



Australian Government

**Community
Grants Hub**
Improving your grant experience



Community Languages Multicultural Grants

Questions and Answers

1. What is the closing time and date for applications?

The application form must be submitted by **11.00pm AEDT on 17 February 2020**. It is recommended that you submit your application **well before the closing time and date**. The Grants Hotline hours are 8:30am – 5:30pm AEDT daily. Technical and submission support is unavailable outside these hours.

2. If I am not able to submit my application by the due time and date, can I be granted an extension?

No, extensions will not be given.

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date the [late application policy](#) available on the Community Grants Hub website will apply.

3. How much funding is available for this Program?

The Australian Government announced \$10 million over 2 years for Stream One and Stream Two of the Community Languages Multicultural Grants Program. The total amount of funding provided under Stream One will be determined on completion of the selection process depending on the number of applications received.

Question 4 amended and Question 5 added on 10/01/2020

4. How are funding amounts calculated?

Under Stream One, two payments will be made to successful grant recipients. The first payment will be made in 2019-20 and the second payment will be made in 2020-21. Each payment will include a base payment of \$1,500 plus a per capita amount based on student enrolment numbers and the number of eligible applications received. The total amount of funding per grant recipient is capped at a maximum of \$30,000 per school per year.

5. How do I determine what funding amount to enter in the application form?

Within the application form, the Area Financials section asks applicants to determine their funding amount per coverage area/s. As the total amount of funding to eligible applicants will be determined after the grant opportunity closes, it is recommended that applicants complete the Area Financials section with the maximum funding amount of \$30,000. Please note this



funding amount is an indicative amount only and total funding will be determined as per Section 3.1 Grants Available of the Grant Opportunity Guidelines. Applicants will not be disadvantaged if they have already submitted an application and entered a different funding amount in this section.

6. Is the funding on-going?

No. Applicants are only able to apply for Stream One funding through this current grant opportunity which was opened on 16 December 2019. Payments will be made to successful applicants over two years only from 2019-20 to 2020-21. The first payment will occur shortly after the execution of the grant agreement. The second payment will occur in Term 1 of 2021. The payment will be capped at a maximum of \$30,000 per school, per financial year.

7. Are funds being allocated to each State/ Territory based on population or another percentage calculation?

Specific state based allocations will not be used. Stream One funding will be allocated based on applications received.

8. Does this grant opportunity replace State/ Territory Government funding given to schools?

No, this is a new grant opportunity provided by the Commonwealth Government. Please contact your State/ Territory Government for information on funding provided at the State/ Territory level.

9. When will I know the outcome of my application?

You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

10. How can I submit the application form?

The form is an online application form that you must submit electronically. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post unless otherwise stated in the grant opportunity documents.

11. Do I need to answer each question on the application form?

All questions, unless marked optional, are mandatory to answer and the application form will not allow you to submit your application form until all mandatory questions are addressed.



12. Can I submit more than one application?

In accordance with Section 6 of the Grant Opportunity Guidelines, the Community Grants Hub will accept only one application per legal entity in each state or territory. If you submit more than one application **for the same** state or territory, the Community Grants Hub will only consider the most recent application submitted to the grant opportunity **before** the closing date and time.

Only one grant will be provided to each legal entity as defined in Section 4.1 of the Grant Opportunity Guidelines. Schools that have multiple campuses should submit one application and will be expected to distribute funding to campuses within their organisation.

13. Can I amend my application after it has been submitted?

Yes. If you wish to update your submitted application, you will need to complete a new application. The Community Grants Hub will only consider the most recent application submitted **before** the closing date and time of the grant opportunity.

14. We are a faith-specific organisation, can we apply?

Yes, provided you meet the eligibility criteria in Section 4.1 of the Grant Opportunity Guidelines. However, as per section 5.3 of the Grant Opportunity Guidelines, grant funding cannot be used specifically for faith based projects.

