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# ADULT COMMUNITY AND FURTHER EDUCATION BOARD

# CAPACITY AND INNOVATION FUND

# ROUND 10 GUIDELINES

# (CAIF 10)

# 2018 TIMELINES

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| Item | Date |
| Applications Open | 24 January |
| Applications Close | 28 February |
| Selection Panel Assessment | March/April |
| Conduct interview for large projects | April |
| Advice of outcomes to applicants | April/May |
| A Service Plan will be loaded into SAMs 2 for your authorised signatory to accept | May |
| 1st Milestone Payment | June 2018 |
| Project delivery commences | July 2018 |

# What is 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 learner needs and to increase participation and attainment.

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.

Proposed projects must respond to the pre-accredited training needs of one or more of the ACFE Board Priority Learner Cohorts and be aligned with priorities in the ACFE Board Strategy 2016-2019 <http://www.education.vic.gov.au/about/research/Pages/ace.aspx> .

# What is the purpose of the Capacity and Innovation Fund?

The Round 10 Capacity and Innovation Fund purpose is aligned to reflect the priorities in the ACFE Board Strategy 2016-2019 for priority learner cohorts.

The ACFE Board is seeking innovative projects that are specifically targeted to support learner engagement, quality program delivery and pathways to further education and employment for one or more of the priority learner cohorts through pre-accredited training programs.

##### CAIF Round 10 Aims

All project applications for this CAIF round must align with one or more of these aims to be considered for funding:

1. **Learner engagement and participation**
   1. Maximise access for priority learner cohorts to high quality pre-accredited programs.
   2. Encourage networks of providers to maximise access for learners through agile program delivery.
   3. Encourage strategic partnerships, programs and initiatives that improve participation and attainment for the priority cohort groups.
2. **Quality programs delivery**
   1. Improve the quality, relevance and responsiveness of courses which meets learner needs through initiatives that contribute to improvements in training and assessment practices.
   2. Encourage networks of providers to maximise access for priority cohort learners through agile program delivery.
   3. Build the capacity of providers to respond to priority learner cohort needs through innovative and sustainable models.
   4. Improve design and delivery of programs and initiatives with high conversion rates to further education and employment for priority cohort learners.
3. **Support pathways to further education and employment** 
   1. Improve responses to learner needs and aspirations, connecting to further education and employment pathways.
   2. Respond to the pathways needs of priority cohorts through targeted regional strategies.
   3. Improve planning, monitoring and tracking of priority cohort learners transitioning to further education and employment.

# Who are the Priority Learner 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.

Regional Council Learner Group Advice for Providers can be found on the DET website <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx>.

* Women, including young mothers, women seeking to re-enter the workforce after significant time away, women who have experienced or are experiencing family violence
* People in low socio-economic status localities
* Early school leavers
* Indigenous people
* Low skilled and vulnerable workers
* Unemployed/underemployed people
* People from a culturally or linguistically diverse background
* People with a disability
* Young people who may be at risk of disengaging or who may have already disengaged from the community and/or education

# 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 2018 Skills First contract.
* a registered Learn Local provider or Adult Education Institution with a 2018 Pre Accredited Training Delivery contract.
* a consortium of organisations where the lead is a registered Learn Local providers.
  + 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 the project but is not the lead organisation 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
* 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 delivery funded or potentially able to be funded by the ACFE Board or DET).  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, ongoing accommodation or related costs

# What Funding is Available?

## **Maximum Funding Levels**

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.

##### Projects of up to $50,000

It is expected that the majority of CAIF 10 project funding requests will be limited to a maximum of $50,000, regardless of the number of Learn Local providers involved in the project. The panel will be assessing that the amount requested is required to undertake the project successfully.

##### Projects over $50,000 up to $100,000

Where applications for project funding of over $50,000 are submitted they will be required to:

* include more than one learn Local provider
* demonstrate broad application across the sector, or
* make a substantial contribution to the needs of one or more of the priority learner groups and clearly outline how their needs will be met.

##### Projects of over $100,000

Providers with applications for projects of $100,000 and above, will be required to provide a detailed business case **(complete the Business Case template)**, and may be required by the assessment panel to attend an interview and/or submit a presentation on the proposed project.

# How Long Can a Project Run?

## Maximum Length of Time Projects Can Run For:

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

* Only projects that are ready to start in July 2018 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
* Longer project timelines with a maximum of 18 months will only be considered on a case-by-case basis with the need for a longer time frame clearly justified. In general, this will only apply to larger more complex projects.
* 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 10 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, organisations 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 to support learning delivery, information on local learner needs).

# What are 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 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.
* 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).

# What are the Assessment Criteria for Funding?

* Projects will be assessed by the ACFE Board 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 3-9 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.

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| No | ASSESSMENT CRITERIA | Weighting |
| 1 | A completed project application submitted by the due date including all the related templates and business case where applicable. |  |
| 2 | Does not duplicate any current or completed CAIF projects and declares any other contributory funding to the project. |  |
| 3 | That the organisation 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 proposal clearly articulates how the project intends to support improved engagement, quality delivery and improved pathways for cohort through high quality pre-accredited training | 5 |
| 5 | The project proposal is likely to make a contribution to innovation and improved practice in the delivery of pre –accredited training to priority learner cohorts | 5 |
| 6 | The application clearly demonstrates that the proposed project aligns with one or more of the CAIF 10 aims | 4 |
| 7 | The proposed project outcomes, outputs and measures are realistic and commensurate with the requested funding and timelines | 3 |
| 8 | The project has a well-developed budget which represents value for money. | 3 |
| 9 | The benefits of the project have potential to be sustained beyond the end of the project | 3 |

# How Do I Apply for Funding?

1. Application for CAIF Round 10 will open on 31 January 2018 and close COB 28 February 2018
2. A **Memo** will be circulated to all providers in January 2018 to announce the round has opened.
3. All documentation will be made available on the DET website at <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/acfeboardfund.aspx>.
4. Download and read the **CAIF 10 Guidelines**
5. Download and Complete the **CAIF 10 Application Form – please do not PDF the application form.**
6. Download and Complete the **CAIF 10 Budget, Project Plan and Risk Mitigation Templates** (this is one document with 3 templates).
7. Where applicable complete the **Business Case Template** (for projects over $100,000)
8. 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.
9. Please do not PDF any of the templates on submission
10. 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 Wednesday 28 February. 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 10 Aims. Your regional office will liaise with you if any issues are identified or further clarification is required by **March 2018.**
2. Advice of outcomes will be emailed to you by your regional office **in April 2018.**
3. Providers should check and ensure that your organisations contact details and signatories are up to date in SAMs 2.
4. **A Service Agreement Variation - Service Plan** will be sent to your organisation’s signatory via 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.
* The final payment will be made based on the quarterly cycle of ACFE Board payments, and will be conditional on approval of the final report.
* 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 however, commenced on 1 January 2017 and ends on 30 June 2019.

The Service Agreement [terms and conditions](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) set out the key obligations, objectives, rights and responsibilities of the organisation delivering services and the Department/Authority providing funding to the organisation.

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 **before** making any changes and commencing delivery.

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.

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

**Please note:** Variation Agreements will need approval of an ACFE Board financial delegate and an authorised signatory from the organisation before taking effect.

# Who Do I Contact For Assistance

Training Participation Regional 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 10 templates are available on the DET website. <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/acfeboardfund.aspx>.

* Business Case for projects over $100,000



##### Progress Reporting Templates

* Progress Report Template



* Final Project Report template



* A Project Summary Template – will be emailed to providers at a later stage.