

Funding Application Guidelines for School Linking and Immersion Projects *

Deadline 27 March 2009

Introduction

WorldWide is the Irish Aid Schools Linking and Immersion Scheme, funded by Irish Aid and managed by Léargas. During the 2009-10 academic year WorldWide will provide funding to second-level schools and colleges that are involved in linking and immersion projects with partner schools and organisations in eligible developing countries. The scheme aims to have a positive impact on established linking and immersion projects and to encourage the building of new school partnerships.

Funding will enable communication and joint project work to take place between Irish schools and their partner schools/organisations, and will help to put linking and immersion (i.e. student visit) activities within a development education context.

* **Note:** There is also funding available for **networks** of Irish schools. The purpose of this network funding is to create/support clusters of Irish schools involved in linking and immersion, enabling them to establish common approaches and best practice, to share ideas, and to add value to their individual projects. There are separate application forms and guidelines for network funding available from WorldWide and on our website http://www.irishaid.gov.ie/worldwise/funding_apply.htm

Aim

The main aim of funding for schools is to raise awareness and deepen understanding of development issues among students, teachers and the wider community by providing support for partnerships between post-primary schools in Ireland and in developing countries

Eligibility

Irish post-primary schools and Colleges of Further Education are eligible to apply for funding for development education and linking activities carried out with partner schools and organisations. These partners should be based in countries benefiting from Irish Aid support or those classified as low income countries on the Human Development Index (HDI). The list of eligible countries is available on our website (<http://www.irishaid.gov.ie/worldwise/eligible.html>).

In addition **DEIS schools** are eligible to apply for support in relation to student travel to partner schools/organisations.

An applications must be made on behalf a school and be signed by the legal representative of the school.

Activities covered

The WorldWide scheme supports two main types of projects in schools: school linking projects and immersion projects. Teacher visits associated with school linking projects are also funded under the scheme. WorldWide promotes a partnership model for both types of projects.

(i) School Linking Projects

School linking projects, also called twinning projects, involve the establishment of learning partnerships between schools in Ireland and in eligible developing countries. The main aim of these partnerships is to

increase mutual understanding between schools and for mutual learning to take place. These projects may include immersion elements (see below), but may also work well without any travel by students.

Note: See a staged framework for projects outlined on page 5

To work best, linking involves a relatively long-term commitment which ultimately leads to whole school involvement. Important elements of a successful school link are:

- jointly agreed project aims, learning objectives and communication methods
- thorough preparation with time to build the partnership relationship
- full support from the schools' management and staff
- built-in evaluation so that the understanding of development issues and partnership improves

WorldWide funding for these projects will:

- support communication and joint project work between partner schools to facilitate mutual learning for students and teachers in both schools; any project work funded by WorldWide should have a development education focus *i.e.* raise awareness and understanding of development issues
- enable schools to access development education providers to set a context for their project and to help them build a sustainable learning relationship with their partner school
- allow teachers from both schools to plan project activities through face-to-face meetings; this will be accomplished through **teacher visit funding** (see below).

(ii) Teacher Visits

WorldWide supports teachers involved in school linking projects to visit each other and develop a greater understanding of their respective schools and communities. Both teacher visits (to and from Ireland) do not need to happen in the same academic year. It may suit your project planning better to carry out the visits in successive years.

Teacher visits should be a minimum of seven days with:

- thorough preparation
- full support from both schools' management and staff
- Jointly agreed objectives for both partners
- Jointly agreed timetables of activities and outcomes for the visit including the creation/development of a partnership agreement (see below for more details)
- built-in evaluation

On return, each teacher who has travelled to their partner school should report back to their own school and community, so that the outcomes of the visit are shared.

If your school is being visited by colleagues from your partner school, we recommend that a **hosting model** be used for the duration of their stay in Ireland. This means that the partner teachers would be hosted by members of your school community. *Per diems* for visiting teachers are awarded on the basis of this hosting model.

