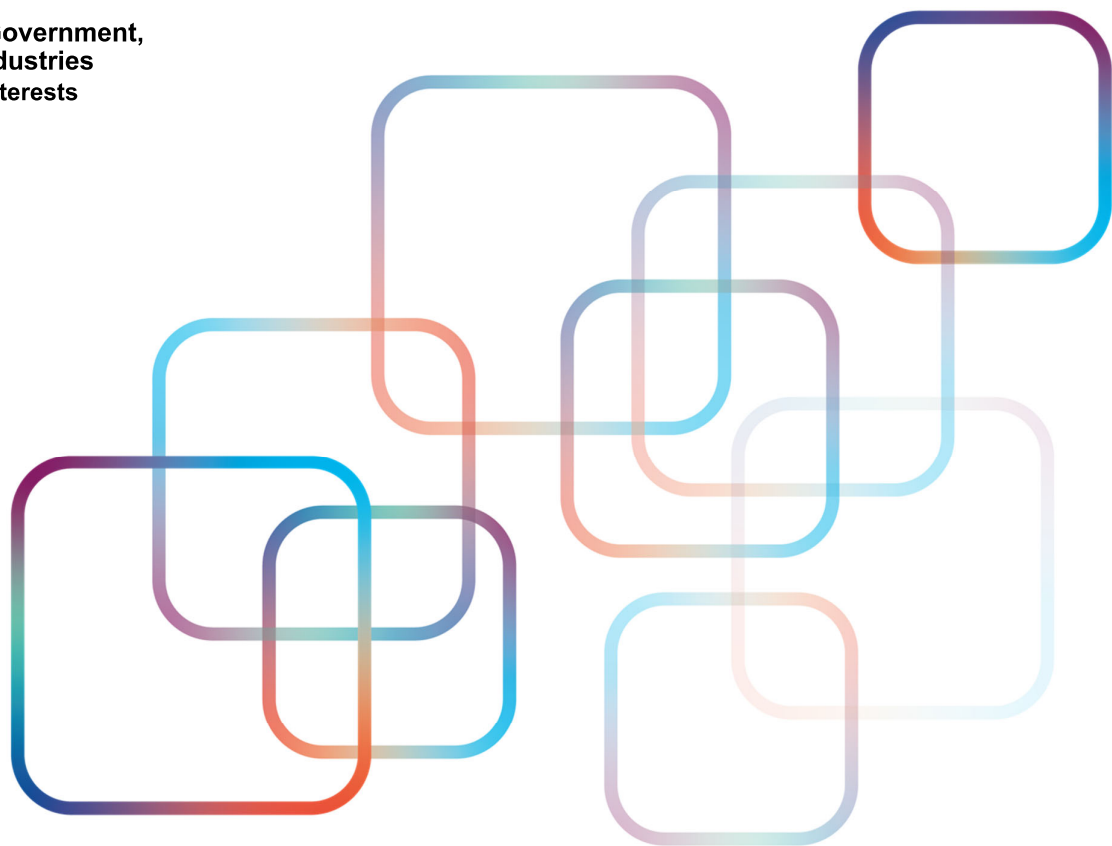




Department of **Local Government,
Sport and Cultural Industries**
Office of **Multicultural Interests**



COMMUNITY LANGUAGE SCHOOL GRANTS

Funding Guidelines

**March 2023 round – Funding for the 2023 school year
Applications deadline 4.00pm, Tuesday 7 March 2023**

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The Community Language School Grants Funding Guidelines are available for viewing and download from the Office of Multicultural Interests website:

WWW.OMI.WA.GOV.AU

For more information, or to request an accessible version of this document, please contact:

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Community Languages Program

Language learning is valuable to individuals, communities and to the State of Western Australia. It strengthens intercultural capabilities, which are important in our increasingly culturally diverse society and for enhanced global engagement – socially, culturally and economically.

As part of its commitment to language learning, the State Government supports the community languages sector through the Community Languages Program by:

- promoting the value of language learning for all Western Australians
- funding eligible culturally and linguistically diverse (CaLD) community associations to support the establishment and sustainability of community language schools
- furthering the delivery of quality languages teaching and learning in community language schools through quality assurance processes and professional learning opportunities for teaching and administrative staff
- encouraging partnerships between community language schools and relevant State government agencies and non-government organisations and community networks.

A community language is defined as a mother tongue language used on a day-to-day basis by members of Western Australia's CaLD communities to communicate with family members and within their own community.

