ADULT COMMUNITY AND FURTHER EDUCATION BOARD

CAPACITY AND INNOVATION FUND ROUND 11 GUIDELINES CATEGORY 2 REGIONAL PROJECTS

# CONTENTS

The ACFE Board Capacity And Innovation Fund 4

The Aims Of CAIF Round 11 - Category 2 Regional Projects 4

Regional Project Briefs 5

Eligibility 5

What Will Not Be Funded 6

What Funding is Available? 6

What are the Funding Conditions? 6

How Long Can a Project Run? 7

Preparing your Expression of Interest 8

Reporting Requirements 8

Assessment Criteria 8

Application Process 9

SAMS 2 Service Agreement 9

Payment Method 10

Key Contacts 10

Templates 10

## TIMELINE – CAIF 11 - CATERGORY 2 REGIONAL PROJECTS

| Item | Date |
| --- | --- |
| CAIF 11 – Category 2 Regional Projects Expressions of Interest – Open  Regional office staff will email the relevant documentation directly to Learn Local providers. For further information about the CAIF Category 2 Regional Projects application process, please contact your regional office. | Tuesday 5 February 2019 |
| CAIF 11 – Category 2 Regional Projects Expressions of Interest – Close | Tuesday 5 March 2019 |
| Selection Panel Assessment | March 2019 |
| Advice of outcomes to applicants | April 2019 |
| Service Plan uploaded in SAMs 2 for your authorised signatory to accept | May 2019 |
| 1st Milestone Payment | May/June 2019 |
| Project delivery commences | May/June 2019 |

# CAPACITY AND INNOVATION FUND ROUND 11 GUIDELINES – Category 2 REGIONAL PROJECTS

## THE ACFE BOARD CAPACITY AND INNOVATION FUND

The Adult, Community and Further Education (ACFE) Board administers the Capacity and Innovation Fund (CAIF) to provide opportunities for Learn Local (LL) providers to develop and implement projects designed to increase participation in education and training whilst responding to the needs of identified priority learner cohorts.

The ACFE Board has identified the following priority learner cohorts requiring specific attention 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 (CALD)

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 and timeline:

* Category 1 - Provider Initiated projects – OPEN ON 4 DECEMBER & CLOSE ON 15 FEBRUARY 2019
* Category 2 - Regional based projects – OPEN ON 5 FEBRURY & CLOSE ON 5 MARCH 2019
* Category 3 – State-wide projects – OPEN LATE FEBRUARY 2019

Regional office staff will email the relevant documentation directly to Learn Local providers. For further information about the CAIF Category 2 Regional Projects application process, please contact your regional office.

## the aims of CAIF ROUND 11 - CATEGORY 2 REGIONAL PROJECTS

The ACFE Board is currently seeking Expressions of Interest for eight regional projects as part of CAIF Round 11. These projects address the needs and concerns of learners, specific and significant to each ACFE Regional Council area. The projects are considered small scale projects with funding up to $70,000.

Eligible Learn Local providers are invited to submit Expressions of Interest for projects that are specific to their region. Providers who deliver cross regionally should only submit Expressions of Interest for projects that are specific to the region of their head office location.

## REGIONAL PROJECT BRIEFS

| CAIF 11 Regional Projects Brief EMR | CAIF11 Regional Project Brief LMR |
| --- | --- |
| CAIF 11 Regional Projects Brief Hume | CAIF11 Regional Project Brief NWM |
| CAIF11 Regional Project Brief BSW | CAIF11 Regional Project Brief GIPP |
| CAIF11 Regional Project Brief GRAM | CAIF11 Regional Project Brief SMR |

## Eligibility

Expressions of interest for CAIF 11 Category 2 Regional Projects may be submitted by:

* A registered Learn Local provider or Adult Education Institution with a 2019 pre-accredited training delivery contract **and** either:
  + Current BGS **or;**
  + 2019 Skills First contract
* A consortium of organisations lead by a Learn Local provider, with the following conditions:
  + - 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
    - If a Learn Local provider participates in a project, but is not the lead organisation or 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 and the nature of collaboration in the Expression of Interest form

## 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
  + Expressions of Interest 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 Expressions of Interest
* 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 2 Regional Projects funding will be limited to a maximum of $70,000 (irrespective of the number of Learn Local providers involved in the project)
* Sufficient details regarding cost allocation and budgeting should be provided in the budget template as part of the application. The budget template can be found on the DET website.
* Calculations should demonstrate to the selection panel the value for money of the project and an appropriate allocation of funds. Allocations must reflect an accurate assessment of the amount required to undertake the project successfully.

