

Title	Guidelines for AARE Special Interest Group (SIG) Grant Application
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Enquiries	sigs@aare.edu.au
Scope	Applies to SIG Grants in minor and major+



AARE Special Interest Group (SIG) Grant Application Guidelines

February 2024

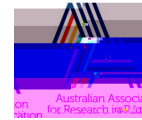


1. Overview

The Australian Association for Research in Education (AARE) recognises the importance of Special Interest Groups (SIGs) to the work of building research capacity and strengthening collegial networks within our research community. AARE obtains its funding from membership fees and conference income. It is important to recognise that all funding provided by AARE is in fact drawn from the financial contributions Association members make to the Association. As such, it is imperative that AARE carefully manage expenditure for members and ensure that this expenditure is made with diligence and in a transparent and consistent manner.

Purpose of the SIG Funding Program To support SIGs to explore different ways of achieving research capacity building outcomes for SIG members, AARE members and the wider education research community.

All current SIGs are entitled to apply for financial year funding (period 1 July to 30 June). Applications for funding may be made for grants in three categories: Major, Minor and Major+. Funding levels will be advertised on the AARE website.



2. SIG Funding period

The funding period runs on a financial year, from 1 July to 30 June.

3. Eligibility

To apply for an AARE grant, the following requirements must be met:

- x All SIG Convenors must be current financial members of AARE.
- x The SIG must be up to date with previous funding reports.

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4. Funding levels available



Budget items that can be supported include:

- x Costs associated with hosting mini conference, symposia, workshops or other events of an academic SIG and AARE members (face to face observations or) online
- x An event with a guest presenter or series of speakers, who can provide a talk on a particular SIG could extend to a respected overseas academic attending virtually.
- x A hybrid event that allows for participants to meet in smaller venues across multiple sites (observations practices) and includes the simultaneous use of online platforms.
- x



8. Developing Your Event Plan and Budget

- a. Each budget item ~~will be~~ funded only once. No duplication of funding is permitted for items already funded by external sponsors.
- b. A funded SIG event should aim to be offered free for members but should charge a nominal fee for non-members. Where a registration fee exists for ~~participated event activities~~ AARE members must receive a discounted registration ~~compared to members~~.
- c. If ~~a~~ activity is expected to generate delegate fees (for example event registration) then this should be indicated on the proposed budget along with an indication of what the proposed fees will pay for. Delegate fees will be used to cover ~~costs on a case by case basis~~.
- d. It is an expectation that funded SIG initiatives, therefore any underspent funds or unexpected delegate fees will return to the AARE operating budget.
- e. Where recordings of events ~~are to be made~~, written approval from presenters ~~must~~ be obtained in advance to allow AARE to place these recordings on their website to be accessed by AARE members.
- f. **IMPORTANT** Only those items included on the proposed budget ~~SIG will be funded~~ are not permitted to make changes to a budget or event plan without prior approval from the AARE Executive Management Team.
 - o Should there be a need to make budgetary changes after award of the grant, a request to change expenditure against an approved budget must be made in advance and in writing to the AARE Executive Management Team and approval will be at ~~AARE~~ discretion of the AARE Executive Committee.
 - o Awardees are required to request any changes to the awarded budget prior to changes being made to plans to ensure ~~changes can be approved~~ and costs can be covered.
- g. **IMPORTANT** For insurance reasons, AARE must be aware of all booking forms, contracts/agreements/licenses/permits required for any AARE funded event or project that will require a signature. These can be signed by SIG Convenor but might ~~need to be signed~~ by an authorised representative of AARE.
 - o Examples that require AARE signature: a venue requires a signed booking form and the AARE Executive Management Team and approval will be ~~32371.6 Tm O G [(~~



9. Partnerships/Sponsorship

- a. SIGs may seek partnerships/sponsorship from outside organisations to provide additional support for project/initiative
- b. SIG events that are seeking partnerships/sponsorship need to ensure that consultation occurs between the SIG Convenor and the SIG Coordinator prior to arrangements being made. Details of the following:
 - o The name of the sponsor
 - o Purpose of funding
 - o The level and type of funding to be provided by the sponsor
 - o Assurance that no duplication of funding will occur
 - o Details of how AARE will be appropriately acknowledged and publicised at the event
 - o Confirmation of discount available to AARE members in the case of ticketed events, or which registration fees are charged for attendance
- c. If there is part sponsorship of a large expense item, then a percentage of funding provided must be indicated. For example, AARE providing 80% and a university providing 20% funds an item. If there is underspend on a project/initiative, the proportion of funding support provided by the sponsor will be maintained.
- d. **IMPORTANT** (as above page 6) For insurance reasons, AARE must be aware of all contracts/agreements required for any AARE funded event or project that will require a signature.

