

Enhancing Professional Learning in STEM

Grants programme 2018 – 2020

Guidelines

Deadline	The deadline for submission is 09:00 on Monday 26 November 2018.
Timescale for our decision	Successful applicants will receive notification of funding by 07 December 2018.
Period of fund	<ul style="list-style-type: none"> • The funding will operate across two phases with Phase 1 running between December 2018 and 31 March 2019 and Phase 2 running from 1 April 2019 and 31 March 2020. • Project activities for Phase 1 must be completed by 31st March 2019 and all funds requested for this phase spent by the same date. A project report should be completed and submitted by this date. • Phase 2 plans will be evaluated and scored at the same time as Phase 1 plans. However, funding for Phase 2 activities is dependent on the outcome of the annual Scottish Government spending review and a number of other factors. There is therefore no guarantee of Phase 2 funding even if you are successfully awarded funding for your Phase 1 proposal. The annual Scottish Government spending review will not be confirmed until at least 1 April 2019.

A. Introduction and context

1. The vision

One of the key ambitions of the [STEM Education and Training Strategy for Scotland](#) (2017) is to ensure that educational practitioners are ‘well-equipped with the knowledge, skills and confidence to develop and deliver inspirational, high-quality interdisciplinary STEM¹ teaching for all learners, across all ages and stages’.

Practitioner confidence, knowledge and skills across all of the various elements of STEM are essential if we are to achieve this ambition. To achieve this, Education Scotland is working with partner organisations to develop an enhanced package of professional learning across Sciences, Technologies, Engineering and Mathematics/Numeracy to meet the needs of early learning, primary, ASN and secondary practitioners, school-based technical support staff, and community learning & development practitioners.

This grants programme has been developed following extensive consultation with stakeholders. The consultation revealed that many practitioners face challenges in accessing professional learning such as lack of funding and time & geographical constraints. Responses gained through the events, dialogue and the career-long professional learning (CLPL) survey that was issued in 2017 [<https://glo.li/2OLy4S1>] were extremely helpful. They have provided insight and direction as to the professional learning that practitioners and technicians need to enhance their STEM practice.

The consultation showed:

- Strong support for online & modular learning to allow flexible access to CLPL that can be undertaken anywhere, anytime.
- A demand for more localised support, such as mentoring and coaching.
- A desire for more opportunities for practitioners and technicians to work collegiately and collaborate with peers in their settings and clusters.
- Partnerships with employers are an important source of professional learning, and learning about STEM careers is seen as a high priority.

¹ Please see Annex A on Page 50 of the [STEM Education and Training Strategy for Scotland](#) for a definition of what constitutes ‘STEM’.

Education Scotland, as the lead agency for this professional learning programme in STEM, is working with Scottish Government colleagues and other partners to develop programmes to address this demand. This *Enhancing Professional Learning in STEM Grant Programme* is one of the first developments and has been designed to provide practitioners, authorities and other key partners with the resources they need to overcome the barriers to professional learning and to scale up effective models which have proven to be effective in building confidence and capacity.

This new grant programme is one of a number of initiatives that are being planned. We are also recruiting a team of Regional STEM Advisors to develop and lead the regional coordination or professional learning programmes working through the Regional Improvement Collaboratives. One of their key roles will be to help practitioners contextualise STEM learning by giving them opportunities to engage with and work in partnership with employers, colleges, universities and other partners. The Regional STEM Advisors will also develop STEM leadership opportunities and help create collaborative networks of practitioners and technicians.

In addition, we are working with the Scottish Funding Council and other partners to establish a network of college STEM hubs to provide regional support for professional learning in relation to STEM. We will also work with partners to develop a bank of online learning resources to allow practitioners and technicians to access the anytime, anyplace learning and support they need.

2. Purpose and aims

The initial phase of the *Enhancing Professional Learning in STEM Grant Programme* seeks to enable sustained and substantive professional learning in STEM that:

- Creates opportunities for practitioners to meet, learn together and share expertise within clusters/ASGs, and across sectors.
- Provides space for practitioners to work collaboratively across sectors to jointly plan the curriculum and to ensure effective transitions and progression in learning that builds on prior knowledge.
- Builds the confidence of educational practitioners in relation to STEM; particularly in sectors such as early learning and childcare, primary and community learning and development.
- Builds leadership capacity within the education system for STEM at school/setting, cluster and regional level.
- Deepens and extends the pedagogy and subject knowledge of practitioners to improve STEM learning and teaching.
- Supports STEM subject-specific CLPL and coherent interdisciplinary STEM approaches.

- Enables practitioners to forge strong links between STEM and Developing the Young Workforce, equality and equity, digital skills, the Scottish Attainment Challenge and the National Improvement Framework, creativity and Learning for Sustainability.
- Provides 'additionality' by ensuring that CLPL that reaches new audiences and/or builds on and extends existing STEM CLPL provision.

