



WorldWise Global Schools

Development Education / Global Citizenship Education

Post-Primary School Grants 2017

Guidelines to applying for a WWGS Grant

Schools & School Clusters

KEY DATES

APPLICATION PERIOD: 7th March 2017 (Opens) - 7th April 2017 (Closes)

FUNDING PERIOD: 1st June 2017 to 31st May 2018

Section 1: Background

1.1. What is WorldWide Global Schools?

WorldWide Global Schools (WWGS) is the Irish Aid programme for Development Education in post-primary Schools in the Republic of Ireland. It is the key channel through which Irish Aid support for Development Education (DE) at post-primary school level is coordinated, and is named as one of five strategic partnership programmes in the Irish Aid Development Education Strategy 2017-2023. WWGS is implemented through a consortium comprised of Gorta-Self Help Africa (GSHA), Concern Worldwide (CW) and the City of Dublin's Education and Training Board Curriculum Development Unit (CDETBCDU).

1.2. What is Development Education/Global Citizenship Education?

Development Education (DE) is an educational process aimed at increasing awareness and understanding of the rapidly changing, interdependent and unequal world in which we live. It seeks to engage people in analysis, reflection and action for local and global citizenship and participation by enabling learners to recognise the interconnected nature of their lives and the lives of people in the global South. DE combines the following key components:

DE COMPONENTS	
Knowledge	factual information about local and global justice issues.
Values & Attitudes	an appreciation of human interdependence; solidarity, empathy and a sense of respect towards self and others.
Skills	critical thinking, reflection, problem solving, analysis, teamwork
Action	to effect change for a more just and equal world
Methodology	learner-centred and active methodologies

1.3. WWGS Strategy for Development Education in post-primary Schools

WWGS was established in 2013 with a view to adopting a more integrated and programmatic approach that combines all DE support to post-primary schools under one programme. By offering a single point of contact, WWGS seeks to coordinate disparate strands of DE - in schools, networks and NGOs - to establish a shared understanding of what constitutes quality DE, and to ensure better accessibility to resources and support for schools throughout the country. The overarching aim of WWGS is to bring about an increased spread, number and mix of post-primary schools engaging in and availing of quality DE.

Many post-primary schools across Ireland are already 'doing' DE – whether through curricular initiatives (e.g. by incorporating DE across different subject areas and courses; establishing a DE TY module; or encouraging DE peer learning between students and

teachers from different year groups/subject areas); or through extra-curricular activities (such as DE clubs/societies; holding DE-themed events; collaborating with DE NGOs or networks).

1.4 DE and the Junior and Senior Cycle Framework

WWGS seeks to encourage schools to identify how they are already ‘doing DE’ even if they are not already participating in WWGS (through, for example, grant funding or as a Global Passport holder). WWGS seeks also to increase schools’ understanding of the relevance of DE to the curriculum (Stamp One in the WWGS Global Passport), both in terms of acquiring Key Skills at both Junior Cycle and Senior Cycle level, and also in relation to meeting a considerable number of the Junior Cycle Statements of Learning.

Key Skills

Development Education/Global Citizenship Education allows learners to acquire Key Skills as set out in the Framework for Junior and Senior Cycle, along with many other skills:

JUNIOR CYCLE	SENIOR CYCLE
Managing myself	Information processing
Communicating	Critical and Creative Thinking
Being creative	Communicating
Working with others	Working with others
Managing information and thinking	Being personally effective

Other Key Skills include: empathy; self-awareness and reflection; ability to manage complexity and uncertainty; informed and reflective action.

Junior Cycle Statements of Learning (SOL)

Exploring DE/GCE allows schools to meet a variety of Statements of Learning (SOL) at Junior Cycle, particularly the Statements of Learning listed below. Exploring DE/GCE ensures that the student:

	STATEMENT OF LEARNING:
SOL 5	has an awareness of personal values and an understanding of the process of moral decision making
SOL 6	appreciates and respects how diverse values, beliefs and traditions have contributed to the communities and culture in which she/he lives
SOL 7	values what it means to be an active citizen, with rights and responsibilities in local and wider contexts
SOL 8	values local, national and international heritage, understands the importance of the relationship between past and current events and the forces that drive change
SOL 9	understands the origins and impacts of social, economic, and environmental aspects of the world around her/him
SOL 10	has the awareness, knowledge, skills, values and motivation to live sustainably

