Values Education Good Practice Schools Project – Stage 2

**Guidelines to Complete the Funding Application**

All applicants should read these Guidelines, including the selection criteria; the Background information and online application process; and Attributes of a quality application for the VEGPS Project – Stage 2 before completing the Grant Online Application Form. The description of the project and the responses to the selection criteria should be completed in MS-Word first, then copied and pasted into the Grant Online Application Form at: http://www.valueseducation.edu.au/values/default.asp?id=14020.

The first time that you enter the Grant Online Application Form you will be required to enter some registration details (username, password, email). Please take note of these details as they will be required for the next time you log in to the form.

Please follow the prompts and enter details for all fields associated with the funding application form. All fields on the application form must be completed as accurately as possible. There is a time-out limitation (20 minutes) to the online application, which is why we suggest applicants complete a description of the project and responses to the selection criteria in MS-Word first. There are a number of drop down menus to help you complete the online form.

You can log in again to the Grant Online Application Form and make changes to your application at any time up until the closing date (9 June).

If you are having any difficulties with the online form or the application process read through the Background information and online application process and if your question remains unanswered please contact the Values Education Help Desk:
- Email: vegps2@curriculum.edu.au
- or phone: (03) 9207 9600.

This application form should be completed by the cluster coordinator, the person from the lead school who will have overall responsibility for the cluster project in consultation with other cluster members. Please note that the cluster's size should not be less than three schools or more than ten.

Before completing the online application form, cluster coordinators will need to collect the following information:
- Name and contact details of a deputy cluster coordinator, who may be from the same school or one of the partner schools.
- Name and contact details for a key contact person from each of the partner schools; details should include a direct email address, phone and/or fax number.
- Contact details for each of the partner schools; these should include mailing and physical addresses, sector of schooling (government, independent or Catholic), level of the school (primary, secondary, K–12 or other), whether the school is a boys, girls or coeducational school, the total number of students and effective full-time teachers at the school.
- Approximate percentages of students from each school’s population who:
  - are entitled to support benefits;
  - are from linguistically and culturally diverse backgrounds;
  - are of Aboriginal or Torres Strait Islander backgrounds;
  - have special needs.
• Each school’s location, that is, whether it is in a remote area, rural area, regional city or capital city.

In consultation with, and on behalf of, all partner schools in the cluster, the cluster coordinator will need to respond to the selection criteria. Please note the word limit for each field. An indicative budget also needs to be provided for your project. A template is provided in the online application form, which includes suggested categories for expenditure.

**Cluster coordinator**
This person should be nominated as the leader of the school cluster initiative. Detailed contact information for this person should be supplied on the application form.
This person should be a member of the staff at the lead school in the cluster. In consultation with partner schools, this person will be responsible for:
• developing and submitting the application;
• coordinating/undertaking project activities;
• providing leadership to all member schools in the cluster;
• communicating with the Curriculum Corporation project team;
• coordinating information flows between cluster members;
• leading the development of professional learning activity within the cluster;
• reporting on project activities;
• managing and accounting for funds received.

**Deputy cluster coordinator**
A second contact person should be nominated as deputy to the cluster coordinator. This person will assume the responsibilities of the cluster coordinator in the event that the cluster coordinator is unable to continue in the role. The deputy cluster coordinator may be from the same school as the cluster coordinator, although it is preferred that they are from one of the partner schools within the cluster.

**Partner schools**
The size of clusters should be between three and ten schools. Schools may be part of only one VEGPS cluster at any time. Cluster coordinators will need to contact all schools named as partners in their cluster to obtain the required details (below) and confirm each school’s willingness to participate in the project. Curriculum Corporation reserves the right to seek verification from any school or organisation named as a cluster partner.

**Project Description and Response to Selection Criteria Section**

**Project title**
This should indicate the focus of your project.

**Proposed cluster name**
The name you will give your cluster.

**Project description (maximum 500 words)**
Clearly describe how the project will develop and implement values education in the participating cluster schools by focusing on one or more of the following areas:
integrating values education in teaching programmes in or across key learning areas (KLAs) and school mission/ethos;
exploring values education in intercultural and global contexts;
explicit school and classroom practices that develop student social skills (by developing student responsibility in intercultural, local, national and global contexts and building student resilience).

