**Are you completing the right form? This application is for the Leadership and Collegiate Professional Learning Fund.** Please readthe supporting[guidelines](https://education.gov.scot/improvement/learning-resources/A%20summary%20of%20STEM%20resources) carefully before you begin. Completed forms should be sent to: [EdsSTEMGrants@educationscotland.gov.scot](mailto:EdsSTEMGrants@educationscotland.gov.scot) by 10:00 on Friday 28th June 2019.

If you need help or advice with your application then please contact us on email: [stem@educationscotland.gov.scot](mailto:stem@educationscotland.gov.scot)

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| **Section 1: About the lead establishment** | | | | |
| **Please give the name and contact details of the person who will deal with this application, all correspondence relating to it and the management of any grant monies awarded to you.** The person named here must be authorised to answer all queries and to sign all paperwork relating to this application, and be responsible for the overall management and co-ordination of the proposed STEM CLPL activity. The named person should also be the first point of contact for Education Scotland. Please ensure that a member of the Management Team for each establishment signs the declaration at the end of this form. | | | | |
| Name |  | | **Title of your project/bid** | |
| Position |  | |  | |
| Establishment |  | |
| Address  (including postcode) |  | | **Summary** (max 50 words)  Please provide a **summary** of your proposal. Please note that we may use this wording in reports and in press releases, so it should be a concise statement of your proposed plans. Please include how many practitioners are likely to be reached through the professional learning opportunity in year 1. | |
| Direct telephone |  | |  | |
| Mobile |  | |
| Email |  | |
| Finance department details (within Local Authority) | Finance contact name |  |
| Phone |  |
| Email |  | For EdScot only (Unique bid ID) |  |

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| **Section 2: Additional partner establishments** | |
| Please provide details of any additional establishments who are partnering with you in your bid. Include details of the capacity in which each partner will deliver on the proposed STEM CLPL activity. If you have more than two partners, please copy and paste additional sections into your form. | |
| **Partner 1** | |
| Name of organisation |  |
| Contact name |  |
| Email address |  |
| Capacity in which they will deliver on this proposal |  |
| **Partner 2** | |
| Name of organisation |  |
| Contact name |  |
| Email address |  |
| Capacity in which they will deliver on this proposal |  |

