

TESSA Small Grant 2017 pilot scheme

For 2017, we are piloting a Small Grant scheme for TESSA Ambassadors and Partners. This is a new initiative designed to strengthen the TESSA network by creating opportunities to make TESSA more widely available or to bring together practitioners dedicated to improving the experience of children currently in school.

The goal of these small grants is to support activity which helps:

* Support sustainability;
* Embed TESSA – within courses, CPD programmes, colleges, schools, organisations and projects; and
* Promote its uptake and effective use by more education practitioners.

Teacher Education in Sub-Saharan Africa (TESSA) is a network of teachers and teacher educators, working to improve children’s experiences of being at school, by supporting teachers in developing active pedagogies. At the heart of the TESSA is a bank of Open Educational Resources (OER) linked to the primary and secondary science curricula.

The emphasis in the sustainable development goals on the quality of education, alongside national policy aspirations that focus on learner-centred education, is providing a new impetus TESSA. Significant improvements across the continent in the use of laptop computers, mobile devices and internet connectivity, mean that more and more people are able to access the TESSA resources.

We have allocated funds to support individuals in their work to embed the use of TESSA in their community. We are therefore inviting applications for small grants for work that supports TESSA sustainability, embedding and/or promotes its uptake and the ideas that it embodies.

We are unable to pay individuals, so applicants will need to confirm that they are a registered business (for example a consultant) or organisation which is able to issue an invoice for the grant amount and receive payment into the business or organisation bank account.

In order to apply for funds, a TESSA Ambassador or Partner will need to complete the application form below to:

* Provide a brief description of the activity;
* Provide a budget of how the funds will be spent;
* Tell us what the outputs of the activity will be;
* Tell us how they will follow it up to ensure that it has been successful; and
* Commit to providing verification and review documents and a report of the activity for the TESSA Newsletter.

The sorts of activities that we would like to support include:

* Bringing together TESSA users to share their experiences and set up new collaborations;
* Introducing TESSA to potential users in a new institution;
* Supporting teachers and teacher educators to use TESSA;
* Distributing SD cards, CD/memory sticks or printed resources to teachers;

 Application and eligibly criteria are included in the application form below. We look forward to hearing from you about your ideas and plans for embedding and sharing TESSA more widely.



TESSA Small Grant scheme, 2017 pilot, application form

**How to apply**

Please complete the form below and return at least 6 weeks before the start of your project or activity to **tessa@open.ac.uk**. You may also need to send some other pieces of information as required to support your application.

There is limited funding, therefore not all applications can be funded. Each application will be judged on its eligibility and the extent to which it achieves the stated goals of the fund.

If approved, a Service Level Agreement will be signed by you and TESSA before the funding is released.

**Eligibility**

Applicants must be TESSA Ambassadors or Partners with a duly **registered organisation or business able to issue an invoice and receive payment of the grant by check or transfer into the organisation or business bank account**. We are unable to transfer funds to individuals.

The goal of the small grant is to support activity which helps:

* Support TESSA sustainability;
* Embed TESSA – within courses, CPD programmes, colleges, schools, organisations and projects; and
* Promote TESSA uptake and effective use by more education practitioners.

The sorts of activities eligible for funding include:

* Bringing together TESSA users to share their experiences and set up new collaborations
* Introducing TESSA to potential users in a new institution
* Supporting teachers and teacher educators to use TESSA
* Distributing SD cards, CDs, memory sticks or printed resources to teachers
* Attending events in which TESSA can be showcased through a presentation or a stand

The following costs are not eligible for funding:

* Activities that do not directly support TESSA embedding or uptake
* Activities that cannot be followed up or evidence their sustainability
* Funding for individuals
* Hospitality costs
* Capital items
* Costs related to existing or ongoing projects/activities currently provided by your organisation
* Costs already specifically covered by other funding

**Monitoring and verification**

The following are required on project completion

* An invoice for the activity delivered
* Monitoring and evaluation forms provided by TESSA
* Financial support documents and activity verification forms and photos. Forms will be provided by TESSA and vary depending on the activity.
* An article/case story with photos which can be published.

**Communications**

* You will be expected to provide updates on the impact that the project has had and agree that this information can be used for reporting and promotional purposes.
* Any public statement concerning the project should include a statement that the project is supported by TESSA and where possible, any promotional material should incorporate the TESSA logo.
1. **Your details**

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| --- | --- |
| **Full name:**  | Postal address:  |
| Tel no:  |
| Email address:  |
| Website: |
| Institution, organisation or company name: |
| Type of institution, organisation or company: |
| Institution, organisation or company registration number: |

1. **Your project**
	1. Name of the project

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* 1. The funding from this grant will be used for:

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| --- | --- | --- | --- |
| A new project |  | An existing project |  |

* 1. Describe the project you are seeking funding for including context, description of the problem, what you are proposing and a list of the specific activities and outputs from your project:

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| --- |
| ContextDescription of the problemWhat you are proposing to do about this through your projectList the specific activities, deliverables and/or outputs from your project |

* 1. How does this support the goals of the TESSA small grants fund does this project support:

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* 1. What evidence have you collected that this project is needed:

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* 1. Where will the project activity take place:

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* 1. Who, and how many, will benefit from the project:

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* 1. When will the project start and end and how many hours and sessions will it include:

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1. **Cost of the project**
	1. Please provide a breakdown of the cost of this project and include a clear cost basis or calculation:

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| --- | --- | --- |
| Item description and cost basis | Cost in local currency | Indicative cost in GBP |
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Note: Add lines as needed and attach quotes from suppliers where available.

* 1. Please provide any additional notes or information regarding the budget proposed here:

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1. **Sustainability / impact**
	1. What outcomes do you expect the project:

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* 1. How will you follow up after the project:

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1. **Other points**

Please use this space to provide any other information that you feel is important:

1. **Declaration**
	1. I am authorised to make the application on behalf of the above mentioned company, institution or organisation and as such to provide an invoice for this work.
	2. I certify that the information contained in this application is correct and true.
	3. If the information in the application changes in any way I will inform TESSA immediately.
	4. I understand that I and my company, institution or organisation, as the applicant, are responsible for covering all insurable risks or costs in relation to this programme of work, and that TESSA cannot be held responsible or liable for any damage or harm that may arise from the proposed activities of the project.
	5. I undertake to provide the verification and monitoring documents required on project completion, including:
		1. Invoices for the activity delivered.
		2. Completed monitoring and evaluation forms provided by TESSA.
		3. Supporting financial documents and activity verification forms and photos as required.
		4. An article/case story with photos which can be published.

Signed: ……………………………………………………………….. Date:…………………………….