# Digital Literacy School Grants - enhancing digital literacy through a whole of school approach

## Grant Guidelines

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# Grant Guidelines

## Introduction

These Grant Guidelines provide an overview of the operation of the *Digital Literacy School Grants - enhancing digital literacy through a whole of school approach Program* ('the Program'). These Grant Guidelines may be updated during the course of the Program to reflect the further details of the Program as it evolves.

These Grant Guidelines apply to the Department of Education and Training ('the Department'), Grant Applicants and Grant Recipients.

A dictionary of defined terms is included at page 16 of these Grant Guidelines.

***National Innovation and Science Agenda***

The Australian Government, through its National Innovation and Science Agenda, is investing $50.6 million over four years (1 July 2016 – 30 June 2020) to support all Australian teachers and students in embracing the digital age and in implementing the Australian Curriculum: Digital Technologies.

This funding provides support for:

- Grants to school principals and Information and Communication Technology (ICT) leaders for projects to implement the Australian Curriculum: Digital Technologies through a whole of school approach (the subject of these Grant Guidelines);
- Online professional development courses for teachers through expansion of the University of Adelaide's Digital Technologies Massive Open Online Courses (MOOCs);
- Online computing challenges for all Year 5 and Year 7 students (aligned with Australian Curriculum: Digital Technologies) that provide structured teaching and learning modules to support the curriculum;
- ICT summer schools to engage Year 9 and 10 students, with a focus on those from disadvantaged backgrounds, to increase their participation in digital technologies and STEM studies in school, post-secondary school and the workforce;
- Cracking the Code - a series of fun and engaging computing and coding challenges and activities for school students, to be held in National Literacy and Numeracy Week;
- Teacher support for digital technologies to provide in-class support and/or telepresence support and follow-up to schools in the early stages of implementing the Australian Curriculum: Digital Technologies; and
- Developing effective partnerships between Science, Technology, Engineering and Mathematics (STEM) professionals and schools to build teachers' and students' understanding of STEM applied in the real world.

There will be a focus on tackling the digital divide to ensure that students most at risk of falling behind in the digital age are given opportunities to participate and engage in digital literacy and STEM in both primary and secondary school settings. More information about the above programs can be found on the *Inspiring all Australians in digital literacy and STEM* webpage at: www.education.gov.au/inspiring-all-australians-digital-literacy-and-stem.

Funding for all of these programs commenced on 1 July 2016.

## Program Overview

### *Background*

Much of the focus on ICT capabilities in schools to date has been on the functional aspects – such as the ability to create, edit and store documents/spreadsheets as well as general proficiency with computers, mobile devices and other consumer electronics. With the endorsement of the Australian Curriculum: Digital Technologies by all Education Ministers in 2015, the focus has expanded from these more functional skills to embrace the notion of 'digital literacy' – which includes skills such as algorithmic and computational thinking, coding, data synthesis and manipulation and the ability to design and use digital technologies. A recent report from the United Kingdom House of Lords (Make or Break: The UK's Digital Future) advocates that digital literacy is about 'future proofing' young people through its fostering of creativity and innovation, underpinning job creation. Along with literacy and numeracy, digital literacy is critical to ensuring the students of today have the skills they need for the jobs of tomorrow.

Unlike other Australian Curriculum learning areas such as mathematics, English and science, where teachers have been immersed in these subjects for generations, for the majority of teachers the Australian Curriculum: Digital Technologies may be both unfamiliar and somewhat daunting in knowing where to start. Teachers' familiarity with, and skills in, digital technologies are quite varied.