Your project description should demonstrate your capacity to reflect on existing school practices in consultation with your communities and to plan for improvement.

Response to selection criteria

1. Use of the National Framework for Values Education in Australian Schools (maximum 200 words)

Clearly articulate how the project reflects and uses the National Framework for Values Education in Australian Schools (2005). Before commencing your application you should carefully read the National Framework and decide which aspects of it you intend to implement. A copy of the framework can be downloaded from the values education website. Ensure your intended implementation is realistic. In your application you should specifically indicate where your emphasis will lie in implementing the framework. Every effort should be made to show how your purposes relate to the framework and how your processes will implement some aspect of the framework.

2. The whole-school approach (maximum 200 words)

Describe how the project uses a whole-school approach to values education. The whole-school approach is one of the key principles of the National Framework and states that ‘values education occurs in partnership with students, staff and families and the school community as part of a whole-school approach to educating students, enabling them to exercise responsibility and strengthening their resilience’ (National Framework for Values Education in Australian Schools, p 5). The application needs to demonstrate how the project proposes to use a whole-school approach in values education.

3. A clear project plan and desired outcomes (maximum 400 words)

In this section describe why you have chosen to focus on a particular area/s and what you intend to achieve in terms of purposes, processes and products. In your application you should explicitly spell out the purpose/s, processes and intended products of your project.
- The purpose/s should indicate what you hope to achieve (these should be stated as goals or objectives) and why you have chosen these particular goals.
- The processes should indicate how you are going to go about achieving your objectives. The application should provide a description of project activities, how they relate to the project purposes, and who will be involved and what their roles will be. This should include a realistic and well-articulated project plan and timeline.
- The products are the outcomes you anticipate achieving in the schools as a result of this project.

4. Capacity and capability to lead and collaborate professionally in a cluster (maximum 400 words)

You will need to provide an outline of how the project will be facilitated and managed within the cluster.
The application should make clear how the cluster arrangement will be used to:
• provide support for all members of the schools as they implement the project;
• manage the project;
• ensure maximum participation of all cluster schools;
• identify possible risks and strategies to manage those risks, including changes to key staff involved in the project;
• facilitate teacher professional learning that will contribute to quality teaching related to values education;
• provide a professional learning network for those involved.

The management information should include:
• the name and role of the overall project coordinator,
• who will be from the nominated lead school;
• the names and roles of other identified project leaders from all participating schools within the cluster;
• a description of how the cluster schools will participate and work together effectively.

In this section also indicate what strategies may be undertaken by the cluster to sustain the project beyond the funding period.

5. Effective and efficient use of resources – the final item to be completed on the online form

The project proposal should include an indicative budget that reflects realistic costing and an efficient use of resources. The budget should state explicitly what you propose to use the funds for and what proportions of the total sought would be used for what. The budget should be presented as a set of discrete line items. To facilitate the development of your budget, a number of suggested line items are included in the budget section of the online application. Select from these line items to add to your budget template. Please note that the grant cannot be used for capital expenditure items.

Suggested line items include:
• teacher release for a range of project activities
• student activities
• consultants
• professional development for teachers (conferences, workshops and seminars)
• visits by staff to other schools and organisations
• research, evaluation and development of reports
• administration
• teaching and learning resources
• other (you may add a number of other specific line items).

Please note that Curriculum Corporation will work with successful clusters to develop final detailed budgets. Note that the grant cannot be used for capital expenditure items.

6. Links with relevant State and Territory policies on values education (maximum 200 words)

Before preparing any application prospective applicants should familiarise themselves with the values education policies and frameworks of their State/Territory. Where appropriate, the application must make clear how it links to and supports any expressed jurisdictional policy on values education. These links will relate to the sustainability of values education beyond the funded life of the project.
7. **Support from school management (maximum 100 words)**

It is a requirement that all applications demonstrate the support of school management in each of the cluster schools nominated for the duration of the project. Brief principals’ testimonials, electronic signatures and other evidence indicating support for the proposal and how the project will contribute to the sustainability of values education in the school should be included in the application. The application should articulate your willingness to share the outcomes of the project with other schools around Australia and with the Australian Government.