15. How can I determine the coverage areas for my application?

The geographical areas used to determine service areas will be the Statistical Area levels that are set by the Australian Bureau of Statistics (ABS) and can be found in the Australian Statistical Geography Standard (ASGS) 2011. You can find general information about the ASGS on the ABS' Geography page and a summary of the ASGS structure.

When completing a grant application, you will need to select the combination of Statistical Areas that best reflects the area/s you intend to deliver the activity. The ABS Census mapping tool provides information about Statistical Areas and allows you to compare against other boundaries, such as postcode.

Community Language Multicultural Grants coverage areas must cover a Statistical Area Level 3 (SA3) minimum, however applicants can select states or territories in their application forms if these geographical areas more accurately represent their intended service delivery areas.

16. Is there provision to attach letters of support to the application?

There is no provision to attach Letters of Support to the application.



17. What is the minimum number of students we need enrolled at our school?

The grant is calculated per student numbers enrolled in the community language school as at 30 November 2019. Community language schools must have a minimum enrolment number of 10 eligible school aged students per legal entity (not per campus) to qualify for the grant.

18. What do you mean by eligible student?

For the purposes of this grant, eligible students are school-aged students (4-19 years old) who are Australian citizens or permanent residents, including Subclass 444 Special Category visa holders, regardless of linguistic background or proficiency.

Overseas full fee-paying students will not be deemed eligible for receipt of the per capita grant and may not be counted towards the enrolment numbers for the purposes of this grant.

Children between the ages of 0 and 3 or students over the age of 19 will not be deemed eligible for receipt of the per capita grant.

19. What evidence will I be required to submit to show school enrolment numbers?

Applicants are required to state the number of eligible students that were enrolled in their school on 30 November 2019 in the application form. Applicants may be asked to provide evidence of enrolment numbers during the assessment process.

20. What is considered a community language?

For the purpose of this grant opportunity, a community language is defined as a language other than English that is used on a day-to-day basis by members of cultural or linguistic groups residing in Australia.

21. What is considered a community language school?

For the purpose of this grant opportunity, a community languages school is defined as a not-for-profit community organisation that holds community language classes outside of school hours with a minimum of two hours per week of instructor led language tuition for at least 35 weeks of the year using a teaching program.

Community language schools must have a minimum average attendance rate of 70 per cent over the school year.

22. What if our school enrolment numbers change between 2020 and 2021?

The two payments made to successful applicants will be calculated based off enrolment numbers on 30 November 2019. If enrolment numbers change by more than 30 per cent from your application or drop below the required minimum enrolment number of 10 eligible students prior to the second payment in Term 1 of 2021, you must notify the Community Grants Hub. This will impact your grant payment.



23. What can we use the funding for?

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities. Eligible expenditure items are:

- meeting the cost of wages or allowances provided to individuals teaching language classes
- teaching materials and resources e.g. textbooks and workbooks
- stationery and photocopying
- buying educational equipment or technology e.g. language specific software, whiteboards, tablets and laptop computers
- expenses associated with school administration including, staff wages, insurance and Working with Children checks
- professional development courses or activities for individuals teaching language classes.

You cannot use the grant for costs not related to the teaching of a community language (for example cultural events or cultural costumes for class performances)

24. Are applicants required to match funding or provide an 'in kind' contribution.

No. There is no requirement for applicants to demonstrate additional funding or support.

25. Where should I go for further information?

Please email your enquiries to support@communitygrants.gov.au

26. Our organisation provides language classes to 3 year old school students. Are we eligible to receive grant funding?

For the purposes of this grant opportunity, community languages schools must be open to enrolments for students aged 4-19 years old. Classes may include students outside that age bracket, however in terms of calculating the amount of grant funding, only students aged between 4-19 years of age are counted in enrolment numbers (regardless of whether they are attending mainstream school).