### *The Program purpose*

To this end, under the Program, the Australian Government has committed $4 million over 2 years (1 July 2016 – 30 June 2018) to provide schools with grants for projects, that will encourage, facilitate and inspire the effective implementation of the Australian Curriculum: Digital Technologies on a whole of school basis. Through these grants, the aim of the Program is:

- to stimulate best practice models of implementation of, and student and teacher engagement in, the Australian Curriculum: Digital Technologies;
- encourage sharing of ideas and experiences in relation to the Australian Curriculum: Digital Technologies, within and among schools;
- facilitate the development, implementation and sharing of demonstration projects that can be used by other schools to implement the Australian Curriculum: Digital Technologies; and
- facilitate effective ways that leaders can inspire their teachers and students to extend and apply their learning across other learning areas through the Australian Curriculum: Digital Technologies.

The Program will be administered by the Department.

The Department acknowledges that, in funding these projects, there may be new challenges and hurdles for schools to overcome and that many excellent lessons will be learned throughout and after the projects. It is a great opportunity in implementing a new curriculum to gather these collective experiences and share best practice and learnings with others – thereby assisting leaders and teachers to gain confidence and skills in the Australian Curriculum: Digital Technologies.

The role of school leaders - such as principals, ICT leaders, executive teachers and professional bodies – as champions of change cannot be overestimated. This Program seeks to specifically engage these individuals in an effort to drive increased digital literacy in schools and support the implementation of the Australian Curriculum: Digital Technologies, therefore these school leaders also have the opportunity to submit Grant Applications, as appropriate.

***The Program funding and scope***

Grants for projects under the Program are application based and will be subject to a competitive assessment process. The grants are split into three categories:

- Category A - grants of between $10,000 and $20,000 for single year projects;
- Category B - grants of between $20,001 and $50,000 for projects of larger scale lasting up to two years; and
- Category C - includes grants greater than $50,000 where a project has demonstrated capacity to reach regional, national or sectoral scalabilities such as projects involving clusters of schools and/or peak bodies/professional associations.

## Types of Projects

Grant Application project proposals must:

- Focus on school-based activities or programs that support school leaders and teachers to understand and implement the Australian Curriculum: Digital Technologies on a whole of school basis; and/or
- Engage students with the Australian Curriculum: Digital Technologies.

Grants are intended to be provided for projects which propose innovative methods for driving enhanced digital literacy throughout schools such as through:

- Partnership models whereby a school partners with one or more school(s) to exchange best practice, ideas and innovation. This could include partnerships between successful ICT leaders in high performing schools with other, less ICT capable local schools;

- Partnerships between a school (or schools) with industry to access professional expertise and/or equipment to implement the Australian Curriculum: Digital Technologies;

- Leveraging off existing facilities to establish cross curricular 'creation/fabrication' spaces including 3D printers, laser cutters and the like; and

- Supporting professional development for Principals and school leaders to become ICT champions through facilitated learning and/or other training methods to transfer their learnings to other teachers.

Multi-school projects spanning primary/secondary, and/or a combination of sectors are also encouraged.

All Grant Applications will need to identify at least one school leader as a Digital Literacy Champion and clearly articulate their role(s) in fostering improved digital literacy among their colleagues and the student body.

## Reporting and Monitoring Overview

Grant Recipients are accountable for the funding they receive and must adhere to the reporting requirements in these Guidelines and their Grant Funding Agreement.

Grant Recipients will be required to acquit all grant funding and confirm completion of the approved project. Additional reporting requirements (e.g. a final report) may be required for certain projects. This will be dependent on project scale and complexity and will be negotiated between the Department and relevant Grant Recipients and specified in the Grant Funding Agreement that is signed by the parties.

Grant Recipients will be required to provide these reports electronically through the completion of templates developed by the Department.

An evaluation strategy will be used to measure the quality and suitability of the required activities undertaken by Grant Recipients using information obtained from Grant Applications and other reports and data submitted. The Department may undertake surveys of applicable stakeholders. This information will be used to determine if the Program is achieving and meeting its stated objectives. Grant Recipients may be asked to participate in this process.

