

Before you begin

Before applying for an Establishment Grant, ensure that you have read the <u>Program Guidelines</u> on the Community Languages Schools Program website.

Prepare your application and gather required documents

- Please have the required documentation available before starting your application, e.g. updated insurance policy, worker's compensation details etc.
- Working with Children Check (WWCC) documents. **Note**: all WWCC expiry dates must be after the grant application closing date.
- Documents must be in one of the following file types; jpg, jpeg, png, doc, docx, pdf.
- File name should be limited to 30 characters and include the name of the document and the year e.g., Public Liability Insurance 2024

Completing your application

An Establishment Grant application can be submitted once per Organisation unless a previous application was rejected, or an exception is granted by the Program.

Note: Both the **Organisation Information** and **Committee Details** sections are in **read only** format. Each section includes a link to an online form for you to provide updated details. The details provided in this form will be updated on behalf of your organisation on the portal.

- This form should be completed as soon as possible as your grant application cannot be submitted until these details have been updated for your organisation on the portal and verified as correct by you.
- The current Head of Organisation and/or licence holder will be notified by email when the details have been updated.
- You can continue to work on other sections of your grant application on the portal after completing this form.

You can save and resume a draft application. You can also unsubmit an application prior to the application due date.

All fields marked with a **red asterisk (*)** are mandatory and must be completed. This applies throughout the portal.

It is best to use Google Chrome when accessing the portal.



1.	Go to the <u>Community Languages Schools Program</u> portal page and click Log in . On the Log in to Your Account page , enter your User Email and Password . Click Log in .	Log in to Your Account Log in to Your Account Log in Kog in Yogot your pathward Wogot your pathward Wogot your pathward Wogot your pathward Kog in Yogot your pathward Kog in		
2.	To start the Establishment Grant application, click Read more & Apply in the Establishment Grant tile. Note: If you have already started an application, go to 'My Draft Applications in Current Year'. Click on the blue link. Then go to section 5 on page 3 of this user guide.	Accepting Applications 2024 Establishment This is a one-off grant of \$2,500 for organisations that are setting up language classes for the first time. Read more & Apply	urrent Year sation For STAR GAZERS EDUCATION PTY LTD Eus: 31/05/2024	
3.	Review the Establishment Grant Program Details.	2024 Establishment Grant		
	Click Apply to proceed.	Program Description	Program Details	
		This is a nine-off guard of 12 500 for organisations that are setting up language classes for the first fime. The size of the go new community language schools in their first year.	nt is to help. This is a cree-off-grant of U2300 for organizations that are setting up language clauses for the fact time. The aim of the grant is to help new conversionly language schools in their first pair.	
		Who Can Apply?	Current Program Status Accurring Applications	
		You may receive an establishment grant If your community language school 1 is located more than two kilometers away from any other community language school which mucher the same langua	200	
		 Rasi literin operating for at least two months using a teaching program. normally bas a minimum of 20 school-aged students annihied (schools outside a metropolitan area with less than 20 st 	uters may Important Dates	
		Se sligble for funding in some circumstances)		







6. Organisation Information

The Organisation Information section is provided in **Read only** format for review. The details shown have been pre-populated from your organisation's previous grant application.

If these contact details are up to date and there are no missing fields highlighted in **red**, tick **The contact details for the Head of Organisation are current** and **I verify the information above is correct** checkboxes. Then Click **Submit** to proceed.

OR

If any fields are incorrect, out of date or incomplete (highlighted in **red**), the Head of Organisation or licence holder should complete the online form by using the link provided.

When the details have been updated on the portal, the Head of Organisation or licence holder will be notified by email. This may take up to 48 hours to be processed. The updated details must then be reviewed on the portal. If all details are correct, tick **The contact details for the Head of Organisation are current** and **I verify the information above is correct** checkboxes. Then Click **Submit** to proceed.

You can continue to work on other sections of your grant application on the portal after completing the online form.

