

Adult Learners' Week

2008 GRANT APPLICATION GUIDELINES

Adult Learners' Week (ALW) celebrates and promotes all forms of adult and lifelong learning. The week seeks to convey positive messages about the range and value of adult learning to individuals within the home, workplace and the community. In 2008, ALW is being held from 1–8 September.

The national focus this year continues to be on literacy.

The literacy focus does not just include basic literacy and numeracy skills, but also financial, information technology, legal, media, visual and specialised work-based literacies.

Other key areas of focus include:

- Adult male literacy; especially the 21–30 year old demographic
- Families working together to gain a broader understanding of adult learning and the benefits of community capacity building
- Informing women of the value of re-entering the workforce
- Identifying the need to up-skill and re-skill our ageing workers to address Australia's ageing population issues
- Recognising the valuable contribution made by the community sector including volunteers, to the promotion and support of lifelong learning in Australia.

Community grants

Community grants are available for activities and programs that encourage adult members of the community who may not have previously undertaken any adult education to become involved in learning. Activities and programs must be held during ALW.

Individual education providers can apply for grants up to a maximum of \$1000 (excl. GST).

Education providers can also jointly apply for a community partnership grant up to a maximum of \$2000 (excl. GST).

Grant applicants may wish to engage with local businesses, community groups or government organisations, to establish partnerships to enrich and expand adult learning. Applicants can form partnerships with as many organisations as they deem necessary to coordinate the best possible awareness-raising activity or event.

Education providers can run workshops, open days and marketing events, but must actively promote the event to the public to attract new adult learners to their courses and facilities.

Some adult community education groups are the entry point for many who are seeking to improve their skills and possibly their qualifications. Adult education helps to build participants' confidence in undertaking further study — a stepping stone on a learning pathway.

Applicants are encouraged to acknowledge this learning pathway and demonstrate its potential to prospective students via their event or activity.



Adult Learning
Australia Inc.



Australian Government
Department of Education, Employment
and Workplace Relations



Queensland
Government
Department of
Education, Training
and the Arts

To apply for a grant, complete the attached application form including responses to the selection criteria.

Key dates

Grant applications close on 6 June 2008. No nominations will be accepted after this date. All applicants will be notified of the outcome by mid July 2008.

Important information for applicants

Grants are available to any community adult education provider in Queensland. Adult education providers may be a registered training organisation, community group or adult learning centre.

All applicants must have an Australian Business Number (ABN), however not all applicants need be registered for GST. Please indicate whether you are registered for GST on the application form.

Conditions of grants

1. All promotional material must include the logos of the Department of Education, Employment and Workplace Relations (DEEWR), Adult Learning Australia (ALA) and the Department of Education, Training and the Arts (DETA).

Logos and branding materials are available at the Adult Learners' Week website www.adultlearnersweek.org/media.

To obtain Queensland's DETA logo, please contact Ross Booker, Production Manager, Corporate Communication and Marketing on 3235 4197 or email ross.booker@deta.qld.gov.au.

2. Funds granted must be spent on the activities outlined in the application and as approved by the ALW advisory committee.
3. The successful organisation will be forwarded an Income and Expenditure Statement, and a letter detailing the financial and operational requirements of the grant.
4. The organisation must enter into and comply with the funding agreement, accepting the grant in accordance with these guidelines.
5. All financial and operational reporting requirements must be completed and received in the specified timeframe outlined in the funding agreement.
6. In the event of the cancellation of a funded activity, the ALW State Coordinator must be notified in writing and the unspent funds returned immediately.

7. Successful applicants must effect and maintain public liability insurance in connection with the activity or event. A Public Liability Insurance certificate must be provided.
8. The approved sponsoring organisation must remain the sponsoring organisation of the funded project for the duration of the service agreement or until a new sponsoring body is approved.
9. If a grant application is successful, signing of the funding agreement indicates the recipient's acceptance of all the funding conditions.
10. Grant recipients must enter details of their event on the ALW national calendar of events at www.adultlearnersweek.org/addevent.
11. An even spread of events/activities across Queensland is required and this will be taken into consideration when judging the grants.

Please mail five copies of your completed application form to:

Adult Learners' Week State Coordinator
Corporate Communication and Marketing
Department of Education, Training and the Arts
PO Box 15033
City East Q 4002

For further information about the grant application contact:

Bronwyn Moore
State Coordinator, Adult Learners' Week
Corporate Communication and Marketing
Department of Education, Training and the Arts
Ph: 3404 3495
Fax: 3836 0002
Email: bronwyn.moore@deta.qld.gov.au

To visit the Queensland Adult Learners' Week website go to www.education.qld.gov.au/community/events/alw

For more information about Adult Learners' Week (ALW) call 1300 453 276 or visit the national ALW website at www.adultlearnersweek.org