



Tasmania Association of Community Houses Inc

EVERYDAY LITERACY FOR LOCAL COMMUNITIES

FUNDING GUIDELINES ROUND 4

October 2011

*TACH gratefully acknowledges the funding support of the Tasmanian Community Fund
to establish the Everyday Literacy for Local Communities Program*

INTRODUCTION

The Tasmanian Association of Community Houses (TACH), on behalf of the Neighbourhood House sector, has obtained a \$1.5 million grant from the Tasmanian Community Fund to establish and administer the Everyday Literacy for Local Communities Program.

The Tasmanian Community Fund (TCF) was established in 1999 from the sale proceeds of the Trust Bank to directly benefit the community by making grants to community organisations. In 2009, with the aim of improving adult and family literacy levels in Tasmania, the TCF invited applications for funding under the title *Learning in Perpetuity*. On the basis of its application, TACH was granted the funding.

Over the ten year period of the Everyday Literacy for Local Communities Program, TACH is investing the \$1.5 million and using the interest to resource projects developed by Neighbourhood Houses to address literacy in their communities. In addition, some interest and capital will be put aside, so that at the end of the ten year period, a Literacy Future Fund will be established. This fund will be available for Neighbourhood House literacy projects in perpetuity.

Approximately \$40,000 will be available this funding round (October 2011) for funding literacy project applications.

The Everyday Literacy for Local Communities Program will build on and respond to the ideas and issues that arise during the ten years that it runs. This means that the details of how the Program operates from year to year may vary to best meet the aims of the Program and respond to the needs identified by local communities. At the same time, the Program will continue to operate within the guidelines from the TCF.

AIMS OF THE EVERYDAY LITERACY FOR LOCAL COMMUNITIES PROGRAM

The aims of the Program are for Neighbourhood Houses to offer support for a person's literacy development through two broad approaches. These are:

1. Provide a non-threatening entry for people through practical projects that seamlessly build literacy into the process.
2. Target support for people who have already identified or begun addressing their literacy needs.

WHAT DO WE MEAN BY LITERACY?

In providing funds for improving literacy within Tasmania, the Tasmanian Community Fund set out some characteristics of literacy, which have been adopted to guide the Everyday Literacy for Local Communities (ELLC) Program.

In summary, literacy means more than just reading and writing. Literacy involves listening and speaking, reading, writing, numeracy and using everyday technology to communicate and handle information. It includes more than the technical skills of communication; it also has personal, social and economic dimensions. It is about personal development and building confidence as well as technical skills.

In the ELLC Program, funding will be allocated to projects that are aimed at improving adult and family literacy levels. For the purposes of the ELLC Program:

- Adult literacy refers to working with people past the age of compulsory education.
- Family literacy refers to working with parents and children together, developing stronger relationships between parents and their children and getting parents involved in their children's education.

KEY LITERACY AREAS

For the purposes of ELLC, and consistent with the approach of the Tasmanian Community Fund, six key areas or themes of literacy have been identified as suitable for funding under the ELLC Program. These are:

Prose literacy

- the ability to understand and use information from various kinds of narrative texts, including texts from newspapers, magazines and brochures.

Document literacy

- the knowledge and skills required to locate and use information contained in various formats including job applications, payroll forms, transportation schedules, maps, tables and charts.

Numeracy

- the knowledge and skills required to effectively manage and respond to the mathematical demands of diverse situations.

Problem solving

- goal-directed thinking and actions in situations for which no routine solution is available.

Health literacy

- the knowledge and skills required to understand and use information relating to health issues such as drugs and alcohol, disease prevention and treatment, safety and accident prevention, first aid, emergencies, and staying healthy.

Technology and information literacy

- the ability to locate, evaluate and use information from a range of sources.

FUNDING ROUNDS

This funding round year, TACH will offer funding of approximately \$40,000 for literacy projects identified by Neighbourhood Houses.

The funds will be made available through a simple application process. Neighbourhood Houses can identify projects that respond to local adult or family literacy needs and demands and apply for funding to address them.