10. Application Process

- a. Applications are due by the date listed on the [AARE website: au/fundingopportunities/sigfunding/](http://www.aare.edu.au/fundingopportunities/sigfunding/)
- b. Proposals submitted for grants must be made by SIG Convenor teams and have been developed in consultation with the SIG group members. The application must provide details of all information necessary for its assessment without the need for further explanation and the SIG Coordinator Executive reserves the right to request further information.
- c. Please refer to the following forms and documents available on the AARE website to submit proposals: <https://www.aare.edu.au/fundingopportunities/sigfunding/>
 - x Review the published SIG Funding Guidelines
 - x Complete a Project/Event & Budget Plan using the template provided (required to upload this plan to the Application Form)
 - x Complete the Application Form by the advertised application deadline
 - x Successful applicants will be required to fundraise using the template provided
- d. Applications should specify the amount of funding support requested and should include details of the expenses to be covered by the grant. If other funding sources are to be paid by participants, will be sought for the above, this need to be specified on the application form.
- e. Additions, deletions and modifications will not be accepted after submission, unless invited changes to the event are required after funding has been granted a formal written request to the AARE Executive Management Team for approval.
- f. Closing date for proposals: Applications must be received by the AARE SIG Coordinator for the date advertised on the [AARE website: au/fundingopportunities/sigfunding/](http://www.aare.edu.au/fundingopportunities/sigfunding/).

11. Selection Criteria

- a. Evidence of consultation with SIG members
- b. Reach
 - o Activities must be open to all members of the relevant SIG and should benefit as many members as possible
 - o Proposals that benefit AARE members beyond the SIG are highly encouraged
 - o Promotion of AARE through the proposed activities
 - o Preference will be given to activities that are held outside of the conference period (if events/initiatives are spread across the financial year). This is an opportunity for members to engage with the Association at more times throughout the year.
- c. Scholarly contribution of proposed activities
 - o Contribution of proposed activities to education research capacity building for SIG
 - o Contribution to AARE members and/or scholarly community through the proposed activities
- d. Financial stewardship
 - o Detailed budget and project timeline provided
 - o Budget items should be justified based on current quotes
 - o Feasibility and appropriateness of proposed expenditure of funds

12. Assessment & Notification Process

- a. The SIG Coordinator will convene a committee of the AARE Executive to undertake assessment of funding applications. Ordinarily the sub-committee will include representatives from the Executive Management Team, as well as the ECR and/or Postgraduate representative of the original and Torres Strait Islander research members on the AARE Executive (or their representative). Applications will be assessed on merit and adherence to the criteria outlined within this document.
- b. AARE may exclude proposals at any time during the selection process. Grounds for exclusion include but are not limited to:
 - x not meeting the eligibility criteria set out in these Guidelines
 - x providing incomplete, inaccurate, or misleading information
- c. Decisions made by the AARE Executive regarding grant applications are final and are therefore not for negotiation. AARE reserves the right to provide full or partial funding, and where circumstances warrant, to withhold all or part of a funding allocation.
- d. All SIGs who have submitted applications will be notified of the outcome of their proposal. Outcomes and grant allocations will also be published on the AARE website and in the AARE newsletter.
- e. Offer of funding: SIG Convenors will be notified regarding the outcome of their application by mid-February.
- f. AARE will publicise details of successful applications, including the SIG name, activity name and location on the AARE website, and in the AARE Member Newsletter.
- g. All SIGs must have received approval of their grant application prior to finalising any project/event commitments to ensure that funds are available for the planned activities.



13. AARE administration support services provided

AARE is pleased to be able to provide the following support services to all successful SIGs:

AARE Office support	How to request
Advertising of SIG events/initiatives to all AARE members specific SIGs	
	Request sigs@aare.edu.au



A final report is required for all successful applications for competitive funding, refer to the template on the AARE website.

Reports should be submitted to the AARE SIG Coordinator via [AARE SIG Funding Report](#) by 30 June of the grant period. Applications for further grants will not be accepted if reports for previous grants have not been submitted.

16. SIG Funding Checklist

Applying for funding

- ... Review the eligibility requirements, (item 3) activities (items 6 and 7) and selection criteria (item 11)
- ... Consult with your SIG member(s) (item 11)
- ... Develop an activity proposal including [Project/Event & Budget Plan](#) (item 8) and consider any potential