



WELCOME TO THE IDEAS BOOM

GRANT APPLICATION FORM
Round One
Digital Literacy School Grants (DLSG)
Australian Curriculum: Digital Technologies

Australian Government Department of Education and Training
Level 9, 50 Marcus Clarke Street
Canberra, ACT 2601

GRANT APPLICATION FORM
Round One
Digital Literacy School Grants (DLSG)
Australian Curriculum: Digital Technologies

Information for applicants

Closing date 5.00 pm Canberra local time, 28 October 2016	<p>Applications must be submitted to the Australian Government Department of Education and Training (the department) by 5.00 pm Canberra local time, 28 October 2016.</p> <p>Incomplete Applications, including those that do not include all required information at the time of submission, may not be assessed.</p>
How to lodge	<p>To apply for a grant, applicants must complete this 'Grant Application Form' and submit it to DLSG@education.gov.au with 'Digital Literacy School Grants' in the subject line by 5.00 pm Canberra local time, 28 October 2016.</p> <p>Note: The department will not accept applications by post or fax.</p>
Grant Guidelines	<p>You must read the Grant Guidelines for the Digital Literacy School Grants initiative as they contain important information to assist you in completing this application.</p>
Late lodgement policy	<p>Applications received after the closing date will not be assessed. Late applicants will need to resubmit their application during Round 2.</p>
Joint applications	<p>The department will accept applications from consortia. The consortium must appoint a lead member who is authorised to act on behalf of all members of the consortium, and enter into contracts which are binding to them. The lead organisation should complete this form in consultation with the consortium. For the purposes of submitting the application all consortium members must be clearly listed; and the identity of the lead member should be clearly identified. Each party to a joint application must exist as a legal entity at the Closing Time.</p>
Condition of participation	<p>Each applicant must meet all eligibility requirements as stipulated in the Grant Guidelines at the time of application.</p>

Preparing your application

When preparing your application you must:

- provide detailed answers to each question in this Application Form;
- complete the Grant Applicant details at Part 1;
- complete the Overview of the Proposal at Part 2;
- complete the Assessment Criteria at Part 3;
- complete the Declaration at Part 4; and
- lodge the application and supporting documents to DLSG@education.gov.au with 'Digital Literacy School Grants' in the subject line by **5.00 pm Canberra local time, 28 October 2016**.

Please note: Completion of the Application Form and the related assessment process must not be interpreted to create any binding obligations between the department and an applicant until a Grant Funding Agreement (if any) is signed, dated and exchanged by the relevant parties. The agreement lists the conditions which the recipient must agree to in order to receive funding.

The **Digital Literacy School Grants** initiative does not provide funding to cover retrospective costs incurred before a formal Grant Funding Agreement has been executed and it does not cover costs incurred in the preparation of this application or related documentation.

Part 1: Grant Applicant details

Please provide the following grant applicant information:

School/organisation name: _____

AGEID* number(if applicable): _____

* The AGEID is a unique identifier used by the department for schools and other education authorities. If unknown, your school's AGEID can be found by contacting the department or your system authority.

Please provide information on the legal entity (body corporate or body politic) responsible for the school/organisation

For successful applications this is the legal entity the department will enter into a Grant Funding Agreement with. For a school, the legal entity should be the 'approved authority' for the school under the *Australian Education Act 2013*.

Legal name: _____

ABN / ACN: _____

Address: _____

City: _____ State: _____ Postcode: _____

eMail: _____

Who is the authorised contact person/s for this grant funding application?

	Preferred contact:	Alternative contact:
Title:	_____	_____
First name:	_____	_____
Surname:	_____	_____
Position in organization:	_____	_____
Contact number:	_____	_____
Business email address:	_____	_____

Does the applicant plan to sub-contract any of/or the entire project, if this application is successful? Yes No

If yes, you will be asked to provide details prior to any contract being entered into.

Part 2: Overview of the Proposal

The Digital Literacy School Grants are designed to support teachers and students in embracing the digital age and in implementing the *Australian Curriculum: Digital Technologies*. This initiative seeks to help school principals and information and communication technology (ICT) leaders to embed the *Australian Curriculum: Digital Technologies* through a whole of school approach.

The grants' aim is to stimulate best practice models of implementation and student and teacher engagement; sharing of ideas and experiences within and between schools; demonstration projects that can be used by other schools to implement the *Australian Curriculum: Digital Technologies*; and ways that leaders can inspire their teachers and students to extend their ICT learning across other learning areas.