The information submitted by Grant Recipients may also be used by the Department to ensure that individuals are compliant with the requirements of the Grant Funding Agreement. It will also allow the Department to identify policy and delivery issues early, develop remedial management strategies to assist in the delivery of the second round grant funding and, where appropriate, protect Australian Government funds to ensure they are used in an appropriate and value for money way.

**Additional information:**

Grant Application project proposals that target underrepresented groups (such as girls and/or low SES and/or regional and remote area students etc.) are encouraged.

For projects intending an establishment of digital technologies fabrication facilities, please note that such projects require a dedicated space that is safe, permanently set up and allows students to access all equipment under supervision.

The National Digital Technologies Hub was cooperatively developed by the Australian Government, states and territories and non-government education sectors. It has a specific focus on the Australian Curriculum including the digital technologies learning area, the ICT general capability and other related learning areas such as mathematics. The National Digital Technologies Hub is available at: www.digitaltechnologieshub.edu.au.

The National Digital Technologies Hub provides free, quality resources for teachers and school leaders (and eventually students and parents) to implement the Australian Curriculum: Digital Technologies. This is intended to support and promote best practice teaching across different year levels in a way that is aligned to the Australian Curriculum and develops students' algorithmic and computational thinking, including coding/programming skills. These resources have been sourced internationally and nationally with specific mapping to the Australian Curriculum: Digital Technologies and additional pedagogical, student assessment and project management scaffolding as required.

Grant Recipients are encouraged to share or make available resources arising from a project (such as lesson plans) on the National Digital Technologies Hub under Creative Commons licencing arrangements.

Important Note – These grants are not to fund additional teaching or administrative staff. Staffing allocation and costs are the remit of the states and territories and non-government school authorities.

## Managing Risk

Each Grant Recipient must have a documented risk management plan in place. The risk management plan must identify key risks, outline strategies for minimising or negating those risks and provide a plan to address residual risks across the project.

Each Grant Recipient must periodically review its risk management plan, the level of risk, and the day-to-day operational processes used to manage risks. Grant Recipients must make risk management plans available to the Department on request.

The Department has in place a risk management plan in relation to this Program.

# Grant categories

Three categories of grants are available under this Program:

## Category A grants

Category A comprises grants of between $10,000 and $20,000 (excl. GST) for single school or partnership projects of up to 12 months duration. Grant Applications will need to demonstrate the sustainability of projects beyond the life of the grant (sustainability planning should form part of the grant application).

## Category B grants

Category B will provide larger grants of between $20,001 and $50,000 (excl. GST) for larger scale single school and partnership projects of up to 24 months duration. Grant applications will need to demonstrate the sustainability of projects beyond the life of the grants (sustainability planning should form part of grants applications).

## Category C grants

The bulk of grants to be funded under this Program are expected to be under Categories A and B. However, under Category C, larger projects (of up to two years duration) may be eligible for grants greater than $50 000 (excl. GST) where such projects demonstrate scalability at a regional, national or sectoral level. For example, projects that involve a cluster of schools and/or peak bodies/professional associations.

Funding applications for Category C grants will need to demonstrate how school principals and/or other school leaders responsible for strategic decisions, and consequently also the schools within their responsibility, will benefit from the project.

## Timing

There will be two (2) grant rounds across the life of the Program. The first round is expected to open in the second half of 2016. The second round is expected to open in the first half of 2017. Regardless of the date a project begins, it must be completed within two years (depending on the value of the grant).

 The Program delegate may, at his/her discretion, decide to fund a project or projects outside of the official grant rounds.

# Funding

## Summary of Funding

Total funding of $4 million has been allocated to this Program over two financial years as per the table below:

| ($m) | 2016-17 | 2017-18 | 2018-19 | 2019-20 | Total |
|---|---|---|---|---|---|
| **Funding** | 2.0 | 2.0 | 0.0 | 0.0 | **4.0** |

As noted on the previous page, grants will be awarded on the basis of 3 funding categories:

| Type | Value |
|---|---|
| **Category A** | $10,000-$20,000 |
| **Category B** | $20,001-$50,000 |
| **Category C (exceptional)** | $50,000+ |

## Allocation of Grants

There is no quota for the number of grants to be awarded under any category however the following principles will be applied (as a part of the larger grant assessment process) to ensure the Program supports areas of digital need and equity across jurisdictions and sectors.

