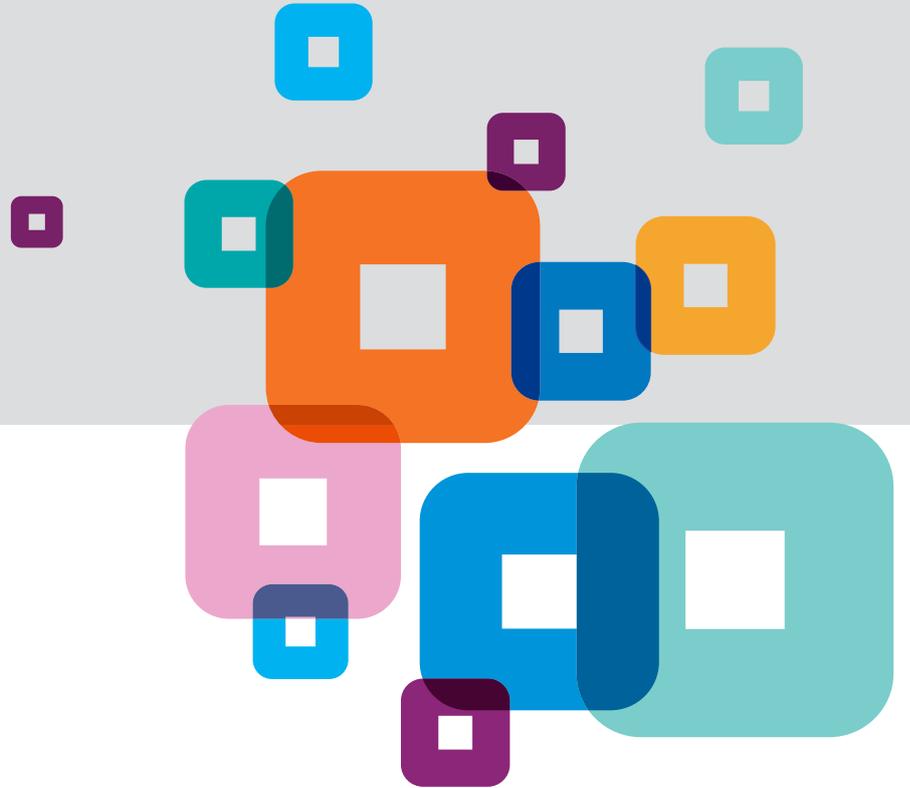




Department of **Local Government,  
Sport and Cultural Industries**  
Office of **Multicultural Interests**



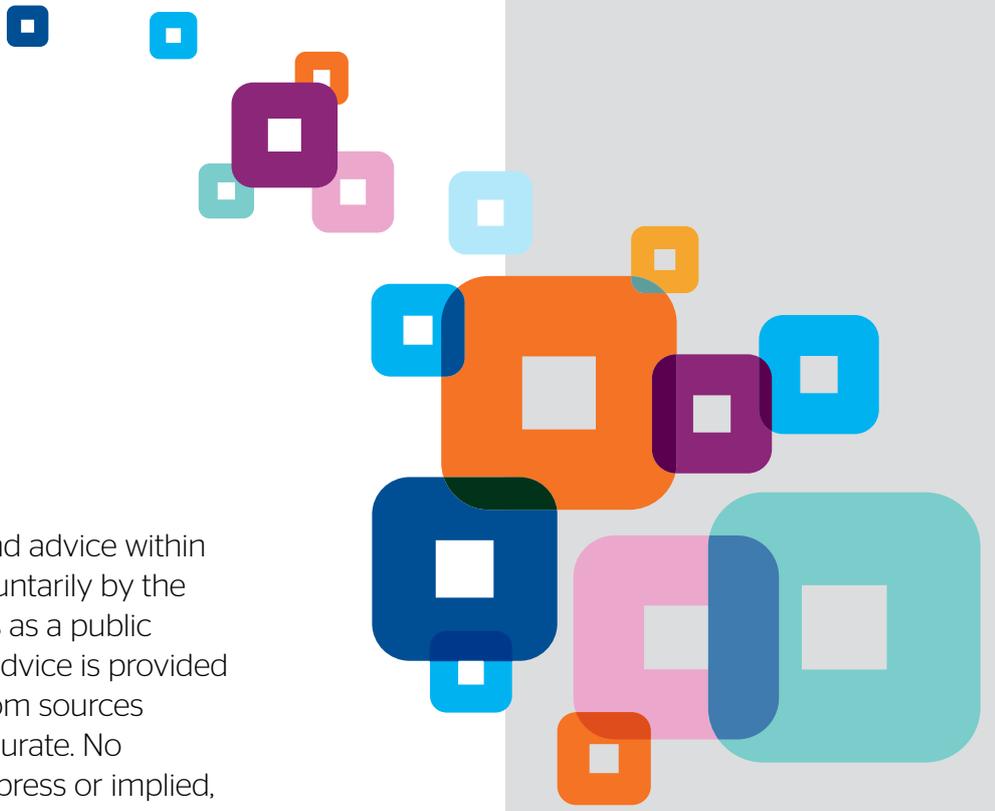
# Community Language School Grants

---

## Funding guidelines

March 2021 round

Applications deadline 4.00pm Monday 8 March 2021



Disclaimer: The information and advice within this document is provided voluntarily by the Office of Multicultural Interests as a public service. The information and advice is provided in good faith and is derived from sources believed to be reliable and accurate. No representation or warranty, express or implied, is made as to the accuracy, completeness or fitness for purpose of this document. The reader of this document should satisfy him or herself concerning its application to their situation. The State of Western Australia, the Department of Local Government Sport and Cultural Industries, the Office of Multicultural Interests, and their officers expressly disclaim liability for any act or omission occurring in reliance on this document or for any consequences of such act or omission. Current as at January 2021.