Note: The outcome of a successful teacher visit should be a **partnership agreement** or similar document - created and agreed on by both schools - that sets out a framework for how the project will progress. A **Partnership Agreement Template** is available from WorldWide and on the website:

<http://www.irishaid.gov.ie/worldwise/resources.htm>

(iii) Immersion Projects

Immersion projects typically involve students travelling to a host school, organisation or community in a developing country to experience at first hand the realities of the developing world. Immersion visits may take place as part of a school-to-school link or, more usually, they may arise from other links the school has with an organisation or community in a developing country.

Note: See a staged framework for projects outlined on page 5

WorldWise funding for these projects will:

- support communication and joint project work between the Irish school and its partner organisation or community

- enable Irish schools to access development education providers and resources in Ireland to set a context for their project (*e.g.* through pre-and post-visit work) and create a more comprehensive learning experience that goes beyond the visit itself.

Funding through the scheme is designed to help place the student visit within a broader development education context, as well as disseminate the learning outcomes throughout the school and its community. It also provides participants and organisers with the opportunity to share good practice and develop new ideas for future immersion visits. Even if a school visit is planned for a subsequent year, preparatory project activities can be funded especially if engaging the whole school on development education topics.

Note: Funding is not provided for teachers' or students' travel for immersion projects except in the case of disadvantaged schools. See below and call a team member for additional information.

(iv) Funding for DEIS schools

There is some funding available for disadvantaged students in DEIS schools that require support to enable student travel during immersion visits. Up to 90% of travel costs for a visit involving a maximum of 8 students may be funded. Applications will be assessed on a case by case basis. For more details contact a team member (contact details on page 6).

Grant amounts

Project Funding (for both linking and immersion projects)

- up to €3000

Teacher Visit Funding (for school linking projects only)

- up to €1500 per teacher to a maximum of €3000 per school where two or more teachers are travelling from Ireland to a partner school
- for a return visit by teachers from a partner school, the funding is based on travel and *per diem* hosting costs; contact the WorldWise team for more details

Disadvantaged schools

- where schools that are members of the DEIS School Support Scheme require additional funding to enable student travel, this may be available, based on 90% travel costs for a max of 8 students; contact the WorldWise team for more details.

What can funding be used for in Irish and Partner Schools?

(i) School Linking and Immersion Projects

- Development education workshops/activities; for immersion projects, pre- and post-visit work with a development education focus
- Project materials and resources
- Development education resources
- Paper, art materials and other resources used during the classroom-level implementation of project activities
- Purchase or hire of equipment relevant to project activities (up to a maximum of €200 of the grant received may be allocated to the Irish school and up to one third for the partner school). This may include small items of hardware for the partner school that are shown to be necessary for the success of the project:
 - e.g.* web cam, camera, fax machine, telephone (or mobile phone), modem, CD-writer, handi-cam *etc.*
- Production of project-related materials (photocopying, publishing costs)
- Project-related communications
 - *e.g.* telephone, fax, email, postage
- Dissemination costs
 - *e.g.* linking with local and national media, open/themed days in school, website updates, project exhibitions *etc.*

(ii) Teacher Visits to and From Ireland

Teacher visit funding as part of school-to-school linking projects may be used for travel and accommodation (max seven days) for teachers from both partner schools.

(iii) Disadvantaged Student Travel for DEIS Schools

May be used for travel and accommodation and ancillary costs *e.g.* passports, visas, vaccination for students and accompanying teachers from DEIS schools.

Activity Period

Activities funded under this call should be carried out between 1st June 09 and 1st June 2010

Completing the Application Form

http://www.irishaid.gov.ie/worldwise/funding_apply.htm

The first page of the form provides a summary of the application for assessment and should be completed based on information you provide in other relevant sections. All applicants should complete Parts 1, 2, 3, 5 and 6

- In addition schools involved with immersion projects, including those applying for disadvantaged student travel, should answer Question 6 in Part 3 and complete the timetable for the visit on page 9
- Schools (in linking projects only) applying for teacher visits will need to complete Part 4 and the timetable for the visit on page 11
- Part 5 on the budget should be completed with reference to the information already provided in relevant timetables/visit plans and the maximum amounts available

A Framework for Projects

WorldWide recognises that introducing development education and developing learning partnerships takes time and accepts applications from schools which may be at different stages in relation to the elements indicated in the framework outlined below. This framework may be useful as a reference point when making your application to describe your current situation and your plans for developing the project.