Please indicate which category of Grant you are applying for:

<input type="checkbox"/> Category A	\$10,000-\$20,000 (GST exc)	For single school or partnership projects of up to 12 months duration.
<input type="checkbox"/> Category B	\$20,001-\$50,000 (GST exc)	For larger scale single school and partnership projects of up to 24 months duration.
<input type="checkbox"/> Category C (exceptional)	\$50,000+ (GST exc)	For projects that demonstrate scalability at a regional, national or sectoral level.
Total grant being sought:	\$ _____ (GST exc)	

Please supply information on: *(maximum 500 words)*

- A summary of the proposed project.
- The role of the project leader, including expertise in digital literacy and technology.
- Success indicators for the project and how these will be measured (including use of quantitative and/or qualitative data).
- (If applicable) classroom and/or teacher resources that will be produced during the project and how their effectiveness will be measured.

Please outline key activities/milestones and timing for achievement

Description of key activities/milestones	Date expected to be achieved

Please provide an estimate of expected expenditure for the project and other income contributing to the project.

	Major expenditure items for the project:	Amount:
Item 1:	_____	\$ _____
Item 2:	_____	\$ _____
	<i>Total Costs:</i>	\$ _____
	Other income (incl. in-kind support) for the project	Amount:
Item 1:	_____	\$ _____
Item 2:	_____	\$ _____
	<i>Total (other income):</i>	\$ _____

(If applicable) Please supply information on partner schools/consortium members and the roles/relationships between members and how the consortium will be managed. Maximum 250 words.

Where relevant include AGEID (for schools) and ABNs (for other organisations).

Part 3: Assessment Criteria

IMPORTANT:

You must provide information for each of the weighted Assessment Criteria below. (Please note criterion 4 includes an additional sub-criterion for Category C applications only).

- 1. Please describe how the project addresses a clearly identified and specific need in the context of the particular school(s), jurisdiction or sector and how the project is aligned with the learning outcomes prescribed in the *Australian Curriculum: Digital Technologies*. Maximum 250 words. Weighted at 30%**

- 2. Please describe how the project will create opportunities for teachers/school leaders and/or students to expand their skills and knowledge about the *Australian Curriculum: Digital Technologies* and (where relevant) how the project demonstrates integration of digital literacy across other key learning areas (particularly other Science, Technology, Engineering and Mathematics (STEM) subjects). Maximum 250 words. Weighted at 30%**

3. Please describe how the outcomes of the project will be measured and/or quantified and how the project will be sustained beyond the period of Commonwealth financial support. Maximum 250 words. Weighted at 30%

4. Please describe how the project delivers value for money and, *for Category C applications only*, describe the process to engage with key stakeholders to ensure greatest possible reach. Maximum 250 words. Weighted at 10%

Part 4: Declaration

I, the applicant or an authorised representative, declare that:

- the information contained in this form is true and accurate;
- I have read and understood the Grant Guidelines and understand and accept the terms and conditions of funding, and warrant that I will be able to fully comply with those conditions;
- I have read and understood the Privacy Notice below;
- I understand that incomplete applications may not be considered;
- if and where any personal information of a third party is included, the third party has been made aware of, and given their permission for, those details to appear in this application;
- I am not aware of any perceived or actual conflict of interest that will arise by submitting this application;
- (if a consortium), this grant application has the support of the consortium entities/members and I am authorised to lodge the application on behalf of the consortium; and
- This application is endorsed by the school principal and/or the school's decision-making authority (e.g. School Council) prior to being submitted to the department. Applications from other organisations (e.g. principal associations) must be endorsed by the head or leader of that organisation.

I agree and have complied with the declaration above

Name:	Date (DD/MM/YYYY):	Position in organization:
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IMPORTANT:

Grant Funding Agreement

Successful applicants must agree to and sign a Grant Funding Agreement with the Australian Government Department of Education and Training in order to receive grant funding.

Privacy Notice

The personal information on this form is collected by the Australian Government Department of Education and Training ('the department') for the purposes of administering the Digital Literacy School Grants program ('the program').

The department collects, uses, and stores personal information in accordance with its Privacy Policy, available on the department's website at <http://education.gov.au/privacy-policy>.

The department may also use your personal information (and the personal information of other individuals) for secondary purposes related to the administration of the program, for example, to inform the future administration of other programs administered by the department.

If you do not consent to the collection of your personal information, the department will determine this Grant Application Form to be incomplete, and the department will not consider it.

If you have concerns regarding the way the department has handled your personal information, or you would like to make a complaint, please consult the department's Privacy Policy for further information.

Part 5: Application checklist

To ensure that your application is complete, please use the following checklist:

Part 1: Grant Applicant details	<input type="checkbox"/>
Part 2: Overview of the Proposal	<input type="checkbox"/>
Part 3: Assessment Criteria	<input type="checkbox"/>
Part 4: Declaration	<input type="checkbox"/>

Please note: applications that are incomplete and do not contain all the required information may not be assessed.

If you have any questions or require assistance filling out this application please contact the DLSG Team at DLSG@education.gov.au with 'Digital Literacy School Grants' typed in the subject line.