DE Themes

Schools can, furthermore, incorporate DE into the curriculum across a whole range of thematic areas, which may include – but are by no means limited to – the following list of areas:

- Climate Change
- Migration
- Equality
- Human Rights & Responsibilities
- Food Security
- Peace & Justice
- Responsible Consumption & Production
- Sustainable Development
- Alternative Energy
- Globalisation & Interdependence

1.4 WWGS Global Passport

In an effort to embed sustainable DE in post-primary schools, WWGS has established the [Global Passport](#) as a framework for DE engagement and as means to recognise and validate that engagement. The Global Passport is a WWGS tool that specifically enables schools to identify the DE that they are already doing, as well as how they can further integrate DE into different aspects of the school community, and build on existing levels of DE capacity and engagement.

The Global Passport provides a multi-dimensional framework for DE, meaning that schools can track and build on their DE work through a wide variety of entry points, including and beyond the curriculum:

1. Curriculum
2. Extra Curricular Activities
3. Teacher Capacity & Engagement
4. Student Capacity & Engagement
5. School Management / Leadership
6. School Ethos / Policy
7. Relationships beyond the school

The eligible activities for which schools can apply for funding under the WWGS Grant Call 2017 are based around these Global Passport entry points – see Section 2 to follow, for further information on this.

Section 2: Annual Grant Call – Eligibility Criteria

2.1 WWGS Annual Grant Funding for DE in post-primary schools

WWGS holds an Annual Grant Call each year to invite post-primary schools to apply for funding for DE activities/initiatives during the upcoming academic year. The 2017 Annual Grant Call, for projects in the 2017 - 2018 academic year, is now open for applications. The Call is open for a period of one month, from 7th March 2017 until the closing date for receipt of applications on 7th April 2017. Applications will not be accepted after the deadline.

2.2 Who is Eligible to Apply?

WWGS will support and fund *individual schools*, as well as *groups of schools* that wish to collaborate in DE school clusters.

(1a) Individual Schools – Starter (New)

Individual schools that are new to WWGS (i.e. that have not been in receipt of a WWGS grant to date) can apply for a “starter” school grant of €600. Such schools can apply for support to embed global justice issues within the school through curricular and extra curricular activities – see 2.3.1 for further detail.

(1b) Individual Schools – Starter (Repeat)

Individual schools that were a Starter (New) school in 2016-2017 (i.e. they *have* already received a WWGS grant) can continue to apply for a “starter” school grant of €600. Such Starter (Repeat) schools can apply for support to continue to embed global justice issues within the school during 2017/18 through curricular and extra curricular activities – see 2.3.1 for further detail.

(2) Individual Schools - Established

Individual schools that have previously been either a WWGS Starter (Repeat) School (€600 grant) or a WWGS Established School may apply for an “established” school grant of between €700-€2,000 for 2017-2018. Such schools will have the opportunity to build on past and current DE activities/initiatives to increase the capacity within their schools to engage with global justice issues – see 2.3.2 for further detail. An individual school can only be a starter DE school grantee for two years (as a Starter New school and then as a Starter Repeat school), after which time the individual school must then apply as an Established School for funding of between €700-€2,000.

(3) School Clusters

WWGS will also support and fund *groups of schools* that wish to come together in a DE collaboration – known as DE School Clusters. A school cluster is comprised of a **minimum of three schools** that wish to apply to WWGS for funding to enable joint DE activities and peer learning to take place between schools within that cluster. A school

cluster may have DE issues, topics or subject area of interest in common, share geographical proximity, share a common ethos, work with a particular NGO, or have partner schools in the same partner country.. A school cluster may include schools from Northern Ireland but only where the lead school is based in the Republic of Ireland. WWGS can support the development of new school clusters in 2017-2018 and support the continuation of effective existing DE clusters.

It is important to note that within a school cluster application, *each* participating school must play an equal part in the rollout of their proposed DE initiatives/activities. The School Cluster application is for a joint DE programme of activities involving all schools in the cluster - *not* for individual activities in the lead school. If you wish to apply for activities for your own school's DE programme, please do so under the 'Established School Application'. Applying for a school cluster grant does not preclude you from also applying for an established school grant.