STAGE 1	STAGE 2	STAGE 3
<p><u>Dev Ed</u>: raising profile of Dev Ed in school; targeting at least one group in the school (of staff or students) to work with over the year</p>	<p><u>Dev Ed</u>: similar process in partner school to Irish school in stage 1; expansion of dev ed programme from core group within Irish school</p>	<p><u>Dev Ed</u>: embedding programme in both schools; sharing outcomes of project beyond immediate project group to whole school and possibly the wider community</p>
<p><u>Teacher Visit</u>: Leg 1, with partnership agreement produced by end of year and signed by both partners</p>	<p><u>Return Teacher Visit</u> (leg 2), development of partnership agreement, agreed activities and timeframe</p>	<p>- Contingency plans expanded on to ensure project is sustained</p> <p>- If appropriate to the project, student visits</p>
<p><u>Partnership work</u>: laying foundations for partnership</p> <ul style="list-style-type: none"> - Communication methods - Learning about partner country - Establishment of coordinator and support team in both schools 	<p><u>Partnership work</u>: planning for joint activities</p> <ul style="list-style-type: none"> - Curricular/non-curricular areas to share - Identify groups of students to be involved in both schools - Agree on joint project themes 	<p><u>Partnership work</u>:</p> <ul style="list-style-type: none"> - Continuation of joint activities - Planning for the future; looking ahead re how to make activities sustainable

Assessment Criteria

All eligible applications will be assessed by the WorldWide Grants Sub-Committee according to the following ranked criteria:

1. **Development Education dimension**: detailed plans of how a development education dimension will be developed in both schools involved in the project including the themes that will be addressed and methodologies that will be used
2. **Partnership**: demonstrating how an effective school learning partnership will be set up, developed and maintained with the input of both partners

3. **Degree of collaboration:** showing how schools will work together, who will be involved from each school and what the level of involvement within in each school will be
4. **Evaluation:** details on how the impact and effectiveness of the activities will be shown
5. **Dissemination:** demonstrating how learning will be gained and disseminated within and beyond both schools taking part in the project
6. **Sustainability:** plans of how the schools involved in the partnership will sustain and develop activities in the future.

Contract and Final Report Obligations

Contracts will be offered to the legal representatives of schools approved for funding.

An initial payment of 80% of the grant will be made on receipt of signed contracts.

In order to retain the initial grant and to be awarded any outstanding project costs, you will be required to submit a final report on your project activities and, if applicable, your teacher visit. The final report must include **all receipts and records for grant expenditure** as well as **evidence of the project activities that have taken place in both partner schools** in accordance with your application.

A **Final Report Template** is available from www.irishaid.gov.ie/worldwise/resources and should include:

Project Funding (School Linking or Immersion): evidence of the project activities and related costs that have taken place within both partner schools during the year (*e.g.* student exchanges of work, guest speakers, workshops, transition year modules, school exhibits *etc.*), in accordance with the application. If a student visit has taken place as part of the project, you should include evidence such as photographs/video footage, student and teacher journals, partner school feedback *etc.* and in the case of disadvantaged student travel proof of costs (*e.g.* flights, accommodation, visas *etc.*)

Teacher Visit Funding: proof of costs (*e.g.* boarding cards, ticket and accommodation receipts) and evidence of the teacher visit activities (*e.g.*, photos, summary of meetings, agreed aims of linking or immersion project, Partnership Agreement drawn up between partner teachers, *etc.*)

Deadline

E-versions of applications must be received by **17.30 on Friday 27th March 2009**.

Identical hard copies with original signature of legal representative must be received by **17:30 on Friday 03 April 2009**.

E-applications should be forwarded to worldwise@leargas.ie and hard copies to:

WorldWide

Léargas

189 Parnell Street

Dublin 1

Tel.: (01) 873 1411

Fax: (01) 873 1316

The decisions of the Grants Sub-Committee will be available by May 2009.

Application Workshops

Application workshops will be held around the country in advance of the deadline for prospective applicants. For details of dates and venues see our website www.irishaid.gov.ie/worldwise