Question 27 added 11/02/2020

27. Are 4 year old children considered to be eligible students if they are not enrolled at primary school?

For the purposes of this grant opportunity all students who are school-aged students from 4 to 19 years old who are Australian Citizens or permanent residents, including Subclass 444 Special Category visa holders are eligible.



28. Our organisation provides language classes to 3 year old school students and/or adult students. Can we include them in the count for minimum number of students enrolled at the school?

Schools must have a minimum enrolment number of 10 students between the ages of 4-19 years old. For the purposes of this grant opportunity, students outside that age bracket cannot be included in the minimum number of students enrolled at the school.

Question and Answers updated on 23/12/2019

Question numbers 1, 3, 5, 13 and 21 have been modified/changed and Questions 4, 6, 7, 18, 23, 25 and 26 have been added.

Question and Answers updated on 24/01/2020

29. The application form says that I need to provide the two most recent sets of year-end audited financial statements.

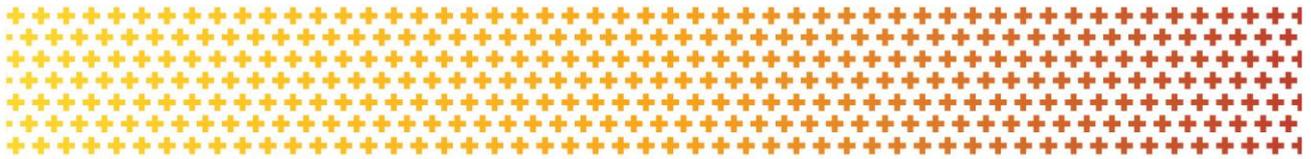
This question relates to your year-end financial statements only and not year-end audited financial statements. You are **not** required to have year-end **audited** financial statements.

30. I understand that only Australian citizens or permanent residents are eligible for government funding. One of the students who wishes to enrol is a NZ citizen and stays in Australia on a subclass 444 visa. This visa category is defined as a temporary visa. Is this student eligible for government funding?

The funding framework for this program relates to eligible student numbers. Eligible students are Australian Citizens or permanent residents, as well as Subclass 444 Special Category visa holders. Students in these categories can be considered in your application for total student enrolment numbers as at 30 November 2019. Students who do not fall into these categories should not be included in your total student enrolment numbers.

As stated in the Grant Opportunity Guidelines, funding amounts will be determined on completion of the selection process. The first payment will be made in 2019-20 and will include a base payment of \$1,500, plus a per capita amount based on eligible student enrolment numbers as at 30 November 2019. Any student not enrolled as at 30 November 2019 cannot be included in the total student enrolment numbers in your application.

The second payment will be made in Term 1 of 2021. This payment amount may be varied if eligible student enrolment numbers change by more than 30 percent from your application, or drop below the minimum of 10 student enrolments. Notification of these changes in eligible student enrolment numbers must be advised to the Community Grants Hub prior to the second payment.



Question and Answers updated on 11/02/2020

Question numbers 18, 23, 27, 28, 29 and 30 have been modified/changed and Question 31 has been added.

31. Why is this funding opportunity limited to Australian citizens or permanent residents?

The Community Languages Multicultural Grants Program has been designed to support competency in language, society and culture of other countries to provide a significant advantage in not only the Australian workforce but also in an increasingly multilingual international society.

The objectives of the grant opportunity are to:

- support the maintenance, development and acquisition of languages other than English
- connect young Australians to the languages and cultures of their community
- enhance cross-cultural awareness and respect for cultural diversity.

This grant opportunity is intended to build students competency in another language and connect young Australians to the languages and cultures of their ancestors.

32. May students who reside in a different state or territory, or are enrolled in distance tuition (on-line, radio) be included when calculating enrolment numbers?

Yes. For the purposes of this grant opportunity all students who are school-aged students from 4 to 19 years old who are Australian Citizens or permanent residents, including Subclass 444 Special Category visa holders are eligible.

Question and Answers updated on 17/02/2020

Question number 31 has been modified/changed and Question 32 has been added.