## What are the Funding Conditions?

* Project funds must be used for the sole purpose of implementing the project named on the CAIF Round 11 Category 2 Expression of Interest form and contracted in the approved Service Plan in SAMs2
* Project funding is contingent on completion of milestones outlined in the project plan. Participants must advise the Department and Regional managers immediately of changes to the project timeline or delivery
* All participants must submit data, resources and other deliverables (as per the project brief and Expressions of Interest) which comply with reporting requirements
* All participants agree to share resources developed through the project with the ACFE Board and other providers on request
* All participants agree to participate in relevant discussions and forums with other Learn Local organisations leading ACFE Board funded projects as required
* Agree to share any products developed with CAIF funding with other Learn Local providers and the Department on request

## How Long Can a Project Run?

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

* Projects must be ready to start upon acceptance of the service plan in SAMs 2 by all parties.
* Projects should not exceed 12 months’ duration.
* A specific project timeline with actions items must be submitted as part of the Expression of Interest form
* The final report and other deliverables developed under the project are expected to be submitted to the ACFE Board within the agreed timeframe of the project

## Preparing your EXPRESSION OF INTEREST

**Identifying, Monitoring and Reporting**

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 identify whether or not a funded project is on track or has been successful, providers must clearly indicate how they intended to achieve the objectives and expected outcomes in their Expression of Interest.

Applicants should consider the following:

Project Objectives:

* Are there clearly established objectives and S.M.A.R.T goals for the project?

**Expected Outcomes:**

* What is the expected result or outcome of the project upon completion? (e.g. a better understanding of learners needs in the region)
* How will you expect to achieve these outcomes? What is your approach and methodology to run the project?

Performance Measures:

* Are there clearly established measures to evaluate the project?
* Will these measures demonstrate the difference the project has made to learners, an organisation or the community? (e.g. the number of students enrolled in a program)

Deliverables:

* Are there clear deliverables and materials the project will produce which will support the project’s achievements?
* Are the resources shareable? E.g. resource can include best practice frameworks, marketing strategy, case studies or anecdotes etc.

## Reporting Requirements

All participants must submit the following reports for assessment:

* **PROGRESS REPORTS** must be submitted throughout the 12 month time frame as specified in the project contracts
* **FINAL REPORTS** 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
* **SHAREABLE PROJECT ON A PAGE** template which highlights shareable and replicable project insights are available on the DET website
* All templates are available on the CAIF page of the [DET website](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/acfeboardfund.aspx).

## Assessment Criteria

* Projects will be assessed by the Selection Panel against the criteria outlined below
* All expressions of interest 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 Expressions of Interest
* 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 Expression of Interest submitted by the due date including all the related templates and business case where applicable. | Not weighted |
| 2 | Project does not duplicate any current or completed CAIF projects and declares any other contributory funding to the project. | Not weighted |
| 3 | The provider has the capability and experience to deliver the projects across the region, which is demonstrated by a good track record for delivering projects on time and meeting project milestones. | 5 |
| 4 | The Expression of Interest form clearly demonstrates that the proposed project aligns with the relevant CAIF 11 Category 2 Regional Projects Brief and the project will develop resources that can be shared across the sector. | 5 |
| 5 | The Expression of Interest demonstrates how the project will make a contribution to innovation and improve practice in the delivery of pre–accredited training. It must clearly articulate it intends to improve engagement, course delivery and pathways for priority learner cohorts. | 5 |
| 6 | The Expression of Interest demonstrates a clear understanding of the objectives, outcomes, measures and timelines of the project, including a realistic budgeting plan that represents value for money. | 4 |
| 7 | The likelihood of the provider to sustain the benefits of the project beyond its conclusion. | 2 |

## application process

1. Project proposals for CAIF Round 11 – Category 2 Regional Projects open Tuesday 5 February 2019 and will close COB Tuesday 5 March 2019.
2. Regional office staff will email the relevant documentation directly to Learn Local providers. For further information about the CAIF Category 2 Regional Projects application process, please contact your regional office.
3. Download and read the relevant **CAIF 11 – Category 2 Regional Project Brief** for the relevant region of application
4. Download and complete the **CAIF 11 – Category 2 Expression of Interest Form** **–** please do not PDF the Expression of Interest form.
5. Download and Complete the **CAIF 11 Budget, and Risk Mitigation Templates** (this is one document with two worksheets).
6. 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.
7. Submit your Expression of Interest form and any related documentation to [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au) no later than COB Tuesday 5 March 2019. **Late expressions of interest will not be accepted**.

**Note:** All Expression of Interests 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 Expression of Interest form has been received. Please check your SPAM filters in case emails from the Department go astray.

1. The CAIF assessment panel will consider your Expression of Interest form in-line with the guidelines and project briefs. Your regional office will liaise with you if any issues are identified or further clarification is required by **March** **2019.**
2. Advice of outcomes will be emailed to you by your regional office **in April 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.

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 20 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.

## PAYMENT method

* 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.

## key contacts

Regional Engagement Support staff will be available to assist you in developing your project ideas and provide advice on ACFE Regional Council Plans, local priorities and policy contexts. Please email all enquiries to [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au).