



## ACE in Schools Coordination Funding guidance

The purpose of ACE in Schools Coordination Funding (Coordination Funding) is to help grow ACE in Schools priority provision. It should be used to support with initial setup costs related to providing ACE in Schools for the first time, growing existing provision in priority areas, or expanding into different priority areas of provision.

### Target areas of investment

We will target Coordination Funding investment in the following two areas:

#### *New schools*

As part of the government's goal to grow the number of ACE in Schools learners, we would like to see more new schools be funded in ACE. The Coordination Funding would help new schools with setup and administration costs.

#### *Expanding existing school's ACE in Schools delivery in the ACE priority areas*

Funding will support schools, particularly smaller and rural schools, to either expand current delivery or to grow ACE delivery into other priority areas.

### Approaches to using Coordination Funding

New schools may require lead time to successfully setup new provision. Schools may apply and receive Coordination Funding up to one calendar year before they provide ACE in Schools programmes to learners.

Existing and new schools may use Coordination Funding to support partnering arrangements. For example, existing schools could use Coordination Funding to support new schools in setting up ACE in Schools provision for the first time. Please note that both partnering schools will not be allocated Coordination Funding to support the same setup activities and costs.

### Help and Support

We encourage you to contact us to discuss your proposal before completing the application form, at:

- › Email: [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)
- › Free Phone: 0800 601 301
- › Phone: +64 4 462 5201

## Application process for ACE in Schools Coordination Funding (1)

### Schools must:

- Meet the eligibility criteria for ACE in Schools Funding
- Already be delivering ACE in schools or intend to deliver in the current or next calendar year

Existing providers of ACE in Schools

New providers of ACE in Schools

Complete the new provider application form

[Application to receive TEC funding | Tertiary Education Commission](#)

If your application is approved, then you can apply for coordination funding using the additional funding request template

Complete the additional funding request template

[Plan Guidance and Toolkit | Tertiary Education Commission \(tec.govt.nz\)](#)

Submit the application form in Workspace 2 (2)

Confirm your submission with TEC (3)

(1) Application process for ACE Coordination in schools for 2023 calendar year onwards

(2) Please use the following naming convention [EDUMIS] – Request for ACE in Schools Coordination Funding – [Funding year]

(3) Please confirm your submission with TEC by emailing [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) using the same naming convention in the subject line

## Further information to assist your application

As there is limited funding available, applications will be prioritised against assessment criteria.

We will also assess responses to the following questions and consider any other information which is relevant at the time of application. If you want more detailed information on the assessment criteria for your application, please contact us.

Questions	Notes to schools
<p><b>Question 1</b></p> <p>Will the funding be used to grow provision in the current or next year?</p>	<p>We want to understand your anticipated growth and whether the investment will result in additional ACE in schools and when it will happen. It can take time to successfully set up new provision and Coordination Funding could reduce the financial barriers during the set-up phase.</p> <p>You will need to demonstrate an anticipated growth in delivery, but when that growth occurs (this year or next year) will not influence the outcome of your application.</p>
<p><b>Question 2</b></p> <p>Please provide a breakdown of what you intend to use the Coordination Funding for.</p>	<p>Coordination Funding is intended to support schools with costs related to setting up and/or expanding of ACE in Schools priority provision. It is not intended to fund activities directly related to the delivery of ACE in Schools to learners.</p> <p>Please check whether your planned expenditure of Coordination Funding meets the <u>acceptable expenditure</u>.</p>
<p><b>Question 3</b></p> <p>Is this funding intended to support partnering with a new school to expand ACE in Schools delivery? If yes, please provide more information about this arrangement.</p>	<p>Coordination Funding could support existing schools to use their capabilities to help new schools to setup ACE in Schools provision for the first time. If you are using a partnering approach, we want to know who you intend to partner with.</p>
<p><b>Question 4</b></p> <p>Are you receiving support from an existing ACE provider or sector peak body (eg. CLASS or ACE Aotearoa)? If yes, briefly describe the support you are receiving.</p>	<p>This will help us to understand the level of support you may be receiving when setting up ACE in Schools provision for the first time. Receiving support from a peak body and/or an experienced existing provider is likely to result in a more successful delivery and we will consider this in our assessment process.</p> <p>Please note, you do not need to be receiving support to receive Coordination Funding.</p>

## Assessment criteria

The following criteria will be used to assess your application:

- Does the Coordination Funding support anticipated volume growth in [ACE in Schools priority provision areas?](#)
- Is the intended expenditure for coordination costs and does it align to our [expenditure guidance?](#)
- Does the provider profile align with the target for investment?
- Is the provider likely to be able to deliver the anticipated growth in provision?
- Does any previous or wider information about the application support, or not support, the application?

## Expenditure guidance

Coordination Funding is intended to support schools with costs related to setting up and/or expanding of ACE in Schools priority provision. It is not intended to fund activities directly related to the delivery of ACE in Schools to learners.

The following examples provide additional guidance and clarity, but they are not an exhaustive list.

Acceptable expenditure	Unsuitable expenditure
Programme coordination Community relationship development costs ACE in Schools marketing (website administration and small modifications) Other administrative costs	Capital expenditure items (ground up website development) Costs associated directly with delivery such as (but not limited to) tutor costs and learner resources

## Reporting guidance

Schools who receive Coordination Funding will be required to report on expenditure twice per calendar year. This will be an interim report in September and a full year expenditure report in January (the following year).

A reporting template will be uploaded onto Workspace 2 by the end of July each year.

The report template will require you to record expenditure into four categories in line with the expenditure guidance. The categories are Coordination, Marketing, Relationship development, and Administrative and other.

## Monitoring guidance

We will monitor schools' use of Coordination Funding expenditure to help inform our decisions on future funding.

Where it is unlikely the funding will be used we may discuss with you redistributing it to other schools with additional needs.

For those that received funding from the beginning of the year, we consider that at least 50% of funding should be used for its requested purpose by the September reporting period.

## Recovery guidance

We will recover all unspent Coordination Funding calculated as the difference between your final allocation of Coordination Funding and your total actual expenditure as reported in your latest Coordination Funding reporting template.

Note: If you do not provide a report on expenditure, we will recover all funding.