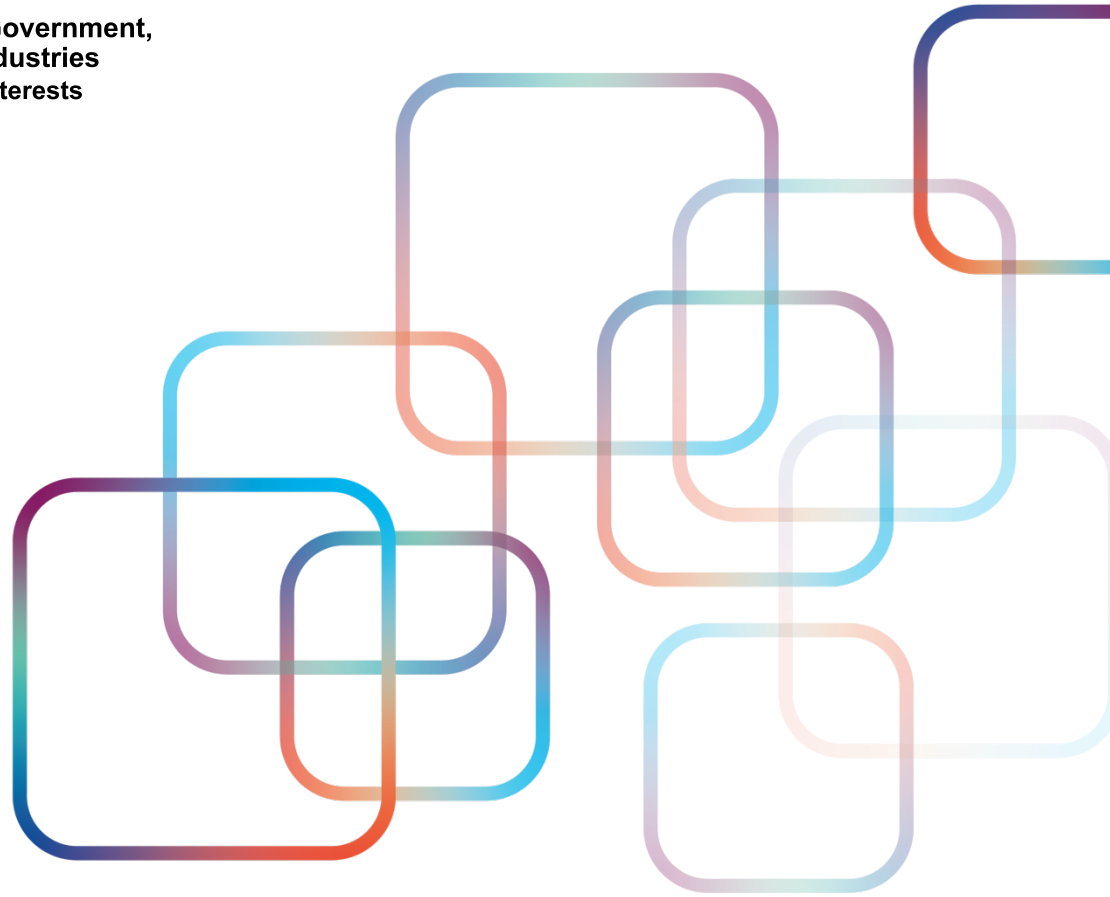




Department of **Local Government,
Sport and Cultural Industries**
Office of **Multicultural Interests**



COMMUNITY LANGUAGES PROGRAM GRANTS

Funding Guidelines

**March 2025 round – Funding for the 2025 school year
Applications deadline 4.00 pm, Tuesday 4 March 2025**

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The Community Languages Program 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 Languages Program 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 within the age range of Kindergarten to Year 12. Schools operating that are not associated with a Western Australian CaLD community organisation (as defined by OMI for the purposes of funding eligibility) or operating as a for-profit business venture are not supported through this program.

As a condition of funding, successful applicants are required to participate in sector support and development activities throughout the school year. Information about the Sector Support and Development activities available can be found on the Community Languages Western Australia's (CLWA) website. Visit <https://communitylanguageswa.org.au/>

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

Applications are accepted from CaLD community associations that can demonstrate:

- 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 and/or other groups representative of that CaLD community.

