

# COMMUNITY LANGUAGES PROGRAM GRANTS

Application Form

Funding for the 2025 school year

Deadline 4.00pm, Tuesday 4 March 2025

Please read the funding guidelines carefully before completing the application. Community language schools that are new or returning to the program should speak to a member of the Office of Multicultural Interests (OMI) Funding team before developing an application.

OMI staff can provide information and assistance to all applicants. Contact (08) 6552 1603 or email [**communitylanguages@omi.wa.gov.au**](mailto:communitylanguages@omi.wa.gov.au)

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| **Indicate which grant category you are applying for** | **New School grant**  For community language schools that have been operating for more than twelve weeks but less one year | **Per Capita grant**  For community languages schools that have been operating for one or more years |
| **Applicant organisation:** | Click here to enter text. | |
| **Name of school:** | Click here to enter text. | |
| **Number of students:** | Click here to enter text. | |
| **Grant request:** | Click here to enter text. | |

## Eligibility

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| --- | --- |
| Applicant organisation |  |
| Is your organisation a culturally and linguistically diverse (CaLD) community association. Please refer to the Community Languages Program Grants Funding Guidelines Pg. 3, for eligibility requirements. | **Yes** ☐ **No** ☐ |
| To demonstrate eligibility, attach the following organisation documents with your completed application form: | |
| 1. Certificate of Incorporation |  |
| 1. Constitution or Organisation Rules |  |
| 1. Details of the organisation’s membership including:    1. current management committee/ board members and positions held.    2. number of financial members    3. the date of the next annual general meeting. | |
|  |  |
| Is your organisation up to date with funding reporting with OMI, including reporting for the previous year’s Community Languages Program grant. | **Yes**  **No** |
| Organisations with outstanding funding reporting are not eligible. (Check with the OMI Funding team if you are not sure.) | |

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## Applicant details

**Organisation details**

This is the group undertaking the school activities.

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| Legal name of organisation: | Click here to enter text. | | | |
| Postal address: | Click here to enter text. | | | |
| Suburb: | Click here to enter text. | | Postcode: | Enter text. |
| Telephone: | Click here to enter text. | | | |
| Organisation email address: | Click here to enter text. | | | |
| Organisation website address: | Click here to enter text. | | | |
| Organisation leader name:  e.g. Chair, President or equivalent | Click here to enter text. | | | |
| Organisation leader telephone:  e.g. Chair, President or equivalent | Click here to enter text. | | | |
| Organisation leader email:  e.g. Chair, President or equivalent | Click here to enter text. | | | |
| These contact details may be placed on the OMI database: | | **Yes**  **No** | | |

Note: Personal information collected by OMI is handled in accordance with the *Privacy Act 1988*

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## Community language school details

**Community Language School contact**

This is the person responsible for the operations of the school. For example, the principal, school coordinator or school administrator.

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| School position: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Mobile: | Click here to enter text. |
| Email: | Click here to enter text. |

School operations

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| To demonstrate your school’s eligibility, attach the following school documentation with your completed application form: | |
| 1. School Charter or Constitution outlining how the school operates |  |
| 1. A copy of the Curriculum or teaching program the school uses to deliver language classes. 2. Details of the community members that assist in operating the school. I.e. teachers, administrators, and parents (paid or unpaid). | |

Many community language schools in Western Australia have more than one location. Please provide the following information for each location.