Community language schools are defined as those that:

- are non-profit making
- are open to all students, irrespective of their linguistic and cultural backgrounds
- complement languages education provided in mainstream schools
- provide authentic cultural contexts for languages learning
- promote the learning of a wide range of languages and an understanding of different cultures within Australian society
- are funded by communities, often with assistance from the Western Australian Government.

Community Language School grants

Grants to community language schools are administered annually by the Office of Multicultural Interests (OMI), within the Department of Local Government, Sport and Cultural Industries (DLGSC), as part of the Community Languages Program. The funding provides support to community language schools to:

- deliver quality language teaching
- develop and maintain effective administration of management systems and processes.

Funding is available for eligible CaLD community associations that operate out-of-school-hours learning programs in languages other than English for students in years K-12.

Organisations that wish to receive Community Language School grant funding are required to participate in the Pathways to Improvement Program (PIP). **See Page 7** for information on the PIP.

Definition of culturally and linguistically diverse (CaLD)

Culturally and linguistically diverse (CaLD) was introduced in 1996 to replace 'non-English speaking background' (NESB) and was intended to be a broader, more flexible and inclusive term. It is generally applied to groups and individuals who differ according to religion, language and ethnicity and whose ancestry is other than Aboriginal or Torres Strait Islander, Anglo Saxon or Anglo Celtic*.

*For the purpose of the Community Language School grants, non-English speaking Anglo Celtic communities are eligible.

Eligibility

To be eligible for funding, the applicant organisation must:

- be a CaLD community association
- have a school charter or constitution stating that the organisation’s purpose is to provide language education
- be open to students from Kindergarten to Year 12
- hold classes outside of school hours
- demonstrate the school has been operating for at least 12 weeks
- provide at least 35 weeks of language classes each year
- provide a minimum of one-and-a-half hours of face-to-face language teaching per lesson based on an educational program that is linked to the Western Australian or Australian curriculum where possible
- have a minimum of 10 students enrolled in the school in a school year, with average attendance rates of at least 70 per cent
- have developed their Pathways to Improvement (PIP) portfolio to meet Registration stage.*

Applications from organisations with outstanding reporting for grants through OMI or DLGSC may not be considered for funding.

Auspice arrangements are not permitted for Community Language School grants.

Definition of a CaLD community association

To be classified as a culturally and linguistically diverse (CaLD) community association, the association must demonstrate and provide evidence that they meet the following criteria:

- The association is incorporated under the *Western Australia Associations Incorporation Act 2015*.
- The objectives of the association (in the association’s Constitution or Rules) clearly state that it is specifically established to represent and promote the interests of a CaLD community with a shared country/ continent of ancestry, ethnicity, culture, language or religion.
- The Management Committee or Board of the association predominately reflects the intended CaLD community and is elected by members of that community to represent the community.
- The association’s membership comprises individuals or other groups representative of that CaLD community.

*** To be eligible to apply for ‘Per Capita’ funding in the March 2023 round community language schools must have developed their Pathways to Improvement Program (PIP) portfolio to meet the Registration stage.**

Schools that have achieved Registration stage qualify for funding in 2023 and future years on the condition of maintaining their school portfolio at Registration level.

New schools or schools that are new to the Community Language School grants should contact OMI to discuss how they can access funding.

See Page 7 for information on the PIP.

Grant categories

Funding is offered annually through two grant categories, which each have their own requirements that applicant organisations must address to be eligible to apply.

Organisations may only apply to one grant category.

Per Capita grants assist with the costs of operating the school. The per capita amount is up to \$120 per student. The full grant amount is based on the number of students enrolled in the school in the 2023 school year. To be eligible to apply for a Per Capita grant, a school must have developed their Pathways to Improvement Program (PIP) portfolio to meet the Registration stage. **See Page 7** for information on the PIP.

Schools with Year 12 students completing languages courses as part of their Western Australian Certificate of Education (WACE) studies can apply for additional funding of up to \$120 for each student completing this level of study. To qualify for the bonus, schools must provide evidence of student enrolment in Year 12 languages study including student number (issued by the Department of Education) and date of birth.

New School grants provide one-off funding of up to \$4,000 to new schools to support the administrative costs of setting up the school. To be eligible to apply for a New School grant a school must demonstrate it has been operating between 12 and 52 weeks, and have completed or be working towards completion of the Registration stage of the Pathways to Improvement Program (PIP). **See Page 7** for information on the PIP.

A school can only receive the New School grant once.