*Community Language School Grants - Funding Guidelines 2021* is available for viewing and download from the Office of Multicultural Interests website: [www.omi.wa.gov.au](http://www.omi.wa.gov.au)

For more information, please contact:

**Office of Multicultural Interests**

Department of Local Government,  
Sport and Cultural Industries

Gordon Stephenson House,  
140 William Street, Perth WA 6000

PO Box 8349

Perth Business Centre WA 6849

Telephone: **(08) 6552 1607**

Freecall: **1800 620 511** (Country only)

Email: **[communitylanguages@omi.wa.gov.au](mailto:communitylanguages@omi.wa.gov.au)**

Translating and Interpreting Service (TIS)

Telephone: **13 14 50**



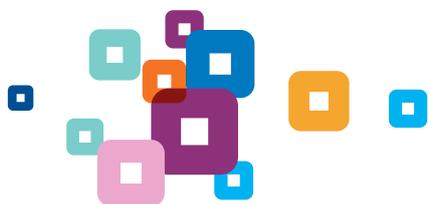
## Welcome

---

These funding guidelines provide information on Community Language School Grants, the requirements and process for applying for funding, and professional learning and development opportunities.

Once you have read the information in this booklet, please visit our website at [www.omi.wa.gov.au](http://www.omi.wa.gov.au) for further information and to download an application form.

If you have questions, please contact us:  
Phone: **(08) 6552 1603**  
Email: [communitylanguages@omi.wa.gov.au](mailto:communitylanguages@omi.wa.gov.au)



## Community Language School Grants

---

Community Language School Grants are administered by the Office of Multicultural Interests (OMI), within the Department of Local Government, Sport and Cultural Industries (DLGSC).

The program provides support to community language schools to:

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

A community language is defined as one used on a day-to-day basis by members of cultural/linguistic groups residing in Western Australia (WA) to communicate with family members and within their own community.

Community language schools (CLS) 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.

Funding is available for eligible not-for-profit, community-based organisations that operate out of school hours programs in languages other than English for students in years K-12.

## Eligibility

---

### To be eligible for funding, the applicant organisation must:

- be a not-for-profit organisation based in Western Australia or an association operating under the *Western Australia Associations Incorporation Act 2015*
- 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\*
- commit to continuous improvement in the area of child safeguarding aligned to the National Principles for Child Safe Organisations<sup>1</sup>, and comply with the requirements of the *Working with Children (Criminal Record Checking) Act 2004*.

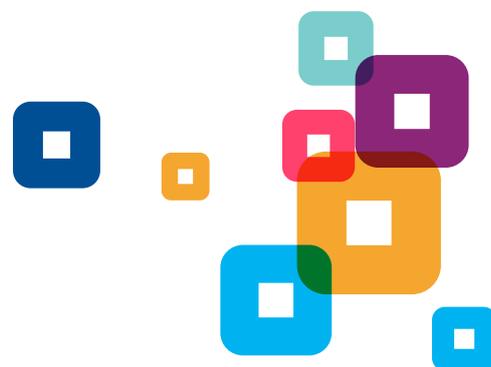
Applications from schools or organisations with outstanding reporting for grants funded through OMI or DLGSC may not be considered for funding.

**\* To be eligible to apply for 'Per Capita' funding in the CLS March 2021 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 2021 and future years on the condition of maintaining their school portfolio at Registration level.**

**New schools or schools that are new to the CLS Grants program should contact OMI to discuss how they can access funding.**

**See Page 7 for information on the PIP.**



---

<sup>1</sup> <https://childsafe.humanrights.gov.au/national-principles>

## Per Capita grants

Per Capita grants assist CLS 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 2021 school year.

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

**New School grants provide one-off funding of up to \$4000 to new schools to support the administrative costs of setting up the school.**

To qualify 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 (see Page 7).

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

## What can funding be used for?

### Funding may be used for:

- 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 funding application?

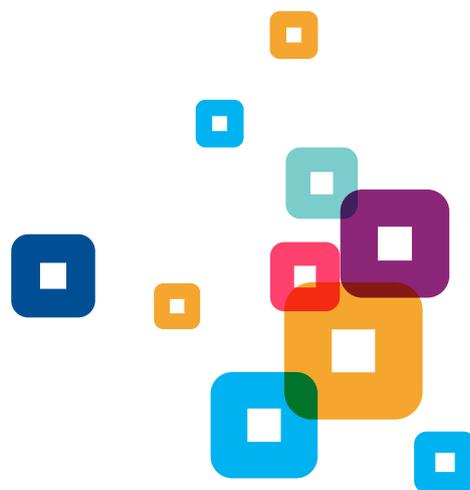
**Completion of the Registration stage of the Pathways to Improvement Program qualifies the school for funding, however there are specific details that are required to provide a grant to the organisation.**

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).

