NSW Community Languages Schools Program

Program Guidelines

Date	Version	Amendments
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Contents

1. INTRODUCTION

These Guidelines contain information about funding offered by the Department of Education and Communities (DEC) through the NSW Community Languages Schools Program (the Program) to eligible not-for-profit incorporated community organisations. This funding is granted to those organisations for the purpose of operating out-of-school hours language classes that support school-aged students to learn and use a community language.

2. PROGRAM OBJECTIVES

The objectives of the Community Languages Schools Program are to:

- support the maintenance, development and acquisition of community languages
- assist communities to improve the language learning of children and young people from Kindergarten to Year 12
- provide opportunities for professional development and training of people involved in community languages schools.

3. WHO CAN APPLY? ELIGIBILITY CRITERIA

To receive funding under the NSW Community Languages Schools Program, community organisations must:

- be able to demonstrate close links with a community whose first/heritage language is a language other than English
- be a not-for-profit organisation incorporated under the Associations Incorporation Act 2009, or prior legislation, and able to demonstrate that funds are to be used for the purpose outlined in section 1
- have a constitution as required by the NSW Department of Fair Trading
- have as one of their main aims the teaching of a community language
- hold classes out of school hours with a minimum of two hours per week face to face language teaching for at least 35 weeks of the year using a teaching program
- be open to school-age students from Kindergarten to Year 12, regardless of their language background. Overseas full fee paying students may attend community language classes but will not be deemed eligible for receipt of the per capita grant.
- have individuals who are willing to teach the community language
- contribute significantly towards the cost of operating the community language school(s)
- have a management committee (or council or board, whichever is applicable) consistent with its constitution
- have a minimum enrolment of 20 school-age students enrolled per organisation. (Schools outside a metropolitan area with fewer than 20 students and schools that can demonstrate that they are teaching a newly emerging or re-emerging community language, and provide evidence of an enrolment potential of 20 students within three years of commencing classes, will be considered on a case by case basis)
- ensure that parents or carers complete the NSW Community Languages Schools Program student enrolment form on an annual basis
- ensure the community language school is more than two kilometres away from any other community language school which teaches the same language. (Schools that can demonstrate that prospective students cannot be accommodated within any existing community language school teaching the same language and that is located in a site up to two kilometres away, will be considered on a case by case basis)
- inform all parents and carers of the Funding Agreement applying to community

organisations that are in receipt of funding.

Individuals, groups of individuals, unincorporated organisations, for profit, commercial organisations, Government departments and agencies **cannot** apply.

4. GRANTS

There are three types of grants available to eligible organisations. For each type of grant an online application must be completed.

Establishment Grant

A once only grant of $2,500 is provided to eligible community organisations applying for funding to operate community language classes for the first time. The establishment grant is provided to assist community organisations to maintain and increase their enrolments.

Grants are available in any one funding year. Unsuccessful applicants may apply the following year.

Organisations requesting an establishment grant are required to contact the Community Languages Program Support Officer to discuss the establishment of the community language school before applying for a grant. They are advised to do this before commencing classes.

To be eligible for an establishment grant a community organisation must meet the eligibility conditions stated in section 3 and indicate that languages classes have been operating for at least two months using a teaching program.

Where the community is small and/or isolated and or requirements cannot be met immediately, the school must work with a Program Education Officer towards meeting requirements in the first year.

Per-capita grant

A per-capita grant is provided for each eligible student. The amount provided to community organisations is based on the total number of eligible students enrolled in a community language school who have attended at least 70 per cent of classes in Term 1 of the current calendar year.

Community organisations can apply for the per capita grant after they have received an establishment grant and have been operating for more than one year.

For community organisations to receive per-capita grant funding an organisation must meet the eligibility conditions stated in section 3.

In the case of a community organisation that establishes language classes at a new location, students at that location will only be counted for per capita grant funding if the community organisation can demonstrate that the students cannot be accommodated in a location up to two kilometres from the new location.