2.3 What activities are eligible to apply for?

The type of activities that applicants can seek funding for, as well as the amount of funding that can be sought, depends on the status of the applicant – whether you are an individual 'starter' DE school (new or repeat), individual 'established' DE school, or a school cluster.

The key priority for WWGS grant funding for post-primary schools is, however, **teacher capacity building**, with WWGS seeking to increase the number of *teachers* in post-primary schools with the capacity to engage effectively with DE. We aim to equip teachers with the necessary information and tools to impact student knowledge, understanding, skills, values, attitudes and actions. Furthermore, WWGS seeks to build teachers' confidence in their ability to deliver DE and consolidate learning facilitated by external providers, such as NGOs. Building the DE capacity and engagement of students is also promoted through this programme.

WWGS makes provision under the Annual Grant Call for **teacher substitution costs** – this means that schools can include teacher substitution cover in their grant application budget if it contributes to increasing DE capacity and engagement. This will allow schools to pay for substitution costs incurred if teachers in the school need to participate in DE activities during class hours (such as those outlined in the examples to follow). WWGS recognises that substitution costs can otherwise be a barrier to teachers engaging in such training and events.

The following is a quick summary table to identify how much a school (or cluster) is eligible to apply for:

Category	Amount
(1a) Individual School: Starter (New)	€600
(1b) Individual School: Starter (Repeat)	€600
(2) Individual School: Established	€700 to €2,000
(3) School Cluster	From €3,000 up to €8,000

2.3.1 If you are applying as an Established School, you can choose from any of the following eligible activities.

STAMP	SUGGESTED ACTIVITIES
CURRICULAR	Series of DE Planning Meetings
	WWGS-provided Subject Specific Teacher Training
	DE Resources for Teachers / Library
EXTRA-CURRICULAR	In-School DE themed event(s)
	DE Displays
	Engagement with National DE Programmes (e.g. YSI: Making Our World One World / BTYSTE Science for Development Award, Concern debates, <i>etc</i>)
	External DE Workshop Facilitator(s)
TEACHER CAPACITY and ENGAGEMENT	WWGS-provided Teacher CPD Session
	DE Planning & Coordination Time for Teachers
	WWGS Global Passport Training / Support
STUDENT CAPACITY and ENGAGEMENT	Materials for Student-led Action
	DE Field Trip(s)
	Student Consultation Meetings
SCHOOL LEADERSHIP	WWGS-provided Support Meeting with School Management
SCHOOL POLICY / GOVERNANCE	DE Policy Development
	WWGS-provided DE Policy Support
RESPECTFUL RELATIONSHIPS with and BEYOND SCHOOL	Community DE event/action (e.g. exhibitions, performances, <i>etc</i>)
	DE-specific Communications (e.g. website, newsletter, <i>etc</i>)

2.3.1 If you are applying as **(1a)** an Individual School Starter (New) or **(1b)** an Individual School Starter (Repeat), you can choose from any of the following activities.

SUGGESTED ACTIVITIES
Step 1. Planning and Training
WWGS-provided DE planning meeting (<i>tick to avail of free session</i>)
WWGS-provided subject specific teacher training (<i>tick to avail of free session</i>)
WWGS-provided support meeting with school management (<i>tick to avail of free session</i>)
WWGS-provided Continous Professional Development (CPD) session(s) (<i>tick to avail of free session</i>)
Substitution cost to cover DE planning meeting(s)
DE CPD for teachers (<i>e.g. costs of facilitator(s), materials, etc</i>)
DE Resources for teachers / library
DE school policy development (<i>e.g. meetings, substitution, materials etc</i>)
Step 2. Teaching and Learning
External DE workshop faciliator(s)
DE Field Trip(s)
Student Consultation meetings
Engagement with National DE Programmes (<i>e.g. YSI 'Making Our World One World' challenge / BTYSTE 'Science for Development Award' / Concern debates, etc</i>)
Sustaining of existing Global School Partnerships (<i>e.g. communications and joint learning projects with partner school in the Global South</i>)
Step 3. Taking Action
Materials for student-led DE action project(s)