Possible delivery mechanisms could include, (but are not restricted to):

- Cluster/ASG peer learning and collaboration events involving early years, primary and secondary practitioners.
- Collaborative professional enquiry, lesson study approaches, communities of practice etc.
- Releasing experienced practitioners/technicians to mentor, coach or support colleagues within their cluster, authority or collaborative.
- Collaborative cross-sectoral learning such as collaboration between early learning and childcare settings, schools, community learning & development, and colleges & universities.
- Engagement, networking and collaboration with employers and other STEM partners.
- Face-to-face training programmes.
- Online learning and webinars.

Prior to developing their bid we encourage applicants to consider the new [Model of Professional Learning](#) launched at Scottish Learning Festival 2018.

3. Intended outcomes

The ambition is that this grant programme, together with other related STEM CLPL developments, leads to:

- Practitioners who have the skills, knowledge and confidence to continuously improve their STEM learning and teaching and who inspire learners, families and communities to engage in STEM.
- Equity of access & provision of high-quality STEM professional learning across sectors, geographical locations, work patterns & disciplines.
- The development of effective models that can be scaled up and/or replicated in additional settings/geographical areas to further enhance the capacity for STEM learning across Scotland.
- An increase in the quality, variety and impact of STEM professional learning.
- A suitable range of CLPL being available; from informal, self-directed learning to different levels of accredited learning; including Masters Level learning.

- Increased engagement and capacity for practitioner enquiry, collaboration, and collegiate working through communities of practice and local networks.
- An increase in leadership capacity for STEM at all levels.
- Strong, sustained collaborative partnerships within clusters/ASGs and across sectors.

B. Important information

<p>Eligibility</p>	<p>The initial phase of the <i>Enhancing Professional Learning in STEM Grant Programme</i> will run from December 2018 to 31st March 2019.</p> <p>This initial launch of the <i>Enhancing STEM CLPL Grants Programme</i> is open to those providers who can provide STEM CLPL on a regional or national basis.</p> <p>In 2019/2020, should funding be available, we hope to extend the Enhancing STEM CLPL Grants Programme to allow school clusters and other STEM providers to apply. Should this fund proceed, then eligible applicants will be invited to bid for funds through a similarly open, fair and transparent evaluation process.</p> <p>If you have any questions about eligibility then please contact: ian.menzies@educationscotland.gsi.gov.uk</p>
<p>Partnerships</p>	<p>One of the aims of the Enhancing Professional Learning Grant Programme is to promote innovative new partnerships and models of professional learning that can be evaluated and scaled up if proven to be effective.</p> <p>We, therefore, will welcome joint applications or consortia bids from providers who are keen to work in partnership to develop and provide career-long professional learning opportunities in STEM.</p> <p>If you are making a joint application then please outline the contribution each partner will make and the added value the partnership will bring, for example:</p>

	<ul style="list-style-type: none"> • Reaching a larger number of practitioners/technicians • Building capacity to meet the needs of a particular audience • Pooling collective skills, expertise and resources to enable you to help you increase your impact.
Level of awards	<p>Each application will be assessed against the criteria and on a competitive basis with other applications.</p> <p>It may not be possible to fund every element of each successful proposal. The total amount will be subject to budget availability and adherence to the aims of the fund.</p>

C. How will we assess your application?

Criteria for assessment and decision-making

We ask that applicants bid for the funds that they actually need, rather than the maximum available. This will help to ensure that the fund reaches as many practitioners as possible across Scotland. Please tell us about any other funding that you are able to access to support your bid.

We will assess how well your proposal meets the purpose of this competitive fund based on the following criteria:

Criteria	Score (0-4)	Weighting (1-5)	Max Score Available
How well does the project address the overarching aims and intended outcome of the fund?		5	20
How well does the proposal display strategic approaches to ensure impact and legacy?		4	16
Value for money – including aspects relating to reach and scale of the programme for a given level of funding.		3	12
Additionality – how your proposal would add value to or extend provision including reaching new audiences and delivery of new content and approaches.		3	12
Total			60

Applications will be scored 0-4 based on the following:			
0	Does not meet the criterion	3	Meets the criterion
1	Does not meet the criterion in one or more significant respects	4	Exceeds the criterion in one or more respects
2	Does not meet the criterion in some minor respects		

D. Additional information

1. Eligible costs include:

Please see below some examples of eligible costs which you might consider in your proposed budget within the application form. Please contact us if you require any additional guidance regarding this.

- Staffing
- Teacher cover (for practitioners involved in the delivery/facilitation of STEM CLPL activity rather than attendees)
- Reasonable travel & subsistence
- Training / events including venue and catering

2. Ineligible costs include:

- Purchasing of equipment or science/STEM resources.

3. Other sources of funding

There is no requirement to find partnership funding but please let us know of other sources of funding you will be using to develop your activities such as:

- A contribution from your own organisation, either financial or in-kind. If possible, please assign a monetary value to any 'in-kind' funding.
- Funding from public organisations and local enterprise companies.