1. Funding will be divided into two (2) funding rounds.
2. The Department anticipates funding approximately 100 projects across the two (2) rounds.
3. Efforts will be made to distribute funding equitably across the states and territories based on the proportion of student enrolments and between government and non-government school sectors and including both primary and secondary schools. This will be subject to the number and quality of grant applications received from each jurisdiction and sector.

# Eligibility to Apply

- All government and non-government primary and secondary schools are eligible to apply.
- All government and non-government schools must have an Approved Authority approved under the *Australian Education Act 2013* and must have an active Australian Business Number (ABN).
- All Grant Applications must have the written support of the school/s' principal/s. Grant Applications under Category C must also have written support of the organisation/s' leaders (if applicable – for example for projects that involve a cluster of schools and/or peak bodies/professional associations).
- Primary and secondary teachers regardless of teaching discipline may submit Grant Applications as long as they clearly demonstrate their ability to lead across the school and have their principal's support to this effect.
- Grant Applications will also be open to primary and secondary principals' associations, teacher representative bodies and other educational organisations. For example they may

submit Grant Application in respect of funding for webinars, training for members and other broader programs to promote the role of school leaders in driving digital literacy in schools.

# Application Process

## Overview of the application process

Applications for the first round of funding under the Program will open on 19 September 2016 and close at 5 pm (Canberra local time) on 28 October 2016.

It is expected that projects successful in the first round of Program funding, will commence in Term 1 of the 2017 school year.

The Application Form will be available on the Department's website at www.education.gov.au and must be submitted to the DLSG@education.gov.au inbox with 'Digital Literacy School Grants' in the subject line, by the closing date specified above.

Timing for the second round of Program funding will be published on the Department's website and through other appropriate communication channels, in due course.

All grant processes will be undertaken in accordance with the requirements of the Commonwealth Grant Rules and Guidelines – July 2014 (CGRGs). The CGRGs can be found at www.finance.gov.au/resource-management/grants/.

## Application Pack

Grant Applicants for funding rounds conducted for this Program should refer to the following documents, which together constitute the Application Pack:

- these Grant Guidelines (this document); and
- the Application Form.

Both these documents are available on the Department's website at www.education.gov.au.

## Application Form

The Application Form will provide further detail about the Application process and guidance to Grant Applicants on how to prepare and submit a Grant Application, including requesting the following information:

- asking you to address the following selection criteria relating to the particular grant category you are applying for;
- the aims, objectives, key deliverables and learning outcomes that will result from the project;
- project methodology and timeframes;
- how you will measure the effectiveness of the project;
- key project personnel;
- general information about you as the school principal/school leader/organisation applying for funding; and the resources that will be produced during the project.

**Commonwealth Grant Agreement template – with General Grant Conditions**

The Grant Funding Agreement will contain information relating to the grant objectives and administration including: the activities to be undertaken as part of the project; the duration of the grant; payment terms and conditions; reporting requirements; supplementary terms and conditions; and signatures of relevant parties.

# Selection Process and Notification

This is an open, competitive grants process. Grants will be awarded based on a qualitative and quantitative assessment of Grant Applicants response to the specified selection criteria, taking into account the need for a balanced spread of projects across school sectors, secondary and primary, and states and territories.

The assessment panel may, at their discretion, prioritise funding for school communities most at risk of not benefitting from the digital revolution. This would include schools in low socio-economic status (SES) areas, schools in rural/regional or remote areas and schools with large enrolments of students with disability and/or Aboriginal and Torres Strait Islander students.