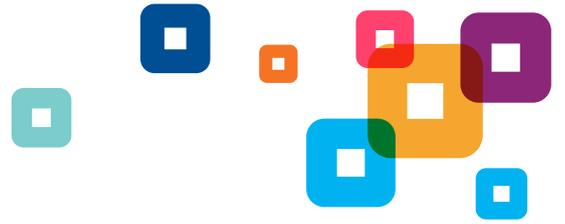
If claiming the Western Australian Certificate of Education (WACE) bonus for Year 12 students sitting language exams, the individual student number (issued by the Department of Education) must also be included in the enrolment details.

The application cannot be verified without this information.

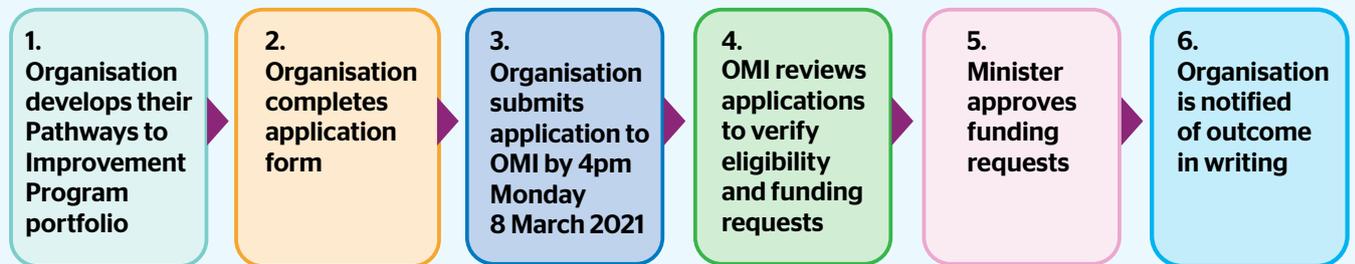


## The Application Process

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



## Application Process Flowchart



## Grant Payment and Reporting

Organisations approved for funding will have a funding agreement developed that details the conditions of the grant. The agreement must be signed by the organisation's legal authority and received by OMI before the payment can be made to the organisation.

Schools are required to report against the grant. This includes providing a final budget 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 funding agreement.

Further detail is included in the Grant Information Guide which is sent to schools with their funding agreement documentation.



## Submitting your application

Community language schools that are new to the program or have not yet developed their Pathways to Improvement Program (PIP) portfolio to meet Registration stage must contact OMI to discuss their application before making a final submission.

OMI staff can provide information and feedback to assist applicants.

Phone: **(08) 6552 1603**

Email: **communitylanguages@omi.wa.gov.au**

Applications for Per Capita funding must be presented on the application form which can be downloaded from the Community Language Schools page on the OMI website **www.omi.wa.gov.au**

Community language schools that are new to the program must contact OMI to obtain the New School application form.

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

Applications must be received by OMI by **4.00pm, Monday 8 March 2021.**

Applications can be submitted by:

Email: **communitylanguages@omi.wa.gov.au**

or

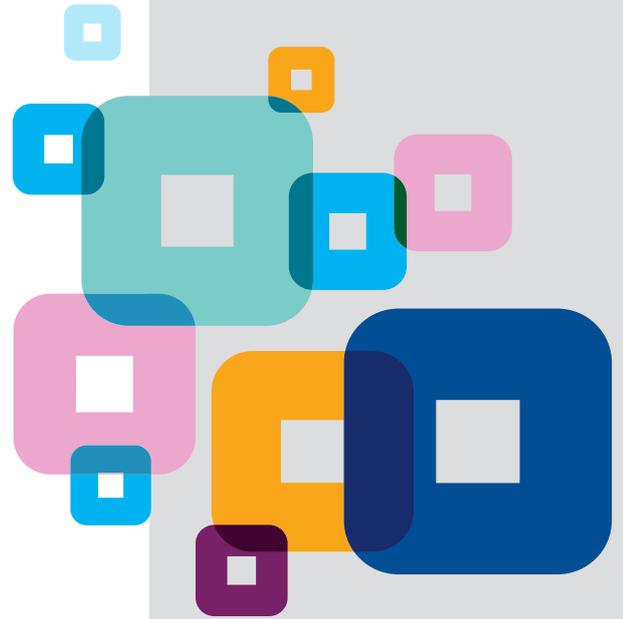
Post: **Grants Administrator**

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

**PO Box 8349**

**Perth Business Centre WA 6849**

Applicants will be sent a formal confirmation of receipt within a week from the application deadline.



## 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 grants 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 details of the PIP, professional learning program and other useful resources for community language teachers and administrators can be found via the Community Language School grants page on the OMI website at [www.omi.wa.gov.au](http://www.omi.wa.gov.au)