Usually the intention is to conduct a funding round each year in March, April or May, depending on the timing of Easter, but this is an additional funding round to that for this 2011 calendar year.

Base Funding and Value Added Funding

TACH intends to keep as much flexibility as possible in the application and funding process.

If all Neighbourhood Houses successfully apply for funding in any one funding round, the available funds could be spread quite thinly. On the other hand, if not all Houses apply in a funding round, or some applications are not successful in that round, there could be more money available for successful projects.

Therefore, for now the funding application form provides for applicants to make two levels of funding request.

All funding applications must include the base funding required to carry out the project. For some Houses this may be the only amount identified.

However, an application may also identify extra funding which would add value to the project if money is available.

Sometimes there may be no surplus money available. For example, if all houses successfully applied for funding and if the funds were distributed equally, no more than approximately \$2,500 to \$3,000 would be available for any one project. Equally, projects of over \$30,000 have already been funded. In both cases, little money would be left to provide for adding value to the basic project.

On the other hand, experience so far has shown that the amounts requested in each application are different, depending on the type of project. Sometimes not all houses receive funding in a funding round, for whatever reason. Therefore, in some funding rounds, there may be surplus money available for projects. This could be distributed according to the additional value added funding identified in applications.

Note that no application will automatically be funded. A project must meet the requirements of the Funding Guidelines and, in the view of the assessment panel, be likely to succeed.

Even if a project is selected as suitable, the funding provided may differ from the amount applied for in the application. This will depend on the number of applications received, the recommendations of the external panel that assesses applications, and the amount of money available to distribute in the funding round.

FUNDING ROUND TIMETABLE

The next funding round opens:	3 October 2011.
Applications will close:	31 October 2011.
Results notified (if possible):	Mid December 2011.
Funds distributed (if possible):	January 2012.

FUNDING ELIGIBILITY AND CRITERIA

Eligibility

Applicants must be Neighbourhood Houses that are financial members of the Tasmanian Association of Community Houses Inc. Joint applications by Neighbourhood Houses are welcome, as are applications that partner with other organisations.

Project funding will not be provided:

- For core government responsibilities, even if the neighbourhood house is proposing to undertake those core responsibilities
- Retrospectively for activities already completed, underway or committed to prior to an applicant being advised in writing of the outcome of their application
- For projects which produce a private benefit to an identified person(s)
- For operational costs which are not directly attributable to the project

Funding Criteria

Applicants must show how their project will contribute to improving adult and family literacy in one or more of the six key literacy areas:

- Prose literacy
- Document literacy
- Numeracy
- Problem solving
- Health literacy
- Technology and information literacy

In addition, applicants should show how the project:

- Responds to a real need or demand in the community
- Provides for maximum long-term benefit to the community
- Provides value for money

Projects should also contribute towards one or more of the following:

- Developing social and cultural opportunities for community members
- Contributing to healthier lifestyles
- Increasing people's life skills
- Increasing people's skills for gaining employment
- Improving people's work skills

Selecting Successful Projects

Your application will be assessed by an external panel, with expertise in literacy and community based approaches, which will meet to consider applications. TACH will not make decisions about which project applications will be funded but will distribute and administer funding on the recommendations of the external panel.

HOW TO APPLY

Application Form

Each application must be made on a Funding Application form. Complete all sections of the application form. Attach any additional material to the form if you wish.

Number of Copies

One copy of your application is sufficient. However, make sure you keep a copy in a safe place for your own records.

Closing Date for Applications

The closing date for applications is 5 pm on Monday 31 October 2011. Late applications will not be accepted.

Lodging Your Application

Your application must be lodged by the closing date by post or email.

Applications should be mailed to:

Everyday Literacy
Tasmanian Association of Community Houses
PO Box 169
Moonah
Tasmania 7009

or emailed to:

tach@tach.asn.au

ENQUIRIES

Contact the TACH office on 6228 6515