ICT INNOVATION FUND GUIDELINES

2010-2012

Contents

Section 1   Overview

The Australian Government has committed a total of $2.2 billion to the implementation of the Digital Education Revolution (DER). Through the National Secondary School Computer Fund, the Australian Government has already provided funding for the necessary infrastructure to ensure all secondary schools in Australia have the ability to reach a computer to student ratio of 1:1 by the end of 2011.

The next step of the DER is to support teachers and school leaders to embrace this new technology and encourage them to creatively and effectively integrate the use of Information and Communication Technology (ICT) into the classroom. To have a world class education system, students, teachers and school leaders need to be able to access, discover, manage, create and use online resources and training. Teachers need the skills to teach ICT competency and support students in ICT-rich learning environments.

Ensuring teachers receive comprehensive training in the use of ICT will be a fundamental goal of the *ICT Innovation Fund* (ICTIF). The ICTIF will be used to support the development of teacher education courses in the use of ICT; provision of school based ICT professional learning, development of online professional learning resources; and research projects into effective use of ICT in the classroom.

Section 2   Key Result Areas

The ICTIF offers organisations, including universities, higher education providers, state and territory education authorities and non-government education sectors and businesses with the opportunity to bid for funding to undertake activities that will promote the three key areas of change.

Three key result areas have been identified to provide longer term educational and pedagogical change:

1. *Improving the capability of pre-service teachers* – pre-service teachers achieve competence in the effective creative, and innovative inclusion of ICT in teaching and learning.

2. *Enhancing the capacity of in-service teachers* - teachers develop the pedagogical understanding, confidence and tools to design and deliver curriculum that effectively enhances student learning outcomes and harness the benefits and resources of the Digital Education Revolution.

3. *Driving innovation through leadership* - leaders guide and inspire staff and students to share a strong vision for the integration of ICT in the school community. This is achieved through a coordinated plan for the provision of infrastructure, learning resources and development of teacher capability to address the educational challenges of the 21st century.

In conjunction with the Teaching for the Digital Age Advisory Group (TDAAG), the Department of Education, Employment and Workplace Relations (DEEWR) will identify areas for further development, training requirements and resources in ICT. Funding will then be targeted at those areas to make quality and innovative ICT training available for all teachers and school leaders.

2.1 Objectives

Improving the Capability of Pre-Service Teachers	Enhancing the Capacity of In-Service teachers	Driving Innovation through leadership
• Pre-service teachers develop ICT proficiency before they graduate, including using ICT to effectively support improved student outcomes.	• Classroom teachers use technology regularly in the school environment.	• Promote strong engagement and leadership from school principals in the use of ICT in their school's teaching and learning pedagogy.
• Pre-service teachers are given the opportunity to increase their knowledge, understanding, skill and capabilities in the use of ICT.	• Facilitate opportunities for teachers to devise student centric programs that address agreed curriculum standards and employ contemporary learning resources and activities.	• Encourage and support school systems to employ ICT capability benchmarking and professional development programs.
• Enhance pre-service teacher's understanding and use of ICT facilities such as interactive whiteboards to build and share knowledge and resources.	• ICT self evaluation tools are regularly used to identify professional learning priorities and review progress.	• All school leaders are given the opportunity to complete professional learning in ICT strategic planning, and have access to the resources required to successfully integrate 21st century skills in their school.
• Foster collaboration between pre-service teachers to build and share professional knowledge using digital technologies – blogs, file sharing, social networking,	• Provide teachers with the opportunity to better understand and make greater use of available tools and resources.	• Educational leaders engage in professional learning to develop pedagogical understandings about how ICT enables improved teaching.
	• Engage teachers in professional learning to develop a pedagogical understanding of how ICT enables improved teaching.	

