

EDUCATION PARTNERSHIPS
EXTENDED SCHOOL RESIDENCIES

How to Apply Guidelines and Arts Organisation Expression of Interest Form

Closing Date
4 May 2012
For projects commencing after March 2013

Please note: it takes approximately six weeks from the closing date to be notified if an expression of interest has been shortlisted for further consideration.

SAMPLE

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General information

Before you begin your *Arts Organisation Expression of Interest* please read these guidelines carefully. They explain the priorities, process and the information you must provide for this funding program.

Please note that it is your responsibility to provide the information and support material requested in these guidelines.

Please keep a copy of your *Arts Organisation Expression of Interest* for your records.

If you have a disability and need guidance on submitting an application to any Arts Victoria program, please discuss this with the relevant program staff at least four weeks prior to the funding closing date by contacting Arts Victoria reception on (03) 8683 3100 or artsvic@dpc.vic.gov.au.

If you have difficulty understanding these guidelines, or would prefer discussing them in your first language, please contact the Victorian Interpreting and Translating Services on 131 450 and ask to be connected to Arts Victoria.

Education Partnerships program overview

The Education Partnerships program supports collaborations between professional artists, arts organisations and Victorian schools. It supports partnerships to deliver strong artistic and learning outcomes.

The program has two categories:

- Category 1: Artists in Schools
- Category 2: Extended School Residencies

These guidelines and application form relate to Category 2: Extended School Residencies.

More information on the Education Partnerships program can be found at www.arts.vic.gov.au/educationpartnerships.

Extended School Residencies

The Extended School Residencies funding program supports collaborative projects between arts organisations and schools over a minimum of two school terms.

Schools and arts organisations involved in Extended School Residencies are supported by the Partnership Officer at Arts Victoria as well as through professional development for teachers and artists.

The Extended School Residencies program is assisted by the Australian Government through the Australia Council, its arts funding and advisory body, and the Victorian Government.

Aims and objectives

The Extended School Residencies funding program aims to:

- support creative collaborations between artists, arts organisations, students, teachers and school communities
- generate engaging and challenging learning experiences in the arts and across the curriculum
- provide opportunities for arts organisations to develop their professional practice through collaborative partnerships
- provide opportunities for smaller schools with a high proportion of socio-economically disadvantaged students to enrich learning and teaching
- provide opportunities for a broad range of organisations across the arts sector to work with schools.

Levels of funding

The Extended School Residencies program provides funding up to \$35,000 to a school. Funding may go towards artists' fees, Casual Relief Teacher fees and other direct project costs. Limited additional funding may be available to regional projects to meet travel and accommodation expenses.

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There are six stages to the full Extended School Residencies application process

1. An organisation submits an *Arts Organisation Expression of Interest* to Arts Victoria.
2. Department of Education and Early Childhood Development (DEECD) identifies and invites a small number of government schools to submit a *School Expression of Interest*.
3. DEECD and Arts Victoria broker partnerships between the arts organisations and schools by matching organisations' expertise and working methods with the priorities and curriculum requirements of the schools.
4. The matched schools and the arts organisations meet and collaboratively design a partnership project.
5. The schools then submit their detailed project applications to Arts Victoria.
6. Applications are assessed and a small number of Extended School Residencies are recommended for funding.

Key dates

4 May 2012
Closing date for expressions of interest from arts organisations

15 May 2012
Closing date for expressions of interest from schools

June 2012
Notification of shortlisted arts organisations and schools

10 August 2012
Closing date for project applications from schools

October 2012
Notification of funding results

Eligibility to submit an *Arts Organisation Expression of Interest*

Arts Victoria accepts expressions of interest from arts organisations that have experience working in partnership with schools or communities.

The program aims to provide opportunities for a broad range of organisations across the arts sector to work with schools. Arts organisations that participated in Extended Schools Residencies projects in the two previous successive funding rounds are ineligible to submit an expression of interest.

Arts organisations must be legally constituted. Common structures for eligible organisations include Incorporated Associations and Companies Limited by Guarantee. Both for-profit and not-for-profit organisations are eligible to apply.

Organisations must be Victorian based.

It is strongly recommended that arts organisations contact Extended School Residencies program staff on (03) 8683 3100 before submitting their expression of interest.

How to submit an Arts Organisation Expression of Interest

Read these guidelines carefully before submitting an *Arts Organisation Expression of Interest*.

There are three sections that must be completed.

Section 1 – Contact Information

Section 2 – Arts Organisation Profile

Attach no more than four A4 pages providing a description of the organisation and recent history of working with schools and/or communities under the following headings.

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For further information go to the full Arts Organisation Profile explanation on page 7.

- a. The role and work of the organisation
- b. The organisation's work with schools (2008-2012).
- c. The organisation's previous collaborative projects with schools and/or communities (2008-2012).
- d. Description of the organisation's preferred working processes when working collaboratively with students and teachers or communities
- e. Details of key artists/personnel available to work in an Extended School Residency in 2013

Section 3 – Support Material

Attach a Business Plan, Annual Report or similar that shows the organisation's financial profile.

Presentation tips

All written material must be easily readable when photocopied. Please note the following:

- use plain white A4 paper for originals and photocopies
- present all material on one side of the page only
- use black ink only
- do not use a font smaller than Times New Roman 12 or Helvetica 11
- do not staple, bind or place your application in a folder
- faxed, digital or email applications will not be accepted.