All Grant Applicants will receive notification from the Department on the outcome of their Grant Application. Grant Applicants (successful or otherwise) will not be provided with information concerning other Grant Applications, except for publicly available information such as the name of the successful Grant Recipients/organisation(s) and the total value of the grant(s) awarded.

## Selection Criteria

Applications will be assessed on the basis of the following selection criteria. The Application Form will provide further guidance about these selection criteria and the assessment process.

For grant Categories A, B and C:

- The extent to which the project addresses a clearly identified and specific need relevant to the Program, in the context of the particular school, jurisdiction or sector.
- The extent to which the project is aligned with the learning outcomes prescribed in the Australian Curriculum: Digital Technologies.
- The extent to which the project creates opportunities for teachers/school leaders and or students to expand their skills and knowledge about the Australian Curriculum: Digital Technologies.
- The extent to which the project demonstrates integration of digital literacy across other key learning areas (particularly other STEM subjects).
- The extent to which the proposed project methodology will result in achievement of key outcomes.
- The extent to which the project is demonstrably sustainable beyond the period of Commonwealth financial support.
- The extent to which the outcomes of the project are measureable and/or quantifiable.
- The extent to which outcomes are scalable and/or replicable.
- The extent to which the project demonstrates value for money.

Additional criteria for Category C only:

- The extent to which the project identifies key stakeholders and commits to significant consultation to ensure greatest possible reach.

## Endorsement requirements

All Grant Applications must be endorsed by the school principal and 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 the organisation.

## Assessment Panel

The Department will establish an assessment panel which will assess Grant Applications and make recommendations to the Department's delegate for final approval.

The assessment panel will include independent members with computer science education expertise and  will conduct the assessment consistent with these Grant Guidelines and the Commonwealth Grant Rules and Guidelines.

## Final Approval of Delegate

Final approval of grants under this Program will be granted by the Branch Manager, Curriculum and Students with Disability Branch.

The Department is the relevant delegate under section 23 of the *Public Governance, Performance and Accountability Act 2013*. The Departments' decision regarding a Grant Application will be final. Without limiting the Complaints Handling process at page 14 of these Grant Guidelines, appeals in relation to Grant Application decisions under this Program will not be entered into.

## Privacy Statement

In administering the Program, the Department and Grant Recipient/s are bound by the provisions of the *Privacy Act 1988* ('the Privacy Act').

Grant Recipients are required to comply with the Privacy Act, including the 13 Australian Privacy Principles (APPs) which are contained in Schedule 1 of the Privacy Act; and impose the same privacy obligations on any subcontractors it engages to assist with the project.

For further information please go to the Privacy Policy page on the Department's website: http://education.gov.au/privacy. Or write to: Privacy Contact Officer, Legal and Compliance Group, Department of Education and Training, GPO Box 9880, Canberra ACT 2601, Or email: privacy@education.gov.au.

Privacy complaints may be made to the Office of the Australian Information Commissioner, but will only be actioned where a complaint has been made in the first instance to the department.

## Freedom of Information

All documents created or held by the Department with regard to the Program are subject to the *Freedom of Information Act 1982* ('the FOI Act'). The FOI Act extends as far as possible the rights of the Australian community to access information in the possession of Government Departments.

Unless a document falls under an exemption provision of the FOI Act, it may be made available to a member(s) of the general public if requested under the FOI Act.

Grant Recipients are required to assist the Department to comply with its obligations under the FOI Act, in respect of documents created by, or in the possession of Grant Recipients or any of their subcontractors that relate to the performance of their Grant Agreement.

All FOI requests are to be referred to the FOI Section in the Legal Services Branch of the Department of Education and Training. Decisions regarding requests for access will be made by an authorised officer in accordance with the requirements of the FOI Act.

## Provision of false or misleading information

Note that, in the submission of any Grant Application, project proposals, reports, acquittals or any other information to be provided to the Department pursuant to this Program, giving false or misleading information is a serious offence under the Criminal Code.