2.2   Outcomes

Improving the Capability of Pre-Service Teachers	**Enhancing the Capacity of In-Service teachers**	**Driving Innovation through leadership**
Projects will contribute to the following outcomes:	**Projects will contribute to the following outcomes:**	**Projects will contribute to the following outcomes:**
• Pre-service teachers use digital technologies in curriculum delivery. • Overall increased pre-service teacher ICT competencies. • Pre-service teachers are equipped to achieve competence in the use of ICT and effectively support improved student outcomes. • Pre-service teachers incorporate ICT effectively in their pedagogy.	• Every teacher has the opportunity to complete ICT professional development within the next 3 years. • Teachers are equipped to achieve competence in the use of ICT and effectively support improved student outcomes. • Teachers are able to monitor and evaluate their capabilities to teach 21st Century skills and tailor learning delivery. • Teachers are connected to facilitated online tutorials, including self-help resources.	• School leaders are equipped to achieve competence in the use of ICT and effectively support student outcomes. • All schools have a digital learning plan which includes infrastructure, learning resources and teacher capability. • School leaders promote innovation in the use of ICT to achieve better learning outcomes. • School leaders use technology to support transformational practice.

Section 3 Funding

Funding for the ICTIF will be phased across two financial years. Up to $20m will be made available for this fund.

Section 4 Application Procedures

4.1 Eligibility

Organisations including universities, higher education providers, state and territory education authorities and non-government education sectors, consultants, and other education bodies may apply for a grant under the ICTIF.

In order to be eligible to receive a grant under the ICTIF, an organisation must be capable of entering into a funding agreement with the Australian Government. Funding applicants must have an Australian Business Number (ABN) which is registered for GST.

DEEWR will accept applications from consortia. DEEWR requires that consortia appoint a lead member who is authorised to deal on behalf of all members of the consortia. For the purposes of a funding application, all consortia members must be clearly identified and the identity of the lead member must be nominated. DEEWR may subsequently require all consortia members to execute statutory declarations stating that the lead member has the authority to bind other members. DEEWR will only contract with the lead entity of the consortia.

4.2 Use of funding

Grants are provided to support projects of a developmental, pilot or introductory nature and are not provided for indefinite or ongoing support. Proposed projects must not only have the potential to create benefits in localised contexts, but also able to be scalable to achieve systematic impact across a broader context. Proposed projects must also be capable of being sustained beyond the initial funding period.

Funds must be used to undertake activities that will achieve the outcomes and objectives of the three key result areas as outlined in Parts 2.1 and 2.2 on Page 4. For example, it may be used to support development of teacher education courses in the use of ICT; provision of ICT based professional learning workshops, development of online professional learning resources; development of self evaluation tools for teachers and school leaders; research projects into the effective use of ICT in the classroom; and other innovative, quality projects that support the outcomes and objectives of the ICTIF.

Grants made under the ICTIF cannot be used for recurrent funding of projects. Proposals which have a primary focus on major building works or the provision of ICT infrastructure will not be supported through this fund.

4.3 Non-approved use of grant funding

Grants are not available for the following purposes:

- Capital expenditure in real property and projects which have a primary focus on major building works (including the purchase and construction of premises).

- Purchase of ICT equipment or infrastructure.

- Purchase of assets with a value over $5,000 (GST inclusive) unless specifically agreed to by DEEWR in approving the grant.

- Proposals from organisations seeking to commercialise or promote particular products for profit.

- Projects in which the ICT component is incidental to the broader aim of the proposed project.

- Funding of completed projects or recurrent funding of projects.

- Travel which is not directly related to achieving the outcome of the project.

4.4 Funding available

Grant allocations will vary in accordance with the scope and nature of specific projects. The level of funding approved will be subject to the assessment of the grant proposal by TDAAG. TDAAG will recommend to DEEWR the level of funding each successful grant proposal will receive.

Applicants need to be aware that if an application for a grant under the ICTIF is successful, the Australian Government will expect work to commence within a reasonable time. Funds may be withdrawn if the project has not commenced within the agreed timeframe.

4.5 Application process

On 29 April 2010, DEEWR will advertise on the DER website: www.deewr.gov.au/Schooling/DigitalEducationRevolution/Pages/DigitalStrategyForTeachers.aspx and through other appropriate communication channels that it is calling for funding applications for projects that meet the ICTIF's funding priorities.

Applications must be submitted to DEEWR by the specified closing date using the online form available to download from the DER website. DEEWR will not accept applications that are received after the closing date. There is no limit on the number of applications an entity may submit for funding under the ICTIF.

Successful applicants may not reapply for funding under the ICTIF until the term of the contract has expired or subject to the Department's discretion.

Section 5   Selection Process

5.1 Applications

a. Applications must be submitted on the application form available on the DER website.

b. One electronic copy with an electronic signature (in Word, pdf or rtf) is required.

c. The closing date for applications is **5:00pm** AEST, 17 June 2010.