Enquiries and support P: (02) 7814 0527 E: <u>commlang@det.nsw.edu.au</u>

Organisation Information	
BOWEN & XY PTY LTD	
 Head of Organisation 	
This section is in Read Only format. Please review all details below. If all (highlighted in RED), you must complete this police form.	information is correct, club, verify and submit. If any information requires updating or if any fields are incomplete
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* Contact Phone	*Mohle Phone
(54) 2356 7486	0423 367 466
The contact details for the Head of Organisation is sufrent	Submit

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7. Committee Member Details

The Committee Member Details section is provided in **Read only** format for review. The details shown have been pre-populated from your organisation's previous grant application.

If these contact details are up to date and there are no missing fields highlighted in **red**, tick the **I verify the information above is correct** checkbox. Then click **Submit** to proceed.

OR

If any fields are incorrect, out of date or incomplete (highlighted in **red**), the Head of Organisation or licence holder should complete the online form by using the link provided.

When the details have been updated on the portal, the Head of Organisation or licence holder will be notified by email. This may take up to 48 hours to be processed. The updated details must then be reviewed on the portal. If all details are correct, tick the **I verify the information above is correct** checkbox. Then Click **Submit** to proceed.

You can continue to work on other sections of your grant application on the portal after completing this form.





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8. Community Language School Locations

Community Language School Locations information will be pre-populated from your organisation's Expression of Interest application.

Click **Remove** if your organisation is no longer operating at a location.

Click **Edit** for each school location to review/update all fields including updating the class details & schedule.

Note: If you need to add a new location - Click **Add Community Languages School Location** and go to section 10 on page 8 of this user guide.

ase review/update the details of the Communit	y Language School Locations listed below.	Status	
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+ Add Community Language School			
Location V Community Language School Locations mu	It meet the 2km eligibility rule.		



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Community Language School Location Information 9. Review & Edit School Location details The Date Established is the only editable field on this Steps Community Language School Location Details Lacation Statalle page. Comments Language School Location Details Cempel Peter Baimpred ST. 1445 Cau Ivent Click Save & Next to proceed. 80001.98110 Intellin Community Language formal location more 1944 (Addition 2000-004) PTV (200 at Burymont PU **Community Language School Contact Person** DANK Need Held! Click Edit details for 'school location contact person' Final contact (B) 7644-6527 or the small percentarigibles, now address to review and update contact person details. Community Language School Lacation Contact Person Complete/update required fields. a harmed instant or small her a little of some Tick the checkbox to indicate if the **School Location** Community Language School Location Contact Person Contact Person details can be shared with the public. Community Language Tubout Contact Nervow Information The Dational Chargers 10 Constructivity Language School Constant Person Information Click Save & Next to proceed. Then Go to section 13 on last Mari finalizes the following datalit and tilth have to says page 11 of this user guide. Ind. 444 The las international 11 charges or in the second lent. Address Print the state 246 here the second state name out the desirate Department Click Search for a different contact if the Location 2120 -----11 Marquile Contact Person listed is different. Then go to section 11 --10.00 on page 9 of this user guide. Provid Look 2171 a Caribal Taxe & Sec.

Or



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10. Add Community Language School location

To add a new location - Click Add Community Language School Location.

Start typing the name of the location in the **Location Name** search bar and a drop-down list of school location names will appear. Select the correct location name.

To search for official school names, use the <u>NSW</u> <u>Public School Finder</u> or the <u>NESA list of registered</u> <u>non-government schools</u>.

Note: If a location is not listed, please contact the Community Languages Schools Program. New school locations must meet the 2km eligibility rule. This will be reviewed by the Community Languages Schools Program before being approved.

Enter the **Date Established** using the calendar icon.

Click Save & Next to proceed.

