



Australian Government

**Community  
Grants Hub**  
Improving your grant experience



---

# Community Languages Multicultural Grants – Stream Two

## Questions and Answers

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

The application form must be submitted by **11.00pm Australian Eastern Daylight Saving Time (AEDT) on 6 March 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.

Please note that requests to submit late applications due to timing differences between states and territories will not be accepted.

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

Extensions will not be given.

If an application is late or the Community Grants Hub is requested to accept an application 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 total amount of funding provided under Stream Two of Community Languages Multicultural Grants will be approximately \$1 million. The final amount will be dependent on the number and quality of applications received.

### 4. Are funds allocated by state/territory?

No. It is intended that there is a reasonable allocation of funds between the different states and territories. However the final allocation will depend on the number and quality of applications received.



---

**5. Is the funding on-going?**

No. Applicants are only able to apply for Stream Two funding through this grant opportunity. A single payment will be made to successful applicants shortly after the execution of the grant agreement.

**6. 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.

**7. How much funding can I apply for?**

Eligible community language schools can apply for a grant up to a maximum of \$25,000 (GST exclusive). Only one application from each eligible community language school will be considered.

The total amount of funding provided to applicants will be decided on completion of the selection process depending on the number of applications received.

**8. How do I determine what funding amount to enter in the *Area Financials* section of the application form?**

The *Area Financials* section of the online application form asks applicants to determine their funding amount per coverage area/s. The total of each coverage area selected should add to the total amount applied for.

**9. In the application form it 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.

**10. How long will I have to complete the grant activity?**

Successful applicants will have 12 months from the activity start date in the grant agreement to complete their project.

**11. 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.



---

## 12. Will results of the grants process be published?

The Commonwealth is required to publish information about grants awarded within 21 days of a grant agreement taking effect. Grant outcomes will be published on [GrantConnect](#).

## 13. How can I submit the application form?

The application is an online form that you must submit electronically. The Community Grants Hub will not provide application forms or accept any other format, including paper application forms.

## 14. 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.

## 15. Can I submit more than one application?

In accordance with section 7 of the Grant Opportunity Guidelines, the Community Grants Hub will accept only one application per legal entity. If you submit more than one application, the Community Grants Hub will only consider the most recent application submitted to the grant opportunity **before** the closing date and time.

## 16. Can I change my application after it has been submitted?

Yes, however, you will need to complete and submit 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.

## 17. How can I determine the service delivery areas for my application?

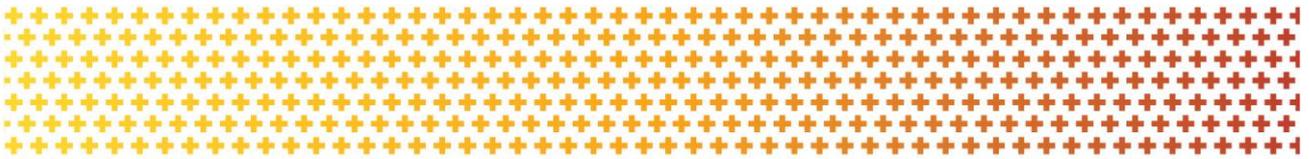
The geographical areas used to determine service areas are set by the Australian Bureau of Statistics (ABS) and is called the Australian Statistical Geography Standard (ASGS) 2011. You can find general information about the ASGS on the ABS' [Geography page](#).

If your project is aimed at benefiting community language schools within a particular state or states please select the appropriate state or territory. If your project is aimed at benefiting a few schools within a particular state, please select the state and add the appropriate Service Area (SA3).

Community Language Multicultural Grants must cover at least one SA3 area, however applicants can select entire states or territories if that is the intention for the proposal.

## 18. Can I attach letters of support to the application?

Yes. As outlined in the Grant Opportunity Guidelines, community language schools are strongly encouraged to seek the support and endorsement of either the national or the



---

state/territory peak body for their proposed project. You can attach letters of support by following the instructions in the online application form.

A sample letter of endorsement is included within the grant documentation.

### **19. 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.

### **20. 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.

### **21. What can we use the funding for?**

Grant funding can only be spent on eligible expenditure that includes:

- staff salaries (and on costs) that can be directly attributed to the provision of the funded grant activity
- employee training for paid and unpaid staff which is relevant, appropriate and in line with the grant activity
- venue hire, insurance, catering, marketing and promotion for events, seminars and workshops
- operating and administration expenses that can be directly attributed to the provision of the funded grant activity such as telephones, computer, equipment, website, software, utilities, postage, stationery and printing, accounting and auditing, domestic travel and accommodation costs
- payment of subcontractors such as the use of translating and interpreting support services.
- up to 10 per cent of the grant can be used for evaluation of the funded project and/or to explore options for future sustainability and ongoing viability of the funded project.

### **22. Are applicants required to match funding or provide an 'in kind' contribution?**

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



---

### **23. Do I have to form a consortium?**

It is not a mandatory requirement to form a consortium however, priority will be given to applications from joint partnership or consortia arrangements. We encourage community language schools to join together as a group or to build partnerships with other organisations working in the community languages sector to deliver projects that can benefit multiple community language schools and/or the broader community language school sector.

### **24. How many members can I have in a consortium?**

There is no limit to the number of organisations in a consortium, however, you must appoint a single 'lead organisation'. Only the 'lead organisation' can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation of a consortium must also be an eligible entity type as outlined in section 4.1 of the Grant Opportunity Guidelines.