## Fraud

The Department is committed to the Commonwealth Fraud Control Policy and Guidelines.  Grant Applicants should familiarise themselves with the Department's Fraud Control Plan.  The Fraud Control Plan also underpins a Grant Applicant's respective fraud and risk minimisation responsibilities when dealing with the Department. A copy of the Fraud Control Plan is available on request.

A key responsibility outlined in the Fraud Control Plan is to report all fraud concerns by:

- calling the Department's tip-off line on 1800 664 231; or

- emailing fraud@education.gov.au.

## Complaints Handling

Any person/organisation wishing to lodge a complaint or provide feedback directly to the Department in relation to the operation of this Program may do so by emailing DLSG@education.gov.au.

The Department will aim to resolve a complaint within 30 calendar days of its receipt. Where it is not possible to resolve a complaint within 30 calendar days, concerned parties will be kept informed of progress of the Department's handling of the complaint. Grant recipients must inform relevant parties of these complaint handling avenues.

All complaints will be treated as confidential by the Department, unless specified otherwise. Permission to investigate the matter further by contacting third parties may be sought from the complainant in working towards a resolution to the matter.

If complainants are unhappy with the Department's response to their complaint they can lodge a written complaint with the Commonwealth Ombudsman. More information about the

Commonwealth Ombudsman and how to lodge a complaint can be found on their website at [www.ombudsman.gov.au/](www.ombudsman.gov.au/). The Ombudsman's office generally prefers that individuals direct their concern(s) to the Department in the first instance.

Where a complaint involves an allegation of fraud, criminal activity or the misappropriation of Program funding, the matter must be reported to the Department's Investigations Branch by the Program delegate. The indicative 30 days complaint resolution time will not apply in such cases.

## Working with Children Checks

The Australian Government is committed to protecting children from harm and promoting their well-being. The safety of, not only young people eligible to participate in activities under the Program, but also of parents, employers, coordinators, workplace supervisors and other parties involved in the implementation of the Program is paramount. Therefore, in developing these Guidelines, the Department has taken into account:

- the age of the young people potentially participating in the Program;
- the nature of the activities being provided; and
- the diverse range of locations of the provision of the Program.

All Grant Recipients are required to ensure any person in their organisation who will come into contact with children under 18 years of age in the course of delivering services under or in relation to their Grant Agreement, must undergo the following checks prior to having such contact with children:

- an Australian Federal Police (AFP) National Police Check that provides full disclosure of any charges or convictions before undertaking any Program activities; and
- any State/Territory working with children checks required by any applicable State/Territory legislation, in accordance with the requirements of the legislation.

*Note: The checks undertaken must be specifically in relation to working with children*.

## Insurance and Indemnity

Grant Recipients are required to indemnify the Australian Government and maintain insurance coverage, including public liability, as specified in the Grant Funding Agreement.

## Further Information and Contact

The contact officer for this Program is Mr Declan O'Connell, Assistant Director of the Learning Areas Support Team, Department of Education and Training. Any requests for additional information should be directed to Mr O'Connell on 02 6240 8183 or via the dedicated mailbox at [DLSG@education.gov.au](DLSG@education.gov.au).

## Dictionary

**'Application Form'** means the Program application form, which will be made available on the Department's website.

**'Department'** means the Department of Education and Training.

**'Grant Applicant'** means any person who submits a Grant Application.

**'Grant Application'** means an application for funding submitted under the Program, and includes their project proposal.

**'Grant Funding Agreement'** means the funding agreement between the Department and a Grant Recipient in relation to their funding under the Program.

**'Grant Guidelines'** means these Digital Literacy School Grants - enhancing digital literacy through a whole of school approach Program grant guidelines.

**'Grant Recipient'** means a recipient of funding for a category A, category B or Category C Grant under the Program.

**'Program'** means the Digital Literacy School Grants - enhancing digital literacy through a whole of school approach Program.