The following table illustrates the number of classes a school should have provided since starting operation:

If your school has been operating for a minimum of:	Then you should have run approximately this number of classes:
12 weeks	9 classes
16 weeks	12 classes
20 weeks	15 classes
24 weeks	18 classes
28 weeks	21 classes
32 weeks	24 classes
36 weeks	27 classes
40 weeks	30 classes
44 weeks	33 classes
48 weeks	35 classes

Child safeguarding

Every child has the right to feel safe when participating in arts, cultural, sporting, recreation and community activities.

Organisations that undertake child-related work or activities have a duty of care to keep children and young people (those aged under 18 years) safe from harm. Protecting children and young people from harm, harassment, discrimination and abuse is in part a legal requirement, an ethical obligation and a future requirement.

Organisations that receive this funding will be required to complete the Child Safeguarding Self-Assessment provided by the Department of Local Government, Sport and Cultural Industries as part of their PIP portfolio development.

For further information please go to dlgsc.wa.gov.au/department/child-safeguarding

What can funding be used for?

Funding may be used to support:

- rental of a school venue
- teaching materials, resources and minor equipment
- stationery and photocopying
- payments to teachers (including wages, travel allowance and honorariums)
- costs associated with professional learning for teachers and school administrators
- payment of membership fees to representative peak industry bodies/ associations
- expenses associated with school administration including insurances and Working with Children checks.

Funding may not be used for capital purposes such as buildings, building repairs, maintenance or renovations; or for domestic or international travel.

What information is required in the grant application?

Schools that achieve Registration stage in the Pathways to Improvement Program (PIP) qualify for Per Capita funding, however specific details are required to provide a grant to the organisation through the annual funding round.

All information requested in the application form must be completed. This includes providing up to date information on:

- Details of organisation and school contacts
- Class locations and times
- School budget
- Student enrolments (full name, date of birth and year level at the community language school).

If claiming the Western Australian Certificate of Education (WACE) bonus for Year 12 students sitting language exams, the individual student number (issued by the Department of Education) must also be included in the enrolment details.

The application cannot be verified without this information.

What is the application process?

Organisations must use the relevant application form to provide the required information to OMI before the application deadline.

The Per Capita grant application form can be downloaded from the 'Community Language Schools' page under the 'Funding' tab at www.omi.wa.gov.au

Community language schools that are new to the program must contact OMI to confirm their eligibility and obtain a New School grant application form.

Supporting material, such as student enrolment information, may be submitted as attachments to the application form.

For further information and assistance in preparing an application, contact OMI:

Phone: **(08) 6552 1603**

Email: communitylanguages@omi.wa.gov.au

Once an application is submitted, it will be reviewed by OMI to ensure all information is complete. Funding requests are presented to the Minister for Citizenship and Multicultural Interests for approval. It takes a minimum of two months to review, approve and provide outcomes to applicants.

Submitting your application

Applications and supporting material can be submitted by email to communitylanguages@omi.wa.gov.au

Applications must be received by OMI by **4.00pm, Tuesday 7 March 2023**. Late applications cannot be accepted.

Applicants will be emailed a formal notification of receipt within a week from the application deadline.

Grant payment and reporting

Organisations approved for funding will have a grant agreement developed that details the conditions of the grant. All funding is made conditional on schools participating in the PIP over the school year. The agreement must be signed by the organisation's legal authority and received by OMI before the payment can be made to the organisation.

Organisations are required to report against the grant. This includes providing a final finance statement to show how grant funds were expended, confirming student attendance over the school year, and providing a summary on school activities. Any other reporting requirements will be outlined in the grant agreement.

Further information will be included in the 'Grant Information Guide' which is sent to organisations with their grant agreement documentation.

Pathways to Improvement Program

The Pathways to Improvement Program (PIP) supports the development of quality teaching and operations in community language schools in WA. The aim is to improve and maintain quality language teaching and learning for school leaders to understand how well a school is operating and how it can be even better.

The program is offered free to all community language schools in WA, including schools that do not receive grant funding.

The PIP provides schools with information and tools to assess their effectiveness and progress towards best practice in the management and delivery of community language learning. Through the PIP, schools are connected with a mentor to guide them through a school self-assessment and evaluation process.

Schools that wish to receive Community Language School grant funding are required to participate in the PIP.

Professional Learning Program

Community language schools can access professional learning workshops for teachers and administrators. The program is offered free to all community language schools in WA, including schools that do not receive grant funding.

The professional learning program:

- supports the delivery of quality language education and administration
- builds the capacity of community language schools to deliver language education that is complementary to language education in mainstream schools.

Further information about the PIP, the professional learning program and other useful resources for community language teachers and administrators can be found on the 'Community Language Schools' page under the 'Funding' tab at www.omi.wa.gov.au