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11. Search for a School Location Contact person	Community Language School Location Contact Perso	n
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To add a School Location Contact Person – always search first to check if the contact already exists.	Search Contact * Search for Community Language School Foreign Person	
Start typing their name in the Search for Community Language School Contact Person search bar.	Canad	Presidua Sane & Neer
Once you have located an existing contact, click Edit Details to review their details.	Community Language School Location Contact Person	
Complete/update required fields.	Edit Details Search Contact	
Tick the checkbox to indicate if the School Location Contact Person details can be shared with the public .	*Search for Community Language School Cantact Person Deo Narayan	Product and a source to be added and the strength of the source
Click Save & Next to proceed.	Community Language School Contact Person Information You can use your current contact or search for a different contact. Please update this School Contact's details with all required information.	Connel
Go to section 13 on page 11 of this Guide.	Title Mir First Name Narayan	Cummunity Language School Contact Person Information Review the following details and disk text to area.
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If there are no results found for that contact person, go to section 12 on page 10 of this user guide to add a new	0425259588 City/Suburb Postal Code	Dec Nakyan *Kool *Kool Photo manganbilgyekscom aumahi bizz 25 kat
School Location Contact Person.	Can the School Location Contact Person details be shared with the public?	Kerner Coner Torre You 2020/000 You 2020/000 You 2020/000 You 2020/000 You 2020
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12. Add a new School Location Contact Person Steps Community Language School Location Contact Person 6 Latation Datatio If there are no results found, click **Create a new** Second for an excerning contact before creating a new context. Contact Person C Classe a new School Location Contact No. School Location Contact Person. Cavit Drite's Search Concast 3246.4 Complete all fields in the New School Contact Person * James day Dawn 14 Information. there are not which, not purpose it provide there it a spart of these a new Schermania 1000 Tick the checkbox to indicate if **the School Location** Citotel ----Contact Person details can be shared with the public. Community Language School Location Contact Person Click Save & Next to proceed. New School Contact Person Information +1100 144 · Criminal "Lot Name land. line. 1 bread Transferra Property 0406775522 incollected or otherward Contact 19 -U familie II * Cyrisleri dist. Selection. 10.04 Proposition: ante bi 2185 Cancer Date & Real



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Click Varify & Save to procood	



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18. Community Language School Teacher List	Community (anguage Schoo	l Teacher List							
There should be at least one teacher allocated to each school location.	Prease review/apt	late details for the tea	chers listed below or ad	d a new teacher.						
Important: If a teacher's WWCC expires before the Grant application closing date, the teacher's record will be listed as Draft until the WWCC expiry date is	At Showing 2 of	2 Teachers.		*						
updated.	C, First Name	Last Name	Mable	Enal	WWCC	WWCC Expiry Date	Location Name	Status		
The option Verify & Save will only appear when the Status for all records shows as Complete .	Abett. Joe	Einstein Mogs	0439687766 0457565544	istert@kotrail.com jox@hotnail.com	WC435565 wc535666	15/05/2024 12/07/2028	Exercited PS Barriered PS	Draft Complete	Exten paint	Rentue Minus C
Tick the I verify the above information is correct checkbox.	Add Cer	ernamiy Languaga Sch Inva information is pre	net Taafar							
Click Verify & Save to proceed.										
19. Student Details Section				Comr	nunity Lan	iguage School	Student De	tails		
To add students, click on the Student List for each location.		Commun	ity Language So	chool Locations						
		Click on Stud	lent List to Add/Updat	e Student Details						
			Location Nan	ne			Number of S	Students		
		I verify the i	above information is c	orrect.						



20. Students at School Location Name	
There are two ways you can add students to a School Location:	Community Language School Student Details
Add Individual Student – If you choose this option, you can add details for each student individually on the portal.	Students at Green Valley PS
Add Multiple Students – Please refer to the <u>Add</u> <u>Multiple Students user guide</u> on our website. You can add details for multiple students using this option outside the portal:	Ves can all students individually or ald nulliple students. It is important to refer to the Community Canguages Schools Program website for detailed instructions.
 Download a blank CSV file. Add all students to the CSV file and upload to the portal. 	Care
21. Add Individual Student	Community Language School Buildert Delale Satisfier and the Bail of a second to a delayer spanne
Type the student's name in the Student Search bar.	Bacherd Barrt. National Software Automation
If their name appears, select it from the drop-down list and click Edit details for this student . Then go to section 22 on page 15 of this user guide.	Defend Danier Larvair Doals Defend Danier Larvair Doals Image: Address Larvair Doals Account Account Account Account Account Account Account Account Account
If their name does not appear in the drop-down list, go to section 23 on page 15 of this user guide.	New York New Yo
	Const Section