   Applications must be submitted electronically (in Word, pdf or rtf) to ictif@deewr.gov.au. **Late applications will not be accepted.**

Please note that in assessing your Application, the information may be shared with other Commonwealth, state and/or local government agencies, organisations and individuals. This may include those you identify as referees to substantiate any claims or statements that you make; to verify the capacity of your organisation to manage Commonwealth funds and for general comments on the viability of your proposed project.

d. Projects will be assessed against the following criteria:

i. the extent to which the project addresses the key result areas and its capacity to significantly contribute to the ICTIF objectives and outcomes as identified in Part 2 of the Guidelines;

ii. the demonstrated need for the project as identified in Part 6 of the Guidelines; and

iii. the feasibility of the proposal, the resources applied and the degree to which the proposal represents value for money.

e. All applications will be assessed by a panel consisting of representatives from both DEEWR and TDAAG.

Applicants will be asked as part of their application to consent to the disclosure or details relating to their application to be disclosed to relevant stakeholders for the purposes of the assessment. Applicants will also be asked to clearly identify any information contained in their application that is confidential and the reasons why the information is confidential.

5.2 Timeframe for assessment

The assessment of applications may take up to two months. Applicants will be notified of the outcome at the end of this period in writing. On request, DEEWR will provide feedback to unsuccessful applicants on the assessment of their application.

5.3 Withdrawing after Approval

Under exceptional circumstances it is possible for applicants to withdraw their application after submission. Applicants should email ictif@deewr.gov.au and request a withdrawal form.

5.4 Requests for further information from applicants

DEEWR may, at its discretion, request in writing clarification or additional information from an applicant in respect of their application at any time. The applicant must reply in writing to any request from DEEWR under this section within five working days of that request or such longer time as specified in the request. If an applicant fails to provide clarification or additional information in accordance with DEEWR's request, DEEWR will assess the application on the information provided as at the date of the request for clarification or additional information.

5.5 Financial viability

Organisations submitting an application for funding under the ICTIF may be asked to provide evidence of financial viability which would be assessed by DEEWR in considering the proposal.

Applicants will be asked to provide details of other contributions to the proposed project (actual funds and in-kind support). These contributions form a part of the assessment only in determining the project's financial viability.

Section 6 Demonstrated need

There is no single model for projects that may be funded under the ICTIF. However, organisations seeking a grant under the ICTIF must:

● clearly demonstrate a need for the project;

● explain how the proposed project supports the objectives of the ICTIF and the DER; and

● demonstrate that it aligns with one or more of the three key results areas:

  1. Improving the capability of pre-service teachers;

  2. Enhancing the capacity of in-service teachers; or

  3. Driving innovation through leadership.

Projects must:

● be consistent with the objectives of the ICTIF and the key result areas;

● be developmental, pilot or introductory in nature;

● show potential to produce findings that have wider applicability and scalability to achieve systematic impact;

● where appropriate, support from the intended teacher employing body should be addressed in the application (i.e. the project must be of value to current and prospective teachers and fit within the requirements of the relevant education authority);

● demonstrate links to national school education reform agendas or other national initiatives (where applicable); and

● demonstrate the use of emerging technologies for improving digital pedagogy.

Applications must adhere to the project requirements in the table below:

Improving the Capability of Pre-Service Teachers	Enhancing the Capacity of In-Service teachers	Driving Innovation through leadership
All proposals should align with one or more of the following: Projects will: • Support pre-service teachers to achieve competence in the effective and creative/innovative inclusion of ICT in teaching and learning. • Drive improvements in teacher education provisions. • Target professional development in areas of identified need. • Facilitate networks and partnerships of support. • Encourage productive partnerships within university faculties to enhance pre-service education courses.	**All proposals should align with one or more of the following:** Projects will: • Increase availability of ICT professional development for teachers. • Increase collaboration at the national level in the sharing of existing programs and development of new programs. • Provide better access to ICT resources. • Provide guidance relating to self evaluation and monitoring of 21st century skills. • Support the ongoing needs of teachers.	**All proposals should align with one or more of the following.** Projects will: • Provide training to school leaders in the development and implementation of ICT plans to support ICT integration in whole of school approach. • Provide engaging activities that support the development of shared leadership models. • Promote effective planning to enable leaders to support classroom teachers to continuously improve their incorporation of ICT into teaching and learning. • Increase availability of ICT professional development for school leaders. • Provide better access to ICT resources. • Support the ongoing needs of principals and school leaders.