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| --- | --- | --- | --- |
| **SCHOOL LOCATION 1** | | Date school established: | Enter text. |
| School name: | Click here to enter text. | | |
| Language/s taught: | Click here to enter text. | | |
| School address: | Click here to enter text. | | |
| Operating days/ times: | Click here to enter text. | | |
| Classes held: | Click here to enter text. | | |
| Number of students: | Click here to enter text. | | |

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| **SCHOOL LOCATION 2** | | Date school established: | Enter text. |
| School name: | Click here to enter text. | | |
| Language/s taught: | Click here to enter text. | | |
| School address: | Click here to enter text. | | |
| Operating days/ times: | Click here to enter text. | | |
| Range of classes held: | *e.g. Year 1, 2 and 5* | | |
| Number of students: | Click here to enter text. | | |
|  | |  |  |
| **SCHOOL LOCATION 3** | | Date school established: | Enter text. |
| School name: | Click here to enter text. | | |
| Language/s taught: | Click here to enter text. | | |
| School address: | Click here to enter text. | | |
| Operating days/ times: | Click here to enter text. | | |
| Range of classes held: | Click here to enter text. | | |
| Number of students: | Click here to enter text. | | |

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| **SCHOOL LOCATION 4** | | Date school established: | Enter text. |
| School name: | Click here to enter text. | | |
| Language/s taught: | Click here to enter text. | | |
| School address: | Click here to enter text. | | |
| Operating days/ times: | Click here to enter text. | | |
| Range of classes held: | e.g. Year 1, 2 and 5 | | |
| Number of students: | Click here to enter text. | | |

If you have more school locations, please provide the same information for your remaining locations as supporting application materials.

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| Teacher information and qualifications |  |
| Number of teachers registered with the Teachers Registration Board of WA | Enter text. |
| Number of teachers with overseas / interstate teaching qualifications | Enter text. |
| Number of teachers without teaching qualifications | Enter text. |
| Total number of teachers | Enter text. |

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| **Term dates** | **From date:** | **To date:** |
| Term 1 | Click here to enter text. | Click here to enter text. |
| Term 2 | Click here to enter text. | Click here to enter text. |
| Term 3 | Click here to enter text. | Click here to enter text. |
| Term 4 | Click here to enter text. | Click here to enter text. |

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| **Tuition fees** | |
| Fees per student per year: | Click here to enter text. |
| Average tuition fees per family per year: | Click here to enter text. |

Student enrollments

Enrolled students must be within the compulsory schooling age range to qualify for Per Capita funding. Students outside of this age range do not qualify for funding. Please refer to pg. 3 of the Funding Guidelines for the qualifying student age range.

Schools with students completing language courses as part of their Year 12 WACE studies can apply for a bonus of up to $120 for each WACE language student. To qualify for the WACE bonus, schools must provide evidence of student enrolment in Year 12 languages study, including the student’s Department of Education student number.

The enrolment list must be submitted in English.

**Supporting application materials required:**

1. Enrolment list. Please include the student’s first name, last name, date of birth and year level. If applying for the WACE bonus for Year 12 students, please include their Department of Education Student Number.

## Budget

Provide a detailed budget for your school’s expected operational costs for the upcoming year. The budget must list all the expenses your activities will incur, identify the cash and in-kind income that will cover these expenses, and detail where the income comes from i.e. tuition fees, foreign government contributions etc.

Your school’s budget can be provided as a separate attachment, or you can complete the table below.

The ‘grant request amount’ is based on a calculation up to $120 per qualifying student.

The OMI grant can only be allocated to eligible budget items. Please refer to pg. 4 and 5 of the Funding Guidelines for information on what items can and cannot be supported by the grant.

**Do not include GST in your costs.** Include your organisation’s cash and ‘in-kind’ contributions.

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| Grant request amount: | $ Enter text. |
| Per Capita WACE bonus amount (if applicable): | $ Enter text. |
| Total budget amount: | $ Enter text. |

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| (1)  Budget Items  (i.e. what the money will be spent on.) | (2)  This Grant Request  ($) (ex. GST) | (3)  Other Funding Amount  ($) (ex. GST) | (4)  In-Kind Support.  Estimate the dollar value of the in-kind support ($) | (5)  Source & Status of Other Funding or  In-kind Support.  State if confirmed  or unconfirmed |
| *Example only:*  *Printing* | *$1000* | *$500* | *$500* | *Print shop sponsorship  Confirmed* |
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| Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Total: | Enter text. | Enter text. | Enter text. |  |

## 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.

If your activity receives funding through this program your organisation is required to complete the **DLGSC Child Safeguarding Self-Assessment**, then develop and implement a Child Safeguarding Improvement Plan to build capability in areas identified in the self-assessment as part of your school’s annual operations.