In-School DE themed event(s)
Community DE Event(s) / Action(s) (e.g. exhibitions, performances, etc)
Step 4. Communicating and Celebrating
DE-specific communications (e.g. website, newsletter, newspaper, blogs, etc)
DE Display(s)
Development of awareness-raising materials (e.g. presentations, leaflets, videos)

2.3.2 If you are applying under category **(3) School Cluster**, you can apply for a grant within a threshold of between **a minimum of €3,000 up to a maximum of €8,000.**

WWGS welcomes applications from schools that wish to come together to form a cluster (see section 2.1.3). School Cluster applications should, however, be informed by the following key principles:

1. The School Cluster application is for the DE programme of activities for the cluster of schools not for individual school activity of the lead school. If you wish to apply for activities for your own school's DE programme-please apply under the 'Established School Application'
2. Number of Schools in the Cluster – WWGS will allocate funding to school clusters proportionate to the number of schools involved in the cluster (in line with one of the key appraisal criteria, value for money – see page 7).
3. Number of Global Passport Stamps – WWGS will allocate funding to school clusters proportionate to the number of Global Passport stamps that they are proposing to engage with through the project, with a particular emphasis on the Teacher Capacity & Engagement stamp.
4. Number of Workshops – WWGS may allocate funding for a (limited) number of workshops, but applicants are also advised to consider other DE methodologies, particularly for engaging teachers, in developing their funding applications.

Please outline in 2.2. of the application form, your previous experience working as a cluster of schools. If you are an entirely new cluster, please outline your previous experience of DE activities of in your school and the other schools in the cluster.

Please fill out the budget template 'Appendix 1' to accompany your the school cluster application form. This is a separate document to the application form.

2.4 What activities are not eligible to apply for?

The following is an indicative list of activities that are not eligible for funding:

- 2.1.1. Student travel outside of Ireland.
- 2.1.2. Teachers travelling with a student group as part of an exchange or immersion visit.
- 2.1.3. Activities that take place before 1st June 2017 or after 31st May 2018.
- 2.1.4. Campaigning and advocacy activities that do not demonstrate a strong DE focus and approach.
- 2.1.5. Activities that have a primary aim or focus on fundraising.
- 2.1.6. Activities that do not have a clear global dimension (*i.e.* that only focus on local issues).
- 2.1.7. External evaluations are not a requirement of any WWGS-funded project and will not be funded by WWGS. Research projects are also not eligible for funding.
- 2.1.8. Participation by individual teachers in professional or personal development training courses.

Applicants should note that this is not an exhaustive list of ineligible activities and the WWGS Grants Selection Committee (which will convene in June 2017) reserves the right to deem other activities ineligible as necessary.

2.5 What are the eligible costs that can be included in the project budget?

Applicants should note the following in relation to project costs:

2.5.1 Facilitator fees must adhere to the WWGS permitted threshold, which specifies that facilitators' fees should be no more than €300 maximum per day.

2.5.2 Teacher substitution costs can be claimed for the exact (and reasonable) number of hours, and minutes, for which a replacement teacher had to be paid by the school. Department of Education rates apply and are dependent on the status of the substitute teacher.

2.5.3 Overhead costs may include, for example, copying/print services or office materials required for project implementation. They should not constitute more than 10% of the overall grant applied for. The use of "miscellaneous expenses" as a budget item will not be accepted. Auditor fees are not an eligible expense.

Section 3: Application & Appraisal Processes

3.1. Application Process:

- 3.1.1. Applicants must complete the *WWGS Application Form*, which you will receive when you register online or by phone.

- 3.1.2. Only ONE application per school will be accepted (although individual schools can be party to applications submitted by NGOs and/or education networks, in addition to their own individual applications, so long as the projects are clearly distinct and unrelated).
- 3.1.3. Only fully completed applications received by 7th April 2017 will be considered.
- 3.1.4. Applicants are advised to familiarise themselves with the WWGS Global Passport prior to developing their application.
- 3.1.5. Queries on the application process should be emailed to info@worldwiseschools.ie. All clarifications will be shared on the WWGS website in the FAQs section. Applicants are advised to consult this page regularly for updated information.
- 3.1.6. All applicants will be notified of the outcome of their applications for the 2017/18 academic year by no later than August 2017. Contracting with successful applicants will commence from that period and projects can commence immediately following successful contracting.