Specific project grant

A specific project grant of up to $10,000 is available to community organisations to support the development of teaching materials and or to conduct professional development and training activities.

Community organisations wishing to apply for a specific project grant must meet all eligibility requirements outlined in Section 3 or must be recognised by the Department as an association representing a community language group of organisations.

Community organisations applying for this grant must meet the terms and conditions in the Specific Project Grant Agreement.

Outcomes from funded projects must demonstrate benefits across a language community and/or be easily adapted or applied across different language groups.

Proposals will be assessed according to the following criteria:

- evidence of community consultation, research and identified needs
- benefit to communities that use the same language and be transferable to other languages
- educational merit in stated objectives, intended outcomes, and suggested pedagogical approaches
- effective project planning including budget and timeline
- capacity and skills of project team members to achieve project outcomes.

In developing proposals, community organisations are encouraged to partner with other community organisations operating community languages schools to submit a combined proposal.

Community organisations are asked to consider making the resources produced available online. Proposals with online elements must provide evidence of web knowledge and/or experience in working in project teams.

5. WHAT CAN GRANT MONEY BE SPENT ON?

Establishment grant and per capita grant

Funding provided to community organisations through the Establishment and Per capita grants may be expended for the following purposes:

- providing professional development and training
- developing a teaching program
- purchasing educational materials (e.g. textbooks and workbooks)
- stationery, photocopying (for students and teachers)
- meeting the cost of allowances provided to individuals teaching language classes
- purchasing teaching resources
- buying educational equipment and minor capital items which include but not limited to language specific software, and DVD players, Interactive whiteboards, tablets and laptop computers
- meeting expenses associated with the administration of the school.

Specific project grant

Specific project grant funding must be spent in accordance with the approved grant application.

6. WHAT CAN'T GRANT MONEY BE SPENT ON?

Some examples that funding provided cannot be used for:

- major capital purposes such as buildings, repairs, maintenance or renovations
- religious instruction or political meetings
- individual or small group coaching in curriculum areas other than language classes regardless of the language in which these classes are conducted.

7. USE OF PUBLIC SCHOOL FACILITIES

Community organisations may be able to negotiate the use of the premises of a public school for the conduct of language classes. Negotiations are to be conducted in accordance with the Department's Community Use of School Facilities Policy.

8. HOW TO APPLY

a) Visit the NSW Community Languages Schools Program website, read the information about the program and determine if you meet the eligibility requirements. Download or print:

- NSW Community Languages Schools Program Guidelines
- NSW Community Languages School Program Funding Agreement, including terms and conditions
- NSW Community Languages Schools Program Specific Project Grant Agreement

b) Carefully consider these documents and the criteria for assessment. Determine the type of grant for which you are eligible and wish to apply.

c) Community organisations applying for grant funding for **the first time** must submit copies of the following documents in hard copy to the:

> NSW Community Languages Schools Program
> Department of Education and Communities
> Locked Bag 53
> DARLINGHURST NSW 1300

- Constitution
- Certificate of Incorporation
- Certificate of Currency of Public Liability Insurance for $20 million per occurrence
- Australian Business Number (ABN) details
- Bank details form for Electronic Funds Transfer
- Names, phone numbers and residential addresses of members of the management committee
- Names of individuals who will be teaching and where relevant teaching qualifications
- A teaching program.

Following receipt of these documents a community organisation applying for the first time will be provided by email with an *access code* which will enable the organisation to complete an online application form.

d) Community organisations previously funded will only be considered for further funding if a completed Statement of income and expenditure for the previous funding period has been received by the Community Languages Program Support Officer by 31 March of the current year.

e) Fill in the online application by the closing date of 30 April of each year.

9. HOW THE FUNDING APPLICATION IS PROCESSED

Once the application has been submitted there are seven steps to the process for approving funding:

ASSESSMENT: All applications for funding are checked for accuracy and completeness and assessed to ensure they meet the eligibility requirements.