The tool can be found at: <https://www.dlgsc.wa.gov.au/department/child-safeguarding>

The following resources are available to assist your organisation to respond to areas of improvement to protect children and young people:

**National Principles for Child Safe Organisations**   
[www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations](http://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations)

**Commissioner for Children and Young People (CCYP) website**  
<https://www.ccyp.wa.gov.au>

The Working with Children (WWC) Check is a compulsory screening strategy for people engaged in child-related work in Western Australia. Visit the [Department of Communities website for more information on what obligations individuals and organisation](https://www.wa.gov.au/organisation/department-of-communities/working-children-check-obligations-and-compliance)s have under the Working with Children (WWC) legislation [*Working with Children (Screening) Act 2004*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a9277.html).

## Organisation taxation and banking details

**Taxation details**

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| --- | --- |
| ABN: | Click here to enter text. |
| Is your organisation registered for GST? | **Yes**  **No** |

If you do not have an ABN, please attach a completed [Statement by a Supplier form](https://caat-p-001.sitecorecontenthub.cloud/api/public/content/0a46cffad58b4b4ab08df3c3db563e42_Statement_by_a_supplier.pdf).   
These forms can be accessed at **www.omi.wa.gov.au**

**Bank account details**

|  |  |
| --- | --- |
| Bank name: | Click here to enter text. |
| Bank branch:  (suburb) | Click here to enter text. |
| Name of bank account: (e.g. Youth Group Inc.) | Click here to enter text. |
| BSB number: (must be 6 digits) | Click here to enter text. |
| Bank account number: (up to 9 digits) | Click here to enter text. |

## Grant Conditions

If this application is successful, the grant will be provided under the following terms and conditions:

1. The funding is to be used solely for the specified activities approved by the Office of Multicultural Interests during the funding period.
2. You must meet any funding conditions and/or progress and final reporting requirements as specified by the Office of Multicultural Interests.
3. If you wish to change the approved activities or seek an extension of the funding period, you must obtain the Office of Multicultural Interests prior written approval.
4. Any part of the funds that are not used in accordance with Condition 1 must be repaid to the Office of Multicultural Interests unless you obtain prior written approval.
5. If you breach any of these terms and conditions, the Office of Multicultural Interests can terminate the arrangement at any time without giving you prior notice.
6. If you cease carrying out the activities for which the funding was made or if the Office of Multicultural Interests has terminated the arrangement on account of your breach or breaches of these conditions, then:
   1. The balance of the unspent funding must be repaid to the Office of Multicultural Interests; and
   2. Any property acquired with the funding must be transferred to another not-for-profit organisation with similar objects and purposes to you as approved by the Office of Multicultural Interests.
7. This funding does not entitle your organisation to any further funding.
8. The Office of Multicultural Interests will not be held responsible for the success of the activities for which the funding is provided or for any losses or additional costs incurred that are associated with the activities.
9. You must comply with all Laws and with all the lawful requirements of any Government Agency relating to the approved activities.
10. You must keep proper financial records in accordance with generally accepted accounting principles and practices.
11. You must provide the Office of Multicultural Interests with any information or documentation relating to the funding or the approved activities promptly and properly upon request.
12. You must allow the Auditor General for the State of Western Australia, or an authorised representative, to have access to and examine your records and information concerning this funding.
13. The Office of Multicultural Interests is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of this funding agreement.
14. You are required to complete a DLGSC Child Safeguarding Self-Assessment, then develop and implement a Child Safeguarding Improvement Plan by a date specified by the Office of Multicultural Interests.
15. You must ensure and provide a declaration that any employees or volunteers who are or may be exposed to children in undertaking the approved activities have a valid Working With Children Check (WWC check) and comply with the *Working with Children (Criminal Record Checking) Act 2004*, and you must provide proof of valid WWC Checks immediately upon request from the Office of Multicultural Interests.
16. You are required, as relevant to the approved activities, to maintain sufficient insurance cover authorised by the Australian Prudential Regulation Authority and to provide a certificate of currency of the insurance cover upon request from the Office of Multicultural Interests. This includes, but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.
17. Your organisation must maintain a risk management plan in respect to the approved activities which has been prepared in a manner consistent with the Australian Standard on Risk Management AS/NZS ISO 31000:2018, and which addresses requirements of the relevant authorities.
18. The Office of Multicultural Interests will not, by virtue of this funding, obtain ownership of any intellectual property in or in relation to any material you develop in relation to the approved activities, however you must grant the Office of Multicultural Interests a perpetual, irrevocable, royalty-free, world-wide, non-exclusive license to use, reproduce, adapt and publicise the whole or any part or parts of all promotional materials and reports brought into existence by or for the approved activities.
19. Any individual involved with the approved activities must not be exposed to significant promotions for alcohol or unhealthy foods and drinks during the funding period.
20. You must advise the Office of Multicultural Interests of the outcome of any unconfirmed funding sources included in the original application and, if required, submit a revised activity plan and budget.
21. An acknowledgement of funding assistance provided by the Office of Multicultural Interests must be made, where appropriate, by:
    1. (logo) including on all promotional material produced for the project/activity (including without limitation all flyers, programs, brochures, certificates, letterhead, tickets, posters, newsletters, media advertising and other printed materials) the ‘Supported by’ Office of Multicultural Interests badge which can be downloaded in the format required from: https://www.omi.wa.gov.au/resources-and-statistics/logos
    2. (acknowledgement) including online and social media promotions of the project/activity, where appropriate, a prominent acknowledgment that reads: *This project has been supported by the Office of Multicultural Interests*.
    3. (invitations) providing the Minister for Citizenship and Multicultural Interests or the Minister’s representative, and an Office of Multicultural Interests representative with an invitation to attend any official functions in relation to the project/activity.
    4. (verbal) in any announcements, speeches or official presentations in relation to the project/activity, include a verbal acknowledgement of the contribution and assistance of the Office of Multicultural Interests.
    5. (signage) allow the Office of Multicultural Interests to display signage at the site of the project/activity, which signage will be placed by the funding recipient in the most focal areas possible.
    6. (merchandise) it will display and distribute during the project/activity at the site of the project/activity, any promotional materials provided by the Office of Multicultural Interests for the purpose of distribution in the manner specified by the Office of Multicultural Interests.
    7. (contact details) it will allow the Office of Multicultural Interests to include details of the project/activity including contact information as provided in the application on its website.
    8. (promotion) it will provide the Office of Multicultural Interests with copies of all project/activity promotional material a minimum of 21 days before the project/activity occurs (if requested). Examples of promotional materials include press releases, posters, postcards, programs and pamphlets. The Office of Multicultural Interests may use the promotional material submitted for non-commercial promotional purposes only.
22. For the purposes of conditions 23 – 26:
    1. “GST” means the goods and services tax applicable to any taxable supplies, as determined by the GST Act; and
    2. “GST Act” means New Tax System (Goods and Services Tax) Act 1999 (Cth) and includes all associated legislation and regulations.
    3. the terms “supply”, “tax invoice”, “taxable supply”, and “value” have the same meanings as in the GST Act.
23. Where applicable, the total funds provided by the Office of Multicultural Interests will include an amount to cover any liability for GST.
24. If the supply of anything under the funding agreement is a taxable supply under the GST Act, the funds shall be inclusive of GST.
25. The obligation of the Office of Multicultural Interests to pay the GST on any supply by you under this agreement is conditional upon your prior issue of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
26. If the parties agree that the Office of Multicultural Interests will issue your organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
    1. The Office of Multicultural Interests will issue an RCTI in respect of GST payable on the supply of the approved purpose and you will not issue a tax invoice in respect of that supply.
    2. You warrant that your organisation is registered for the purposes of GST and will notify the Office of Multicultural Interests in writing if it ceases to be registered for the purposes of GST during the funding period.
    3. The Office of Multicultural Interests warrants that it is registered for the purposes of GST and will notify you in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the funding period; and
    4. The Office of Multicultural Interests will indemnify and keep indemnified your organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which the department issues an RCTI under the funding agreement.