Section 4: WorldWide Global Schools/Irish Aid Key Contractual Obligations

Following the appraisal process, applicants who are successful will be notified accordingly and will be required to comply with contractual requirements as outlined in the terms and conditions of contract. Applicants may wish to note, in advance, the following outline conditions:

- 4.1 Contracts** will be issued to successful applicants and 100% of the grant will be paid upon return of an original signed contract and bank account details. Contracts are issued exclusively to - and must be signed by - the person named in Section 1.2 of the Application Form.
- 4.2 Drawdown of funds** by successful grantees should be completed by September 2017, and at the very latest by December 2017.
- 4.3 Electronic fund transfers** are the only means by which grants will be disbursed to successful applicants and can only be disbursed to the applicant named in Section 1.1 of the Application Form. Alternative transfer options, such as payment by cheque, are not available.
- 4.4 Approved budget items** may not be not be changed during the course of the project without prior written consultation with the relevant Project Officer.

- 4.5 Acknowledgment of Irish Aid:** Applicants are required to comply with the Irish Aid logo and publicity guidelines. In general, all recipients of Irish Aid funding are required to acknowledge Irish Aid funding in a clear manner in annual reports, websites and in publications and publicity material (including online material and social media content) related to the funded project and, where appropriate, at project sites. Audited accounts must also explicitly include reference to the contribution from 'Irish Aid WorldWide Global Schools'.
- 4.6 Acknowledgement of WorldWide Global Schools:** Applicants are required to acknowledge WorldWide Global Schools and its logo on all materials produced as part of the project.
- 4.7 End of Project Reporting Requirement:** Grantees must complete and submit an End of Project Report (using a prescribed template) no later than 31st May 2018. This report will include a financial report section, which should show the total income and expenditure against the original budget. Both the financial and narrative reports must be completed so as to clearly illustrate the relationship between objectives and expenditure.
- 4.8 Audit:** WWGS reserves the right to evaluate and audit projects at no cost to the grantee. Supporting documentation for the Self-Assessment Tool and all expenditure items (*i.e.* receipts) must be retained for such purposes until December 2018.
- 4.9 Freedom of Information:** Applicant organisations are reminded that documents submitted to WWGS and to the Department of Foreign Affairs and Trade (including application forms and annexes, any report submitted to the Department on foot of a successful funding application, and any other written communications with the Department) automatically become records of the Department and subject to the provisions of the *Freedom of Information Act* (2003).
- 4.10 Project Monitoring:** Successful applicants are responsible for the implementation of their project and the delivery of results and will be required to report on progress at the end of the project.
- 4.11 WWGS Self-Assessment Tool (SAT):** Applicants should note that, if successful in their funding application, they will be required to measure the growth of DE capacity in project participants, whether teachers and/or students.

This should be done using the simple WWGS Self Assessment Tool (SAT). This will be provided to all successful applicants (grantees) at the beginning of the 2017/18 academic year, but can also be obtained in advance upon request.

The SAT exercise should be undertaken with 100% of teachers participating in a project and with a representative sample (not less than 10%) of students participating in a project. Therefore applicants will need to factor in some class/workshop time to complete the SAT as part of their project, as appropriate.

Section 5: Additional Support for Applicants

The WWGS staff team is available to provide appropriate support and guidance to schools throughout the application process.

1.1 Contact details for WorldWide Global Schools are as follows:

General contact details:

Phone: 01 6852078

Email: info@worldwiseschools.ie

Postal Address: WorldWide Global Schools, Kingsbridge House, 17-22 Parkgate Street, Dublin 8.

WWGS contact details for specific team members are as follows:

Aishling McGrath	Project Officer, West Region	aishling.mcgrath@worldwiseschools.ie	01 5547449	086 0714145
Lizzy Noone	Project Officer, East Region	lizzy.noone@worldwiseschools.ie	01 5547450	086 8720879
Laura Cahill	Programme Support Officer	laura.cahill@worldwiseschools.ie	01 5547447	085 2728792
Rita Walsh	Grants & Finance Officer	rita.walsh@worldwiseschools.ie	01 5547448	087 1263479

1.2 Applicants may refer to the **FAQs** section on the WWGS website for further details.

WWGS would like to thank you for expressing an interest in helping to deepen engagement with DE in the post-primary sector.