The application form limits applicants to recording up to 10 consortium members. If you are applying on behalf of a consortium that has more than 10 members, please send an email to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

### **25. What is a lead organisation?**

If you submit an application as a consortium, you must nominate a lead organisation for the application. If your application is successful, the lead organisation for the project will, sign the grant agreement, receive the funding and assume legal responsibility for performing the activities and meeting the outcomes under the grant agreement.

A lead organisation must be a legal entity and satisfy all other eligibility criteria listed in section 4 of the Grant Opportunity Guidelines.

Eligible organisations can form consortia with ineligible organisations.

### **26. Our community language school has online students enrolled whom reside outside the state we are physically located – do these students meet the eligibility criteria for reporting student numbers?**

As per section 4. Eligibility criteria in the Grant Opportunity Guidelines; eligible enrolments are those who are school-aged students (including Australian citizens, or permanent residents and Subclass 444 Special Category visa holders) from Kindergarten to Year 12.

### **27. Who owns the Intellectual Property in a consortium once the material has been developed?**

You must have a formal arrangement in place with all parties prior to execution of the agreement. It is good practice to articulate intellectual property arrangements within this agreement. The Grantee will be required to provide the Commonwealth (and any party nominated by the Commonwealth from time to time) a permanent, non-exclusive, irrevocable, royalty-free licence (including a right to sub license) to use, modify, communicate, reproduce,



---

publish, distribute and adapt the Activity Material as specified in the Grant Details for Commonwealth Purposes.

**28. Are we able to develop a curriculum for language with the intent to receive state government accreditation, which would allow our curriculum to be delivered formally in schools?**

The grant program is to first benefit the community language school sector, if the curriculum can then be utilised beyond, this is a positive use of the grant.

**29. In a consortium who is responsible for managing the money?**

In a consortium the Government is entering into an agreement with the lead organisation. As the lead organisation the community language school is solely accountable to the Commonwealth for the delivery of grant activities. Refer to Question 25: What is a lead organisation for further information.

Sample grant agreements are available on [GrantConnect](#) and [Community Grants Hub](#) websites as part of the grant documentation.

**30. Is it mandatory to share project materials with other community language schools?**

It is not mandatory to share project materials outside the scope of your agreed project, however the intent of the grants are to benefit the community language sector broadly and applications will be assessed against this criteria.

The Grantee will be required to provide the Commonwealth (and any party nominated by the Commonwealth from time to time) a permanent, non-exclusive, irrevocable, royalty-free licence (including a right to sub license) to use, modify, communicate, reproduce, publish, distribute and adapt the Activity Material as specified in the Grant Details for Commonwealth Purposes.

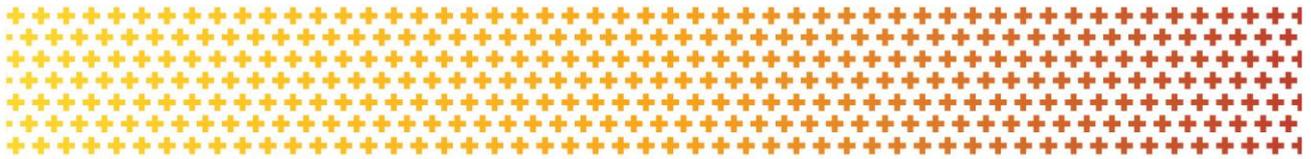
**31. Is it enough that only the President of the community language school has the appropriate child safety checks?**

If you are successful, all personnel working on the grant activity must maintain the following registration/checks:

- Working with Vulnerable People registration
- Working with Children check.

**32. Where should I go for further information?**

Please email your enquiries to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)



---

**Questions 33-35 added 11 February 2020**

**33. Who will be assessing my grant application?**

The Hub will use trained assessors to undertake a preliminary assessment against the selection criteria on behalf of the Department of Home Affairs. The Department of Home Affairs may also be involved in undertaking this preliminary assessment. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the Department of Home Affairs and may include a mix of employees of the Department of Home Affairs, experts from the sector, and other Commonwealth officers with relevant specialist expertise.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the [Commonwealth Grant Rules and Guidelines](#).

The Selection Advisory Panel will assess whether the application represents value with money and will make final recommendations to the decision maker.

**34. Who is the decision maker for this round?**

The Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs will be the decision maker for this round. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final in all matters, including:

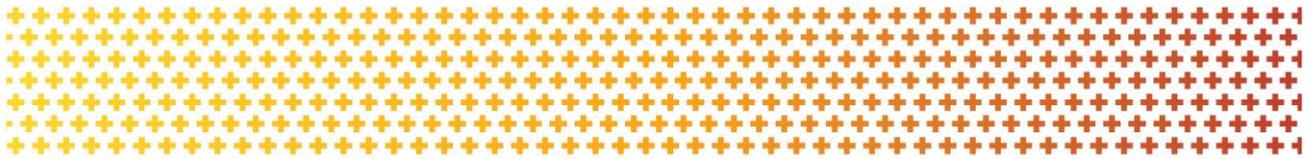
- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

**35. 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.



---

**Question and Answers updated on 17/02/2020**

Question number 35 has been modified/changed.

**Questions 36 added 5 March 2020**

**36. Does a MoU (Memorandum of Understanding) qualify as an official agreement? The consortium agreements are very complex and beyond the capacity of the smaller schools to execute - particularly in time for the due date of the grant submission. A MoU is a generally accepted practice in the community sector.**

In Section 7.2, the Grant Opportunity Guidelines encourage applicants to form joint partnership or consortia arrangements. Applications must identify all other members of the proposed group. A MoU qualifies and is considered as having a formal arrangement in place in line with the Grant Opportunity Guidelines.