

CIRCULAR

Funding Projects in Further Education Institutions from the Coleg Cymraeg Cenedlaethol's Strategic Development Fund

Date: 9 June 2015

Reference: 10/14

To: Colegau Cymru; Principals of Welsh further education institutions; Institutional Welsh-Medium Provision Co-ordinators; Bilingual Champions in further education institutions

Response by: 3 July 2015

Contact: Rhian A. Davies

This document is also available on the website of the Coleg Cymraeg Cenedlaethol
<http://www.colegcymraeg.ac.uk/cy/cyhoeddiadau/cylchlythyron/>

Background

1. This Circular outlines arrangements for submitting applications for grants relating to the further education sector from the Strategic Development Fund of the Coleg Cymraeg Cenedlaethol [the Coleg].
2. The Coleg has a Strategic Development Fund [the Fund] for strategic projects and awards from that Fund are decided at least once a year.
3. Since the establishment of a partnership between ColegauCymru and the Coleg Cymraeg Cenedlaethol in 2013, a proportion of the Fund has been allocated to support projects in further education.
4. The aims of the partnership are (i) to increase higher education provision in further education, and (ii) to stimulate progression in relevant subject areas between the further education and higher education sectors.
5. Following the funding of five pilot projects in 2013/14 and 2014/15, this circular invites applications for further project grants to be awarded in July 2015.

Criteria

6. All applications will be considered in accordance with the criteria points set out below:
 - number of students benefitting;
 - increasing higher education provision in further education
 - potential to attract further education students to study higher education and increase provision /progression between further education and higher education.
 - relevance to the academic plans of the Coleg Cymraeg Cenedlaethol;
 - potential for developing resources which will be of use to both the further education and higher education sectors.

Applications

7. Applications are invited from further education institutions in the format designated

in **Appendix A**.

8. There is no limitation on the number of applications individual institutions may submit, but careful consideration is required before submitting more than two applications.
9. Institutions may submit joint applications, that is, with a fully co-operative element from two or more institutions.
10. The Coleg's Grant Panel will consider the proposed projects and will make specific recommendations in relation to each application submitted. The panel may:
 - Recommend commissioning the project
 - Recommend further work before deciding whether or not to commission the project
 - Recommend not to support the application.
11. Decisions on allocations from this round of applications will be announced through a circular.
12. Applications should be submitted by **midday on 3 July, 2015**. An electronic copy of the application should be sent to rh.davies@colegcymraeg.ac.uk and a hard copy to:

Rhian A. Davies
Y Coleg Cymraeg Cenedlaethol
Y Llwyfan
Heol y Coleg
Carmarthen
SA31 3EQ
13. Applications submitted after this date will not qualify, and applications cannot be adapted or amended after this date. This timescale is acknowledged to be tight, but the Coleg wishes to act on the applications before 31 July 2015.

Other requirements

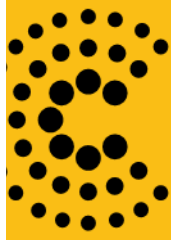
14. Any resources developed after receiving monies through the Fund will be placed on the Coleg's e-learning platforms, e.g. Y Porth, Y Llyfrgell Adnoddau (the resource library),

Yr Esboniadur and/or the Coleg's iTunes U site (unless otherwise indicated in the grant application).

15. The Coleg's Information Services Manager (Owain Huw o.huw@colegcymraeg.ac.uk) may be contacted for further information regarding resource development /publication in a format appropriate for e-learning portals.
16. Resources /publications on the Coleg's e-learning platforms will be licensed under a *Creative Commons* license, e.g. [CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0/) unless there are special circumstances, and the Coleg's written agreement obtained on those special circumstances before the grant award. The Coleg's Publications Officer (Mari Fflur m.fflur@colegcymraeg.ac.uk) may be contacted for further information regarding the Coleg's publication guidelines.
17. A brief report should be submitted stating the output of the project, together with a full financial specification approved by the institution's finance office, following the completion of the project. In accordance with the Coleg's projects procedure, the Coleg will reclaim any underspend.

Further Enquiries

18. Any enquiries should be referred by e-mail to Rhian A. Davies rh.davies@colegcymraeg.ac.uk in the first instance.



Appendix A: Proposal Form

Details	
Subject / Academic Discipline / Development plan :	
Proposed Project Title:	
Proposed Project Manager:	
E-mail Address:	
Contact tel. no:	
Institution:	
Start date:	
Completion date:	
Total Grant:	

<p>Proposed Project Outline briefly (in no more than 500 words) the nature of the proposed project.</p>

<p>Personnel Identify the individuals who will be working on the project, including defining clearly one person who will act as Project Manager. You should refer here to any relevant experience of project management. You should also state whether there is an intention to co-operate with other institutions in achieving the project.</p>

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Budget

Outline the project's proposed budget up to a maximum of £5,000. The total amount of funding applied for should be identified, and details of expenditure provided clearly under main headings. You are asked to ensure that the financial details outlined are realistic. The Coleg retains the right to determine the amount of grant allocated for each project in a manner which ensures consistency in the level of support given to individual projects.

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Timetable

Provide a timetable outline, stating the length of the project, and the project progression stages, where appropriate.

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Risk Note any element of risk you have identified to the success of the project, outlining your response to the risk.

Project Achievements Briefly state the results of the project, stating what will be produced and / or achieved through receipt of the funding. Achievements should be clearly stated, and should be measurable.

Signature of Institutional Representative

Name	
Job Title	
Signature	
Date	