In addition to the above, to be eligible, the organisation must demonstrate its community language school:

- Has a school charter or constitution stating that the organisation’s purpose is to provide language education
- is open to students from kindergarten age to Year 12
- holds classes outside of school hours
- can demonstrate the school has been operating for at least 12 weeks
- provides at least 35 weeks of language classes each year
- provides 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
- has a minimum of 10 students enrolled in the school in a school year, with average attendance rates of at least 70 per cent
- commits to participating in sector support and development throughout the school year.

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

Qualifying student age range

Western Australia’s compulsory schooling age is determined by the Department of Education. Enrolled students must be within the compulsory schooling age range to qualify for the funding.

In 2025, the qualifying student age to be included in the grant calculation is within the following parameters:

- students enrolled in the school that are born on or before 30 June 2021
- students enrolled in the school that are born on or after 1 July 2007

Students outside of this age range do not qualify for Community Languages Program funding.

Auspice arrangements are not permitted for Community Languages Program Grants.

Community Languages Program Grant Categories

Funding is offered annually through two grant categories, which each have requirements that the applicant organisation 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 within the qualifying age range enrolled in the school.

Schools with Year 12 students registered to complete language 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 language 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.

A school can only receive the New School grant once.

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:

1. Complete the Child Safeguarding Self-Assessment provided by the Department of Local Government, Sport and Cultural Industries as part of their annual school operations and
2. Provide a declaration that the organisation complies with Western Australia's *Working with Children (Screening) Act 2004* for all teachers, administrators, volunteers and volunteer parents (unpaid and paid) in relation to valid Working with Children Checks.

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; domestic or international travel; religious instruction or activities; political instruction or activities.

What information is required in the grant application?

Applicants must provide the following documentation to demonstrate the applicant organisation is eligible. The applicant organisation's current:

1. Certificate of Incorporation
2. Constitution or Organisation Rules
3. List of current organisation board members and the positions held
4. Details of the organisation's current membership
5. Date of the next annual general meeting.

Applicants must also provide the following documentation to demonstrate the community language school operates in a way that meets eligibility:

1. A completed Community Language School application form that outlines:
 - a. Details of organisation and school contacts
 - b. Class locations and times
 - c. A school budget including sources of other funding or income
2. Details of the people that assist in operating the school. I.e. teachers, administrator and parents (paid or unpaid).
3. Student enrolment form for the current school year. This list should only include students within the qualifying age range (full name, date of birth and year level at the community language school*).
4. A Statement declaring the organisation and school complies with *Western Australia's Working with Children (Screening) Act 2004* for all teachers, administrators, volunteers and volunteer parents (unpaid and paid) in relation to valid Working with Children Checks and other requirements.

OMI may request further information or documentation to determine eligibility. OMI may also arrange to visit your school prior to determining eligibility.

*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. An application form can be downloaded from the 'Community Language Program' website 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 prior to submitting an application.

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 **4.00 pm, Tuesday 4 March 2025**.
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 (Acquittal)

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 sector support and professional development 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 financial statement to show how grant funds were expended, confirming student attendance over the school year, providing a summary on school activities and details of participation of the sector support attended throughout the year. Any other reporting requirements will be outlined in the grant agreement and final report form.

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

Where possible, an applicant's acquittal report will be used by OMI to determine eligibility for the following year. Additional information may be requested however OMI seeks to streamline the process for established community language schools each year.

Sector Support and Professional Learning Program

It is important that the community languages sector in Western Australia is well supported with needs of individual schools catered for. To achieve this OMI, in conjunction with [Community Languages Western Australia](#) (CLWA) offers targeted support to improve and maintain quality language teaching and learning for community language schools.

Sector support and development activities are offered free to all community language schools in WA, including schools that do not receive grant funding. For more information on the sector support and development opportunities available in 2025, please visit [CLWA's website](#).

Schools that wish to receive Community Language Program funding from OMI are required to participate in sector support and development activities throughout the year.

Sector support and development activities will continue to build the capacity of community language schools to deliver language education that is complementary to language education in mainstream schools.