Section 7   Approval of Grants

TDAAG will determine the allocation of grants under the ICTIF, including the amount of funding and the conditions under which they are made. The successful applicants will be announced by the Minister.

Section 8   Funding range

Grant allocations will vary in accordance with the scope and nature of specific projects.

There is no limit on estimated budgets however, applicants should be aware that the degree to which the proposal represents value for money forms part of the assessment criteria. The level of funding approved will be subject to the assessment of the grant proposal by DEEWR and TDAAG.

Applications for recurrent funding will not be considered under the ICTIF. Projects should be completed within the funding period as set out in the funding agreement. If the project continues beyond the specified funding period, other sources of funding to sustain the project should be specified in the application.

Section 9   Reporting Requirements

The specific project activities and the timeframe for reporting will be set out in the relevant funding agreement. The funding agreements will provide that funding recipients will be required to submit a project plan (as set out in section 9.1), a progress report (as set out in section 9.3), a final report (as set out in section 9.4), and any other reports specified in the funding agreement, at times specified in the funding agreement.

The funding recipient will be required to report performance information on the project, including feedback from key stakeholders. The specific information to be reported on will be determined in consultation with DEEWR and will be specified in the funding agreement.

9.1   Project plan and budget

Funding recipients will be required to develop and submit to DEEWR a project plan and final budget for the entire funding period. The purpose of the plan is to set out the delivery of the project from planning through to reporting. The project plan and budget will be based on the application and project plan submitted and must be informed by negotiations with DEEWR.

Project plans may be amended during the funding period, subject to approval by DEEWR.

9.2   Project duration

Projects must be completed by June 2012. This includes the presentation of the final report to DEEWR.

If an application for a grant under the ICTIF is successful, the Australian Government will expect work to commence within a reasonable time.

9.3 Progress Report

Funding recipients must provide a progress report in accordance with the Funding Agreement. The purpose of the progress report is to provide an update on activities and performance of the project.

9.4 Final Report

Specific reporting requirements will be contained in the Funding Agreement.

Funding recipients must provide a final report at the conclusion of their agreement, or upon termination of the agreement. The purpose of the final report is to provide a consolidated overview of activities and performance over the full funding period.

DEEWR will monitor the project's progress against the Funding Agreement or contract through progress and/or final reports. Funding should only be used for the purposes specified in the funding agreement or contract.

DEEWR will be responsible for reviewing the ICTIF and will draw on data and information from a range of sources to evaluate the appropriateness, effectiveness and efficiency in achieving outcomes.

Section 10 Payments and Acquittals

Payments will be based on the achievement of milestones to be specified in funding agreements. Payment schedules and amounts will be negotiated with individual funding recipients and will be specified in the funding agreement.

All payments are subject to compliance with the Funding Agreement, which includes the submission of correctly rendered tax invoices and financial statements and satisfactory performance against funding milestones.

10.1 Goods and Services Tax

If Goods and Services Tax (GST) is payable by a funding recipient on the transaction between the Australian Government and the funding recipient, the Australian Government will increase the funding to cover the GST payable.

10.2 Acquittals

Before the first payment can be made the Funding Agreement must be signed by all relevant parties and a properly rendered tax invoice submitted to DEEWR. Also, if funding has been approved subject to meeting certain conditions, evidence must be provided to DEEWR that the conditions for funding have been met. Subsequent payments will not be made until DEEWR receives and accepts the following items:

- an acquittal showing that previous payments have been fully expended;

- progress reports as identified in the Funding Agreement;

- a properly rendered tax invoice for the amount specified in the Funding Agreement; and

- Funding Recipients must also provide the DEEWR with a final audit report. All parties should familiarise themselves with the Funding Agreement to ensure they are able to comply with the audit report requirements

Reporting to DEEWR is a mandatory requirement and will document your achievements against the funds provided.

Section 11   Acknowledgement

To receive funding under the ICTIF, there is a requirement to support recognition and acknowledgement of the Australian Government's contribution. As a minimum, Funding Recipients must adhere to the procedures and requirements set out below.

