

NALA's Student Development Fund 2022



National Adult Literacy Agency
Áisíneacht Náisiúnta Litearthachta do Aosaigh

Information booklet

Key dates

- The deadline for applying is 5pm on Thursday **31 March 2022**.
- We will let you know if you are successful by Tuesday 19 April 2022.
- You can use the fund between 20 April and 31 October.
- You must complete the online report with student feedback and have all receipts emailed to NALA no later than 31 October 2022.

What is NALA's Student Development Fund?

NALA's Student Development Fund is a grant for centres, usually of up to €650, to pay for **a group activity for students outside the classroom**. In 2022, because of Covid, NALA is also making grants available for **technology items** to enhance learning for students. As a condition of the fund, centres who receive the fund are required to gather student feedback on a topic set by NALA. This student feedback informs NALA's work.

In 2022, NALA may be able to give your centre **more than €650**. Please note you can apply for more than €650. How much we give your centre will depend on the number of applications that we receive. Your costs must be realistic. Please email quotes for items if you think it will make your application clearer for the judges.

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.

If your organisation is not already a member, please [join NALA here](#) with a credit card **before you apply** for the Fund. If you need an invoice before paying for membership, please fill in the form at the link above and request an invoice at the payment section. You can pay once you have received the invoice.

Organising activity and the Covid-19 pandemic

It is up to your centre to ensure that any activity you organise complies with the Government guidelines. See <https://www.gov.ie/en/> for updates.

For ideas on what to do with the Fund:

See page 6 of the "[NALA Student Development Fund Annual Report 2021](#)" for a list of what centres did in 2021.

As well as making the fund available for non-tuition group activities, again in 2022 (like in 2021) NALA is making the fund available for centres to buy technology items. The idea is that any technology items can be used or borrowed by students from your centre. Any items purchased will remain the property of the centre after you buy them with the Fund. Technology can be bought provided you have consulted with students and your wider organisation. Please tell us in your application why you have chosen the particular technology and how you think it will benefit students. Also, please outline what agreements you have in place for loaning equipment to students and how the equipment will be incorporated into the centre's asset register.

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

Read this booklet in full. Then apply for the fund by filling in this [online form](#) by **31 March**.

If I have a question, who should I contact?

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

What are the criteria for the fund?

There are **eight** criteria for getting the fund. Each one is explained below:

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

The fund must be used for an activity or equipment 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 can 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), VTOS or Youthreach programme.

2. **Have a strong student development focus**

The fund should be used for activities that have a **strong student development focus**. Students should be involved in organising and deciding the activity. The activity itself should be empowering for students. You tell us in your application how you will ensure students hear about the activity or event and know they can take part. In the case of you applying for new equipment, tell us the arrangement you have in place for borrowing equipment. Also tell us any other points of interest. For example, if you are targeting a hard to reach group or why a particular activity or piece of equipment was chosen.

3. **Consult with your wider organisation to put together the application**

SOLAS, the further education and training authority, gives NALA the Student Development Fund. They prefer an Education and Training Board (ETB) wide approach to be taken to the fund, rather than each centre applying without discussing it with other services. If your centre is not attached to an ETB confirm that you have discussed the application with the manager of your centre (if you are not the manager yourself).

4. **Hold the activity or spend the fund between 20 April and 31 October 2022**

The fund must be used for an activity that takes place between Wednesday 20 April and Monday 31 October 2022. With this fund, NALA cannot fund something that has already taken place or has already been bought.

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. In the case of equipment the more precise you are about what you would like to buy the better. You can change your idea later but only if you have agreed the change with NALA - see note on changes below (page 7). We look at the cost per student to consider value for money.

6. Agree to give a report to NALA after the event has taken place

If you receive the fund, you must give NALA a report on how the fund was used, and student feedback (see next point) and provide receipts for all expenses. You can include photos. However **only include photos of students, when each student in the photo, has given you permission** for the photos to be **published in NALA publications**. We may publish photos in our annual report, our Literacy Matters magazine, on our **website** or on our **Facebook page**.