Arts Organisation requirements

If an arts organisation is selected to be involved in an Extended School Residencies project it will be required to:

- work collaboratively with the school in the planning, delivering, monitoring and evaluation of a partnership project
- develop a project in line with the school's curriculum planning, assessment and reporting processes
- nominate a key person in the arts organisation as the primary contact for the project, with an appropriate time allocation for attending briefings, planning meetings, professional development sessions and communications with the school and Arts Victoria

- provide evidence of a Working with Children Check for all staff working in schools, and
- provide evidence of public liability cover up to \$10 million.

How arts organisations are matched with schools

The selected schools will identify their priorities for 2013 as outlined in their School Strategic Plan and Annual Implementation Plan. This will cover areas such as Student Learning, Student Pathways and Transitions, Student Engagement and Wellbeing and Teacher Professional Learning.

DEECD and Arts Victoria will work together to match a shortlist of arts organisations with schools. Organisations' expertise and working methods will be matched with the priorities and curriculum requirements of the schools.

Following the shortlisting process, where schools are matched with arts organisations, a small number of schools will be invited to submit a detailed project application to Arts Victoria. These applications will be developed in collaboration with the arts organisations.

Evaluation of project applications

The project applications are assessed by an external peer assessment panel comprising arts and education sector representatives. The panel assesses each application against the program's Aims, Objectives and Evaluation Criteria as described in these guidelines.

A small number of projects will be recommended for funding.

Recommendations are made to the Minister for the Arts for the final decision. Schools will then be advised in writing of the outcome of their application.

Schools and arts organisations should not assume they will be successful, nor enter into commitments based on that assumption, before receiving formal written notification of the Minister's decision from Arts Victoria.

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Evaluation criteria

Applications for this program will be assessed against each of the four program criteria:

- **Artistic Merit** – strength of artistic concept and creative process
- **Student Learning** – depth of learning across the curriculum in line with the Australian Curriculum in Victoria (AusVELS), Victorian Certificate of Education (VCE), Vocational Education and Training (VET) or Victorian Certificate of Applied Learning (VCAL)
- **Teacher Professional Learning** – breadth and depth of professional learning opportunities for teachers
- **Partnership Model and Project Management** – strength of partnership model, collaborative process, project planning, timeline and budget, in light of the scale and complexity of the project.

Checklist

Before submitting an <i>Arts Organisation Expression of Interest</i> make sure you have:	Number of copies	Tick
Carefully read these guidelines		<input type="checkbox"/>
Completed the contact information	Original and one photocopy	<input type="checkbox"/>
Completed a written Arts Organisation profile (maximum of four A4 pages)	Original and one photocopy	<input type="checkbox"/>
Provided support material	One set only	<input type="checkbox"/>
Signed the declaration		<input type="checkbox"/>
Retained a copy of the Expression of Interest for your own records		<input type="checkbox"/>

Freedom of Information

Arts Victoria treats all information provided in support of a grant application in accordance with the Information Privacy Act 2000, Public Records Act 1973 and the Freedom of Information Act 1982.

Program enquiries

Further information about the program can be obtained from the Extended School Residencies staff at Arts Victoria.

Telephone: 03 8683 3100
 Fax: 03 9686 6186
 TTY: 03 9682 4864
 Email: artsvic@dpc.vic.gov.au
 Freecall: 1800 134 894
 (Regional Victoria only)
 Website: www.arts.vic.gov.au

Where to send the Arts Organisation Expression of Interest

Expressions of interest postmarked up to and including the specified closing date will be accepted.

Postal Address

Extended School Residencies
 Arts Victoria
 Private Bag 1
 South Melbourne VIC 3205

Street Address

Arts Victoria
 Level 6
 2 Kavanagh Street
 Southbank VIC 3006

Hand deliveries can be made during business hours only – 8:30am to 5:30pm, Monday to Friday.

Section 1 – Contact Information

Note: if completing this form electronically, type into the grey boxes and they will expand as necessary.

Full Name of Organisation:

Street Address:

Postcode

Postal Address (if different):

Postcode

Contact Details:

Name of Contact Person

Position of Contact Person

Business Hours Phone

Alternative Phone/Mobile

Fax

Email

Organisation website

Organisation Details:

Trading Name

ABN/ACN

Are you GST Registered? Yes No

Legal Status of Organisation

Under its articles or constitution, is the organisation a not-for-profit body? Yes No

In what year was the organisation formed?

Key Personnel	Position	Name (Salutation/First Name/Family Name)
CEO/Equivalent		
Artistic Director/Equivalent		
Chair/Equivalent		

Section 2 – Arts Organisation Profile

Attach no more than four A4 pages providing a description of the organisation and recent history of working with schools and/or communities under the following headings.

a. The role and work of the organisation

b. The organisation’s work with schools (2008-2012).

Include:

- names of schools, student numbers and year levels involved, and
- nature of the work with each school.

c. The organisation’s previous collaborative projects with schools and/or communities (2008-2012).

Include:

- names of schools and/or details of communities involved
- nature of the collaboration or collaborative project, including duration of project or process
- year level of students and numbers of students involved, and
- contact details at each school or key community agency including name of contact person, position of contact person, email address and phone number.

d. Description of the organisation’s preferred working processes when working collaboratively with students and teachers or communities

e. Details of key artists/personnel available to work in an Extended School Residency in 2013

Section 3 – Support Material

Attach a Business Plan, Annual Report or similar that shows the organisation’s financial profile.

Declaration

I have read the program guidelines and certify that to the best of my knowledge the information provided in this *Arts Organisation Expression of Interest* is true.

Signature

Date / /

Name (Please print)