All published materials must acknowledge the Australian Government as the provider of financial support and must include the following acknowledgement and disclaimer:

Acknowledgement

This project was funded by the Australian Government Department of Education, Employment and Workplace Relations under the ICT Innovation Fund.

Disclaimer

The views expressed herein do not necessarily represent the views of the Australian Government Department of Education, Employment and Workplace Relations.

Contract Materials

Funding recipients and contractors must, if requested, provide DEEWR with samples of published materials, to demonstrate compliance with these requirements. As part of the evaluation, publications produced under the ICTIF may be sampled, and participants surveyed, to determine the extent of compliance with the above requirements.

Section 12   Relationship to Other Programs

An organisation already receiving a grant under other funding programs is not prevented from applying for a grant under the ICTIF, provided that the grant application does not seek to fund the same activity. In assessing grant proposals under the ICTIF, DEEWR will consider other funding provided by DEEWR or other Australian Government agencies.

Section 13   Additional Information

13.1   Freedom of Information

All documents held or created by DEEWR with regard to the *ICT Innovation Fund* are subject to the *Freedom of Information Act 1982* (FOI Act). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

All FOI requests received by DEEWR are to be referred immediately to the Freedom of Information Coordinator in the Legal, Investigations and Procurement (LIP) Group in DEEWR's National Office as there are strict statutory timelines that apply to FOI requests.

Decisions regarding requests for access will be made by the authorised decision maker in accordance with the requirements of the FOI Act.

13.2 The Privacy Act

It is possible that personal information about individuals may be collected during the funding application process. DEEWR is bound, in administering the ICTIF, by the provisions of the *Privacy Act 1988* (the Privacy Act see www.privacy.gov.au). Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information (see www.privacy.gov.au/publications/ipps.html).

Persons, bodies and organisations involved in the ICTIF must abide by the IPPs and the Privacy Act when handling personal information collected for the purposes of that Program. In brief, this means that those persons, bodies and organisations must ensure that:

- personal information is collected in accordance with IPPs 1–3;

- suitable storage arrangements, including appropriate filing procedures, are in place;

- suitable security arrangements exist for all records containing personal information;

- access to a person's own personal information held by the organisation is made available to the person at no charge;

- records are accurate, up to date, complete and not misleading;

- where a record is found to be inaccurate, the correction is made;

- where a person requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment are noted on the record;

- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10; and

- personal information is only disclosed in accordance with IPP 1.

For more information about DEEWR's general privacy practices, go to the full Privacy Policy Summary at:
http://destintranet/legal_risk/documents/legal/privacy_policy_pdf.pdf.

13.3 Privacy Complaints

Complaints about breaches of privacy should be referred to the Privacy Contact Officer in the Legal, Investigations and Procurement (LIP) Group in DEEWR's National Office.

Privacy complaints can be made directly to the Federal Privacy Commissioner; however, the Federal Privacy Commissioner prefers that DEEWR be given an opportunity to deal with the complaint in the first instance.

13.4 Amendments, Suspension and Termination

Notwithstanding any other provisions contained in this document, DEEWR reserves the right in its absolute discretion to:

- terminate this application process;

- vary any information, requirement, terms, process, time period, time or date set out in this document;

- seek additional information or clarification from any applicant(s) or from any other party;

- negotiate, suspend negotiations or not negotiate with any applicant;

- evaluate some or all applications;

- provide additional information or clarification to applicants; or

- accept any or none of the applications for any state and territory education authority and non-government education sector.

Any clarifications or amendments to information about the *Innovation Fund* will appear on DEEWR's website at www.deewr.gov.au/Schooling/DigitalEducationRevolution/Pages/DigitalStrategyForTeachers.aspx. It will be the responsibility of Applicants to check this website regularly for any amendments. DEEWR does not undertake to inform any party when additional information is posted on this website.

Section 14 Further Information

For further information, please contact the ICTIF Program Coordinator as outlined below:

Program Coordinator – ICTIF
Loc 16MT3
Department of Education, Employment and Workplace Relations
GPO Box 9880
CANBERRA ACT 2601

Email: ictif@deewr.gov.au

Website:
www.deewr.gov.au/Schooling/DigitalEducationRevolution/Pages/DigitalStrategyForTeachers.aspx