## Declaration

This declaration is made by the applicant (an eligible organisation):

* I declare that I am currently authorised\* to sign legal documents on behalf of the organisation.
* I declare that all the information provided is true and correct.
* I declare that the organisation is financially viable and is able to meet all accountability requirements.
* I give permission to the Office of Multicultural Interests, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate.
* I agree to ensure that school teachers and administrators participate in free sector support and professional development activities during the upcoming school year.
* I am aware the Grant Conditions as outlined above will apply to ensure activities are appropriately completed and accountability requirements are met.
* I agree to ensure that risk management strategies and appropriate insurance are in place (e.g. worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle etc.)
* I agree to ensure that all required building regulations, approvals and other legal requirements are met.
* I agree to comply with the *Working with Children (Screening) Act 2004* and complete the Child Safeguarding Self-Assessment as required.
* I agree to run the activities as stated and provide a final project report and statement of income and expenditure (signed by the authorised officer) to demonstrate how the grant funds were utilised to the Office of Multicultural Interests by the agreed date which will be outlined in the Grant Agreement.

|  |  |
| --- | --- |
| Name of the organisation: | Click here to enter text. |
| Legally authorised officer name: | Click here to enter text. |
| Legally authorised officer position: | Click here to enter text. |
| Legally authorised officer email: | Click here to enter text. |
| Legally authorised officer telephone: | Click here to enter text. |
| Legally authorised officer signature: | Click here to enter text. |
| Witness name: | Click here to enter text. |
| Witness signature: | Click here to enter text. |
| Date: | Click here to enter text. |

**\*Important:** The application must be signed by the person legally authorised to enter into contracts on behalf of the organisation. For incorporated associations this is generally the chairperson, president or equivalent officer. All formal correspondence will be directed to the legally authorised officer.

## Checklist

Before submitting your application, please ensure that the following steps have been completed. This checklist is included to ensure that you provide all the required information and documents so OMI can verify the information within your application.

Please tick off each step once complete and submit with your application:

|  |  |
| --- | --- |
|  | The Funding Guidelines and Grant Conditions have been read and understood by the legally authorised or delegated officer. |
|  | You have completed all questions in this Application Form |
|  | You have provided your Certificate of Incorporation (refer to p.1 above) |
|  | Constitution or Organisation Rules (refer to p.1 above) |
|  | Details of the organisation’s current membership, management committee/ board and the date of your next Annual General Meeting (AGM) (refer to p.1) |
|  | School Charter (or Constitution) outlining how the school operates (refer to p.2 above) |
|  | A copy of the Curriculum or teaching program the school uses to deliver language classes, in English where possible. (refer to p.2) |
|  | Student Enrolment List for the upcoming school year, including identified WACE students and their corresponding Department of Education student number if applicable (refer to p.4) |
|  | Budget, ensuring that the grant request is allocated to eligible costs (refer to p.5 above) |
|  | You have provided your ABN or, if you do not have an ABN, a ‘Statement by a Supplier form’ has been attached. |
|  | The Declaration of this form has been signed by the organisation’s legally authorised officer and witnessed accordingly. |

## Application submission

Applications and supporting documents must be received by the Office of Multicultural Interests by  
**4.00pm, Tuesday 4 March 2025**. Late applications cannot be accepted.

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

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