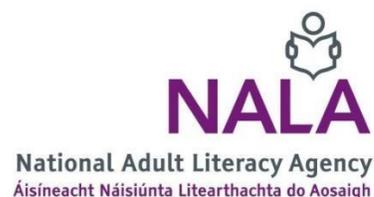


NALA Student Development Fund 2019

Information booklet



What is NALA's Student Development Fund?

The NALA Student Development Fund provides a small grant, of up to €650, to pay for a group activity for students outside the classroom.

Who can apply for NALA's Student Development Fund?

Small and large organisation **members** of NALA can apply for the fund.

- Small organisation members can make one application to the fund.
- Large organisation members can make two applications.

How can I apply for NALA's Student Development Fund?

After reading this booklet you can apply for the fund by filling in this [online form](#). The deadline for getting your application in is **5pm on Wednesday 10 April 2019**.

What are the criteria for getting NALA's Student Development Fund?

There are **eight** criteria for getting the Fund. These criteria are explained on the next page.

When will we know if our application has been successful for the Fund?

We will let you know if you are successful by Tuesday 7 May 2019.

If I have a question, who should I contact?

If you have any questions you can email Margaret Murray, Student and Membership Officer, NALA on mmurray@nala.ie or telephone Margaret on 01 412 7928.

The criteria for applications:

1. Support students who are improving their literacy and numeracy skills

The fund must be used for an activity that supports **students who are improving their literacy and numeracy skills on courses that are pitched at up to and including Level 4 (not beyond Level 4).**

Students may be in one-to-one or group tuition. They may be improving their literacy as part of another programme. For example, on a Return to Education, family learning, health and well-being, community education, Intensive Tuition in Adult Basic Education (ITABE) or Youthreach programme.

2. Have a strong student development focus

The fund should be used for activities that have a **strong student development focus**. This means students should be involved in organising and deciding the activity and the activity itself is empowering for students. You say how you will ensure students hear about the event and know they can take part. Also tell us any other points of interest. For example if you are targeting a hard to reach group or why a particular activity was chosen.

3. Consult with ETB or wider organisation to put together the application

SOLAS, the Further Education and Training Authority, give NALA the funding for the Student Development Fund. They would like an Education and Training Board wide approach to be taken to the fund, rather than each centre applying without discussing it with other services.

4. Hold the activity between May and October 2019

The fund must be used for an **activity that takes place between May and October 2019**. We cannot fund something that has already happened.

5. **Be clear about what activity you want to do**

It is better for us that you have a clear idea what activity you will do. For example if you say you want to go on a cultural trip that is vague and will not be clear. If you say you want to go to a specific place then it is clearer to us what exactly we would be giving the funding for. You also need to have realistic costs. You can change your idea later but only if agreed with NALA - see note on page 6. NALA looks at the cost per student to consider value for money.

6. **Agree to give NALA feedback**

Recipients of the fund must give NALA feedback on how the fund was used and provide receipts for all expenses. You can include photos if you wish with your report. Only send photos if you have checked with the students involved that they give their permission for the photos to be published in NALA publications - our annual report, Literacy Matters magazine, on our website or Facebook page.

7. **Give student feedback on topics**

Recipients of the fund must give NALA feedback from students on **specific topics**. In 2019 this is likely to be the topic "Expand your learning". This student feedback is used to inform NALA's work. NALA shares the feedback with its members, SOLAS, ETBI, Learner Representatives and other stakeholders. If your application for funding is successful we will send you an information sheet confirming the topic and with suggestions for gathering feedback. You will need to summarise the feedback.

8. **Promote the fund with students**

Recipients of the fund must:

- Tell students that the **NALA Student Development Fund** is paying for the activity.
- **Distribute NALA membership forms** (for free membership) to students.

How do we decide who receives NALA's Student Development Fund?

Three judges, including a representative from NALA's Student Subcommittee, Adult Literacy Organisers' Association (ALOA) and NALA mark each application according to set criteria. Each application is scored as follows:

1. The application supports people improving their literacy and numeracy skills. 1 point
2. Students were involved in the application (how they consulted with students). 1 point
3. The member's organisation for example the ETB was consulted and involved in the application. 1 point
4. It is clear from the application what NALA would be funding (What you plan to do with the fund). 2 points
5. The application promotes student development. 1 point
6. It is clear how students will hear about the event and get the chance to take part. 1 point
7. Costs are provided and value for money is shown. 2 points
8. Any other points of interest that we want to support (for example targeting a disadvantaged group, a really interesting project). 1 point

How NALA awards an actual amount is based on how well the application met the criteria. It may also depend on the number of applications. For example, if we receive 80 excellent applications the amount of funding will not stretch to give all applications €650. The criteria are evenly applied. Then we see how many applications we can support and to what level.

If my application is successful, how do I draw down the money?

With this fund, you pay for the event first. NALA then reimburses you at a later date.

- If your application is successful you must fill in an online report after you have organised your event or activity. We will email you a link to this online report when you have been told your application for the Fund is successful. We recommend you **look at the online report before you carry out your event.**

- As soon as you have finished your event and gathered feedback, you can fill in and email the **online report**, including your receipts for expenses, to NALA.
- NALA must receive your online report that includes student feedback on topics and receipts for expenses by the close of business on **Thursday 31 October 2019**. NALA's accounts run from January to December, rather than an academic year. Anyone that sends reports to NALA after this date will not be paid the fund.
- Once the completed report has been received by NALA on time, **we will lodge the money into your organisations' account**. If need be we can instead pay your organisation by **cheque**. Payment cannot be made to individuals.

Why does NALA provide a Student Development Fund?

NALA provide a Student Development Fund to:

1. support student development outside the classroom;
2. contribute to the SOLAS Further Education and Training (FET) Strategy by helping to identify barriers to participation in adult education and strategies to address these barriers; and
3. gather the views of adult literacy and numeracy students so that it informs both NALA's and the adult education sector's work. This is a key part of NALA's Strategic Plan 2017 -2019.

Important note on NALA's Student Development Fund

- The NALA Student Development Fund is dependent on NALA receiving SOLAS funding for this project in 2019.
- The fund is **a subsidy** – it may not cover all the costs of your event.
- You must include a **breakdown of costs** in your application. We can cover travel and the cost of a light lunch. Photocopying, light, heat, tutor and material costs cannot be covered.
- If your application is successful but **you wish to change your event**, you must discuss possible changes with NALA first on mmurray@nala.ie or telephone Margaret on 01 412 7928. In this instance NALA may change the amount of funding we give to you.