded project is on track or has been successful, providers must clearly identify the intended outcomes and outputs of the project and how they will be measured in their project applications.

Careful attention must be paid to the identification of proposed project outcomes and outputs in the application form along with the indicators to be used to measure progress from an identified baseline or starting point.

Providers should consider the following in developing project outcomes and outputs:

Project Outcomes:

* What is the main objective or purpose of your project?
* What do you expect to have achieved by the time the project is finished? (e.g. for learners, for organisations, for the community)
* How will you know whether your project achieved its objectives and desired outcomes?
* What will you use to measure progress in achieving your project objectives?
* How will you demonstrate to the ACFE Board and to others the difference your project has made (to learners, to the organisation etc.)?

Outcome Measures

Outcome measures refer to the evidence you will use to demonstrate that you have achieved (or are making progress in achieving) your identified Project Outcomes.

For example an increase in attendance for a specific priority learner group, an increase in student completion and transition to further education and training.

Project Outputs

What resource will you be developing through this project? (e.g. program and pathway documents, seminars or forums, best practice guidelines, project learnings and insights, case studies and anecdotes, assessment tools, resources that can be shared with the sector to support learning delivery).

## the Reporting Requirements

There are two main reporting requirements for all successful projects:

* **PROGRESS REPORTS** will be expected according to the length of your projects.  For projects that are greater than 12 months in duration, additional progress reports will be requested, on a 6-monthly basis for projects of 18 months’ duration.
* **FINAL REPORTS** including any outputs and an acquittal of project funds will be expected at the conclusion of the project.  Once the final report is approved the final payment will be made at the next available payment cycle.
* **PROJECT SUMMARY REPORT -** As part of the Final Report organisation are required to submit a one page summary of their projects outcomes and outputs for the ACFE Board. All project summaries will be published on the DET website for the purpose of sharing projects across the sector.

Project milestones and deliverables will clearly outlined in your approved Service Plan in SAMs.

Report templates are available on the Capacity and Innovation Fund page of the [DET website](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/acfeboardfund.aspx).

## the Assessment Criteria for Funding

* Projects will be assessed by the Selection Panel against the criteria outlined below.
* All applications will be subject to the Value for Money criteria.
* A weighting has been applied to Assessment Criteria 3-7 to reflect their relative importance in the assessment of applications.
* Assessment Criteria 1 and 2 have not been weighted as failure to meet these criteria will automatically nullify your application.

|  |  |  |
| --- | --- | --- |
| No. | ASSESSMENT CRITERIA | WEIGHTING |
| 1 | A completed project application submitted by the due date including all the related templates and business case where applicable. | Not weighted |
| 2 | Does not duplicate any current or completed CAIF projects and declares any other contributory funding to the project. | Not weighted |
| 3 | That the provider has the capability and experience to deliver the projects, which is demonstrated by a good track record for delivering projects on time and meeting project milestones. | 5 |
| 4 | The application clearly demonstrates that the proposed project aligns with one or more of the CAIF 11 Category 1 aims and will develop resources that can be shared across the sector. | 5 |
| 5 | The project proposal will make a contribution to innovation and improved practice in the delivery of pre –accredited training and clearly articulates how the project intends to support improved engagement, quality delivery and improved pathways for priority learner cohorts. | 5 |
| 6 | The proposed project has well developed outcomes, outputs, measures and timelines and demonstrates a realistic budget that represents value for money. | 4 |
| 7 | The benefits of the project have potential to be sustained beyond the end of the project | 3 |

## How TO Apply for Funding for CATEGORY 1 provider INITIATED projects

1. Application for CAIF Round 11 – Category 1 Provider initiated projects opened Tuesday 11 December 2018 and will close COB Friday 15 February 2019. All documentation will be made available on the DET website at <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/acfeboardfund.aspx>.
2. Download and read the **CAIF 11 – Category 1 Provider Initiated Projects** **Guidelines**
3. Download and Complete the **CAIF 11 – Category 1 Provider Initiated projects** **Expression of Interest** **Form – please do not PDF the application form.**
4. Download and Complete the **CAIF 11 Budget, Project Plan and Risk Mitigation Templates** (this is one document with 3 templates).
5. If you are applying as a Consortium please ensure you have obtained a signed **Letter of Commitment** to the project that is signed by all partners.
6. Submit your application and any related documentation to [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au) no later than COB Friday 15 February 2019. Late applications will not be accepted.

**Note:** All applications will be acknowledged on receipt by department staff. If you have not received a response within 5 working days, please contact your regional office to confirm your application has been received. Please check your SPAM filters in case emails from the department go astray.

## What happens next

1. The CAIF assessment panel will consider your application in-line with the CAIF round 11 Guidelines. Your regional office will liaise with you if any issues are identified or further clarification is required by **February/March** **2019.**
2. Advice of outcomes will be emailed to you by your regional office **in March 2019.**
3. **A Service Agreement Variation - Service Plan** will be sent to your organisations’ signatory via SAMs 2. Providers should check and ensure that your organisations’ signatory are up to date in SAMs 2.

**Please note:** Your signatory will have a five day window to review and accept the Service Plan after which SAMs will automatically accept on behalf of your signatory.

## How will Payments be made

* The first payment will be made on acceptance of the project Service Plan in SAMs 2 by your approved organisation signatory and the Department at the commencement of the project.
* Any additional payments determined as part of the funding agreement will be made based on the quarterly cycle of ACFE Board payments, depending on the achievement of agreed project milestones.

## **SAMS 2 - Service Agreement**

The current ACFE Board Service Agreement cycle is aligned to the Department of Education and Training cycle on 1 January 2017 and ends on 30 June 2019 (the ACFE Board Service Agreement Terms and Conditions are currently being revised with sector input).

The Service Agreement:

* outlines the general terms and conditions on which it is made; further information about the [Terms and Conditions of the Service Agreement](http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/3.-terms-and-conditions/3.0-overview-of-service-agreement-terms-and-conditions/3.0.1-terms-and-conditions-of-the-new-service-agreement) can be found on the Funded Agency Channel.
* establishes the principles guiding the relationship between the ACFE Board and the organisation; and
* obtains the organisation’s commitment to support government policies that have a bearing on the provision of adult, community and further education to Victorians.

Further information about the Service Agreement can be found on the DHHS SAMs Funded Agency Channel (FAC) see: <http://www.dhs.vic.gov.au/funded-agency-channel/home>.

**Service Plan**

Service plans listed in Schedule 1, 2 & 3 of the Service Agreement, group together like service activities specific to a program area, and identify the department's region/division/group providing funding and as negotiated annually on behalf of the ACFE Board.

**Service Plan Variations**

Organisations proposing to vary their approved project milestones and deliverables must negotiate the variation and obtain prior approval through the relevant Department staff and signed by an ACFE Board financial delegate **before** making any changes and commencing delivery.

Once approved, a **Variation Agreement** with a **revised Service Plan** will be issued through SAMS2.

Please ensure that the Chairperson (or approved delegate) of your organisation approves any variation prior to submitting a request. An email from your approved delegate would suffice.

## Who Do I Contact For Assistance

Regional Engagement and Support staff will be available to assist you in developing your project ideas and providing advice on ACFE Regional Council Plans, local priorities and policy contexts.

## Templates

All CAIF Round 11 templates are available on the DET website. <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/acfeboardfund.aspx>.