7. Gather student feedback on topics

Centres that receive the fund must provide NALA with students' feedback. We will let you know the topic when we let you know your application has been successful.

You will need to **set aside one hour to gather the feedback**, most likely through a separate online session with students. You need to **summarise the feedback** before sending it into NALA. Student feedback is very important to NALA as it is one of the ways we hear directly from adults with literacy and numeracy difficulties. The feedback will be used to inform NALA's work. We share the feedback with our members and other stakeholders like SOLAS and

Education and Training Boards Ireland. If your application is successful, we will send more information about gathering the feedback.

8. Promote the fund with students, and others

Recipients of the fund must inform students that:

- NALA’s Student Development Fund paid for the activity or equipment.
- NALA is a membership organisation and students can join online for free.

Recipients of the fund must acknowledge that the activity was supported by the fund in online or offline articles that you write.

How does NALA decide who receives NALA’s Student Development Fund?

Three judges - a student representative from NALA’s Student Subcommittee, an Adult Literacy Organisers’ Association (ALOA) representative and a NALA member of Staff - mark each application according to criteria set out above. Each application is scored out of 100 points as follows:

Criteria	Maximum points to be awarded
1. The application supports people improving their literacy and numeracy skills.	10 points
2. Students were involved in deciding what to apply for (how you consulted with students).	10 points
3. The centre consulted with their wider organisation (for example ETB or Manager).	10 points
4. It is clear from the application what NALA would be funding (What you plan to do with the fund).	20 points
5. The application promotes student development.	10 points
6. It is clear how students will hear about the event and get the chance to take part. In the case of equipment, it is clear how it will be	10 points

decided which students can use the equipment and how it will remain a resource for the centre.	
7. Costs are provided and value for money is shown.	20 points
8. Any other points of interest that NALA would want to support (for example targeting a disadvantaged group or a really interesting project).	10 points

How NALA awards an actual amount is based on how well the application met the criteria and it may depend on the number of applications NALA receives. For example, if we receive 80 excellent applications the amount of funding will not stretch to give all applications €650 or higher amounts. The criteria above are evenly applied and 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?

- **You pay for the event, or equipment, first.** NALA reimburses you later.
- When we let you know your application is successful we will send you a link to the online report you will have to fill in by Monday 31 October 2022.
- As soon as you have finished your event and gathered feedback, you can fill in the online report and email your receipts for costs to NALA.
- NALA must receive **your online report, including student feedback on topics, and all receipts** for costs no later than the close of business on Monday **31 October 2022**. NALA's accounts run from January to December. Anyone that sends reports to NALA after this date will not be paid the fund.
- When we receive your completed report, we check it has all that is required. Then we lodge the money into your organisations' account. Payments cannot be paid into an individual's account, only organisations' accounts.

Why does NALA provide a Student Development Fund?

NALA provide a Student Development Fund to:

- Support student development (empowerment) outside the classroom and during the pandemic to support students in different ways;
- Ensure student views inform NALA's work and the work of other agencies. NALA's Strategic Plan 2020 – 2023 says: "We will support learner independence by facilitating learner-directed events and activities, and gather and share learner feedback to help inform governance and decision making in the further education and training sector."
- Contribute to the SOLAS Further Education and Training Strategy by helping to identify barriers to participation and ways to address barriers.

Important notes on NALA's Student Development Fund

- The NALA Student Development Fund **is dependent on NALA receiving the funding from SOLAS** in 2022.
- The fund is a subsidy, it may not cover all the costs of your event or purchase.
- You must include a **breakdown of costs** in the application form. We can cover travel, a light lunch, external facilitator costs and costs for activities. We do not cover photocopying, light, heat, tutor and material costs. In 2022, we can cover the cost of technology enhanced learning items such as digital pens and laptops (please help us to understand other funding streams open to you and justify why we would support you with purchasing laptops).
- If your application is successful but **you wish to change your event**, you must discuss possible changes with NALA Student and Membership Officer, Margaret Murray by email mmurray@nala.ie or by telephone 01 412 7928. In this instance, NALA may change the amount of funding we give to you.