RECOMMENDATION: The Department makes recommendations to the Minister for Education.

APPROVAL: The Minister for Education considers the recommendations and makes final decisions on the community organisations to be funded.

NOTIFICATION: Successful and unsuccessful community organisations are advised of the outcome of their application in writing.

AGREEMENT: Successful organisations are provided with details of the levels of funding to be provided and two copies of the NSW Community Languages School Program Funding Agreement for signature and return.

PAYMENT: Following return of two copies of the signed NSW Community Languages School Program Funding Agreement, grant payments are deposited into the community organisation's account by electronic funds transfer.

One copy of the NSW Community Languages School Program Funding Agreement signed by both parties is returned to the community organisation.

ACQUITTALS: Financial acquittals are required by 31 March of the following year, except in the case of the Specific Project Grant. Acquittal forms requiring completion are:

- Per capita grants less than $50,000
- Per capita grants more than or equal to $50,000
- Specific Project grant acquittal, which is to be submitted within 13 weeks of the Project's completion
- Establishment grant acquittal.

Community organisations which do not provide a financial acquittal by the required date will be ineligible for future Community Languages Schools Program grants.

10. APPEALS

If the application for funding is unsuccessful, a community organisation may appeal to the NSW Community Languages Schools Program in writing, stating reasons why the

application(s) should be reconsidered. Community organisations will be advised in writing within 10 working days of the outcome of their appeal.

Appeals based on late or incomplete applications will not be considered.

All appeals should be forwarded to:

> NSW Community Languages Schools Program
> Department of Education and Communities
> Locked Bag 53
> DARLINGHURST NSW 1300

11. MONITORING

The Department will monitor community organisations to ensure they fulfill the terms and conditions of funding.

12. DISCLAIMER

Submission of an application does not guarantee funding. Costs of preparing the application are borne by the applicant.

13. DISCLOSURE OF GRANT INFORMATION

Should your application be successful, the Department may wish to provide certain information to the media and Members of Parliament for promotional purposes. This information will include community organisation and school name, grant type electorate, town, and amount of the grant. This information is also published annually by the Department.

14. GLOSSARY OF TERMS

Access code
An alpha-numerical code provided to eligible community organisations to enable the organisation to gain access and log into the online application system.

NSW Department of Education and Communities
The Department of Education and Communities provides education and training services from early childhood through to adulthood.

Teaching program
A teaching program is a plan of how the language needs of the students will be met over a specified period of time. It is a practical document and should include a broad overview of units or topics.

Program Support Officer
The Program Support Officer is employed by the Department of Education and Communities to provide information about the program, how to apply for grants and to assist schools with the process.

Program Education Officer
Program Education Officers are able to offer a range of education and training activities to support community language schools.

Program Education Officers are employed by the following three community languages associations that are funded by the NSW Community Languages Schools Program:

a) NSW Federation of Community Language Schools Inc.
b) Hunter Parents and Teachers Association of Community Language Schools Inc.
c) Association of Illawarra Community Languages Schools Inc.

Management committee
This committee is usually composed of individuals who share the same community language background and culture. Committee members must understand the responsibilities of running a community languages school.

Constitution
Every incorporated association must have a constitution. This can be the model constitution or the association's own constitution. They are recorded in the public register of incorporated associations, maintained by NSW Fair Trading.

Statement of Income and Expenditure – Acquittal
A statement of income and expenditure (known as an acquittal form) for the relevant grant must be submitted by organisations which have previously received a grant through the NSW Community Languages Schools Program. This is a reporting requirement to the NSW Government.

Relevant acquittal forms are:

- Per capita grants less than $50,000
- Per capita grants more than or equal to $50,000
- Specific Project grant acquittal
- Establishment grant acquittal.

15. FURTHER INFORMATION

Department of Education and Communities staff are available to provide information to potential applicants on interpretation of these Guidelines including types of grants available, funding eligibility and the application process. Please direct enquiries to the Community Languages Program Support Officer.