- Grants from trusts and foundations.

4. How to apply

- Application forms must be received by Education Scotland no later than 09:00 on Monday 26 November 2018.
- Please complete the application form in type in the spaces provided and email your application to: grants@educationscotland.gsi.gov.uk
- Please title the subject line of your email as 'STEM FY18-19 Grant application – [your organisation name here]'
- If any sections are incomplete then this may impact on the assessment of your application.
- Please ensure that you retain copies of the application form for your own records.
- If you have any queries regarding your eligibility or the application process, please contact: <mailto:lan.menzies@educationscotland.gsi.gov.uk>

5. Next steps

- We will acknowledge receipt of your application within 5 working days.
- Your application will be assessed on the criteria detailed above.
- If you are **successful**, we will inform you in writing via email. Our offer letter will inform you of any special conditions or recommendations and will include information explaining what you must do to claim your funding. **Once we have awarded funding we cannot give any more funding for the project during the 2018-2019 financial year.**
- If you are **not successful**, we will inform you via email.

6. Monitoring & evaluation

- We will need to know what happened as a result of our funding and will ask you to monitor project activities in order to measure the impact of your project in relation to the intended outcomes of the fund. If your bid is successful, therefore, you complete the monitoring and evaluation activity that you outlined in your original application.
- Please note that we will want to report on the outcomes from a national perspective and will send out a final report template to capture information from your self-evaluation and to track the number of practitioners reached. Further information on monitoring, evaluation and reporting requirements will be issued in due course.
- An interim report will be due by 31 March 2019 and your final report will be due by **30 June 2020**.

7. Conditions of award

- Your proposal should **respond directly to the intended aims and outcomes** of this fund and the **implementation of the [STEM Education and Training Strategy for Scotland](#)**.
- Applications can only be considered if they meet the funding criteria.
- All CLPL is to be provided on a non-commercial basis, and must be available free of charge to participants.
- Resources developed for the programme must continue to be made available free of charge to practitioners beyond the funding period.
- Applicants should demonstrate how they will ensure a legacy of learning beyond the lifetime of their funding period.
- You should assume that we have no knowledge about any previous funding you have received or any current STEM CLPL activity that you are engaged in.
- Successful applicants will be expected to provide **evidence of impact** gathered through the monitoring and evaluation processes outlined in their application. This will include tracking of CLPL provided through the grant.
- Successful applicants should keep to the grant conditions shown in both our offer letter and any accompanying document. In particular:
 - You should not make changes to the project without notifying us first
 - You should carry out your project in line with the timescales given in your application and within the time limits shown in our offer letter. It is very important that you let us know about any delay or difficulties in keeping to the grant conditions so that we can advise and help you as necessary.

8. Additional Important Information

Please note that Education Scotland may, by giving at least 7 days written notice, assign any of its rights and obligations under an award, either wholly or in part, to any other person.

9. Publicity

Information on funding awarded may be made public by Education Scotland.

Images submitted in support of your application may be stored electronically by us. If we later seek to use these for publicity purposes, we will contact you in order to obtain permission to do so.

10. Openness and accountability

Reports from information you supply within your application and from comments made on your application by external assessors and staff members will be held digitally. The information you supply will be made available to those assessing your application.

For the purposes of the Freedom of Information (Scotland) Act 2002 (FOISA) Education Scotland is obliged, as a Scottish public authority, to make your information (which will include your application) available by anyone making a Freedom of Information request.

By submitting your application you waive any right to raise any type of legal proceedings against Education Scotland as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under FOISA.

11. Information that we may release

If your application is successful we will release the following information from your funding application if we receive a FOI request:

- Your name
- The amount of funding requested
- The summary description of your project.

If more detailed information is requested, we will consider this request under FOISA and apply the Act's exemptions and the public interest test appropriately. If more detail from your funding application is to be disclosed we will contact you and advise you of this.

For further information on FOISA please see the Scottish Information Commissioners website: www.itspublicknowledge.co.uk

13. Data protection

Information supplied by you in support of your application will be stored on our records system. The data we hold may be used for the following purposes:

- To report statistics
- To assess applications
- For accounting purposes
- For contacting you.

Your name, address and contact details will be held on our records system. We will use this information to correspond with you. We will not forward your details on to any other organisations.

The details of your application may become public information (see *Openness and Accountability* above). However, your personal details will be held by us and only our staff, appointed auditors and those involved in assessing or monitoring awards will have access to them.

You have a right under the Data Protection Act 2018 to see the information we hold on you. By signing your application form you are agreeing that we can use your information as shown above.

“Data Protection Laws” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the General Data Protection Regulation (GDPR). For more information on the Data Protection Act 2018 see <https://ico.org.uk/for-organisations/data-protection-act-2018/>