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| **Section 3: About your proposal** | | | | | | | | | |
| **Detailed overview**  (Max 2 x sides of A4) | Please use the space below to give a **detailed overview of your proposed activities.**  **Please include** sufficient details of your plans and strategy including:   * A clear description of why you are submitting the proposal and the need you are seeking to address * How it will address the vision, outcomes, themes and priorities outlined in the grant guidance document * A clear explanation of what you plan to do and how you plan to do it * Why you have chosen a particular approach, model or partnership and details about the reach and scale * Evidence of any pilot activity or evidence of impact of existing activity * Any other information or evidence that will help us assess your application against the four key criteria outlined in the grant guidance.   You also have the option of submitting a proposal for Phase 2 funding (June 2020 to 31 March 2021). You should only apply for this where required. This may be useful for projects that need an extended period of time to be completed. Phase 2 can also be used to scale up or extend your proposal to a wider audience or new geographical locations. As stated in the grant guidance, there is no guarantee this this funding will be provided. | | | | | | | | |
| **Phase 1 activities (June 2019 to 31 March 2020)** | | | | | | | | |
| Please indicate how many practitioners from each sector you hope to support through your professional learning in Phase 1 (June 2019 to 31 March 2020). | | | | | | | | |
| Early learning and childcare |  | | | ASN | |  | | |
| Primary |  | | | Community learning and development | |  | | |
| Secondary |  | | | School technicians | |  | | |
| **Phase 2 activities (1 April 2020 to 31 March 2021)** | | | | | | | | |
| **Phase 2**: Please indicate how many practitioners from each sector you hope to support through your professional learning (1 April 2020 to 31 March 2021). | | | | | | | | |
| Early learning and childcare | |  | | | ASN | |  | |
| Primary | |  | | | Community learning and development | |  | |
| Secondary | |  | | | School technicians | |  | |
| **Equity and equality** | Please explain how your work will address inequity and promote equality in relation to gender balance and disability and for people who are care experienced or from black, Asian and minority ethnic communities. | | | | | | | | |
|  | | | | | | | | |
| **Evaluation and impact**  (Max 750 words) | Please set out the anticipated impact of your work in terms of professional learning, leadership and capacity of practitioners, and how this will impact on learners. Please describe how you plan to evaluate the impact of your work against the intended aims and outcomes of the STEM CLPL Grant Funde.g. survey, focus groups or other means. | | | | | | | | |
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| **Budgetary information** | Please outline the amount you wish to bid for from the STEM CLPL Grant Fund 2019-20 by providing a breakdown of the costs relating to your proposal. Add extra rows if required.  *We have asked that applicants only bid for the funds that they actually need, rather than detailing a maximum available for bids. This will help us ensure that the fund supports as many organisations as possible across Scotland. Please bear this in mind when making your application. Please tell us about any other funding that you are able to access to support your bid.*  See the grant guidance document for eligible costs.  Please note that limited or lack of detail may result in your application being unsuccessful, as will a bid that does not demonstrate value for money. | | | | | | | | |
| **Summary of funds required** | | | | | | | |  |
| **Funding you are requesting ̶ Phase 1 (June 2019 to 31 March 2020)** | | | | | | | | £ |
| **Funding you are requesting ̶ Phase 2 (1 April 2020 to 31 March 2021)** | | | | | | | | £ |
| **Total funding requested across both phases** | | | | | | | | £ |
| Details of funding source 1 *(where applicable)* | | | Source 1: | | | | | £ |
| Details of funding source 2 *(where applicable)* | | | Source 2: | | | | | £ |
| **Details of proposed funding spend**  You must provide details of how you will spend the funds you are bidding for. Please outline these using the table below. A*dd additional rows if required.* | | | | | | | |  |
| **Phase 1 activities** | | | | | | | | **Planned spend** |
|  | | | | | | | | £ |
|  | | | | | | | | £ |
|  | | | | | | | | £ |
|  | | | | | | | | £ |
|  | | | | | | | | £ |
|  | | | | | | | | £ |
|  | **Phase 2 activities** | | | | | | | | **Planned spend** |
|  | | | | | | | | £ |
|  | | | | | | | | £ |
|  | | | | | | | | £ |
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| **Section 4: Your statement and signature(s)** | | | |
| Before submitting your application, please ensure that you have:   * Answered all the questions, providing sufficient detail where required * Considered fully all the statements below * Have a supporting statement from local authority contact (QIO or equivalent)   I/We confirm that I have read and understood the guidelines that accompany this form.  I/We confirm that I have completed all the questions on this form.  I/We confirm that all the information in this application is true and correct.  I/We confirm that I will tell you immediately if anything changes which could affect this application in any way.  I/We confirm that this application has been discussed with my Local Authority contact as detailed in supporting statement (QIO or equivalent)  I/We confirm that I am happy for you to provide copies of this form to any person or organisation you need to consult about this application.  I/We note that any funding awarded will be subject to standard and specific conditions.  I/We confirm that I have the authority to accept the award under conditions set by Education Scotland and to repay the funding if we do not meet them.  I/We agree to complete the STEM professional learning tracker document to record the relevant details of the practitioners engaged  I/We confirm that I am happy to include information about the grant in relevant promotional materials and events  I/We confirm that I am willing to support the external evaluation of the grants programme and engage in relevant evaluative activity. | | | |
| **Lead establishment** |  | | |
| **Contact name and position** |  | **Signature** |  |
| **Manager name and position** |  | **Signature** |  |
| **Date** |  | | |

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| **Section 5: Supporting statement from local authority contact (QIO or equivalent)** | | | |
| **Contact name** |  | | |
| **Position** |  | | |
| **E-mail address** |  | | |
| **Telephone** |  | | |
| **Supporting statement** | * I confirm that this bid has been discussed with me and has my support * I confirm that I have the authority to accept the award on behalf of the establishment under conditions set by Education Scotland and to repay the funding if we do not meet them   Supporting statement: | | |
| **Signature (hand-signed or scanned)** |  | **Date** |  |