22. Review and update Student Contact Details.	
Add Term 1 Attendance	
Note: Students must turn 5 on or before 31 July this year.	Community Language School Student Details
To add the student's mainstream school, start typing the official name of the student's mainstream school in the Mainstream School search bar. To search for official school names, use the <u>NSW</u> <u>Public School Finder</u> or the <u>NESA list of registered</u> <u>non-government schools</u> .	Market Racket Restart Restart Parket for balance globals exist into Same Name Name
Click Save & Exit to proceed. Complete this process for each student.	
23. Add new Individual Student If the student's name does not appear in the drop- down list, click Create a New Student .	Community Language School Student Details Search for a student before creating a new student.
Note: It is important to search for a student's name before creating a new student record to avoid duplication.	Student Search * Search by Stat name or light names Arma There are no needdts with your search criteria. Please try again or Create a New Student. Cancel



24. New Student Details	0	mmunity Language Sct	oci Studerit Detalis					
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Complete this process for each new student.		New Deatery Details			Sar Laws			
Click Save & Exit to proceed.		tani et pen			Name Alarah Salah Salah Salah			
		-Vannen (van)			**************************************			-
25. Student List	Students at Or	nîne 1					and a	
The students will now show in your school location list.	Rasso onlow State	nt Details below or add New	Staderts.					
Click on the column headings to sort by First Name , Last Name and Mainstream School . You can also type	Test Base	Lott Name	Date of Write	Term 1 Attendance	Mandreen School	Status		
In the search bar to search by first name and last name.	544 59	Sare Sin Ture	50/01/2009 02/02/2009 01/02/2019	3	Canteen PS Aanford Central School Centraghood PS	Complete Complete Complete	Est. Gate	Female Female Female
Ensure that all student records are correct and listed as Complete .								< 💶 >
If any student record shows as Draft you will need to edit and update all required fields before you can proceed to verify this information.	- Aprinary	ow buest	eel fourige (subwrg					



School Location.

Community Languages Schools Program Portal Establishment Grant application

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Tick the I verify the above information is correct checkbox.	Chit in Desire (Lift) and
If a green tick appears next to Details for every student in all Community Language School Locations must be completed before saving , click Verify & Save .	
The Student Details section status will now show as Completed.	(1000)
27. Upload Documents	Rec
Upload any Required Documents by clicking the Upload files button and selecting the file from your device or by dragging and dropping the file to the drop files field.	These V
Tick the I verify the information above is correct checkbox.	(
Click Submit to proceed.	0
Note: You can only upload these file types: jpg, jpeg, png, doc, docx, pdf. You can upload multiple files.	
If you wish to remove a document that you have uploaded to the Upload Documents section incorrectly, please contact the Community Languages Schools	

26. Repeat sections 19 – 25 of this user guide for each

uploaded to the Upload Documer please contact the Community L Program. Enquiries and support P: (02) 7814 0527 E: commlang@det.nsw.edu.au Community Language School Locations Income Student Codello exten News Number of Stations when the States Life maker is small and it all Community samplings Schemistrations must be completed indiversations. quired Documents e file types are compatible for upload: jpg, jpeg, png, doc, docx, pdf. Upload the Required Documents Add Document Type * Upload File Annual Assurance for WWCC form 1 Upload Files Or drop files verify the information above is correct.

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28. Submit your Application	Application Revisione Decision
	Please more that you will not be able to admit as wandfull as application after the during date 2105/2004 Storedy to Submit!
Once all six sections have been completed, the Section Status for each section will display as Completed and	Organisation Information Contained Contained
the green Submit My Application button will appear at	Correction Details
certify your application.	Schard Ecologies with the sense of the sense and the sense are the Segmentary Scheroline and Sch
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Note: Applications cannot be submitted after the Grant application closing date.	Maderat Details
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29. Ready to Submit? Page	
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Establishment Grant checkbox.	 - An and the first second s
Tick the I confirm that I have read and understood the above declarations/statements checkbox	
Complete the Details of person responsible for	
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Click Submit to proceed.	terms (* 1
One of the second section has been second at the second sector.	
a Your Application has been submitted message will	
display.	
Click Finished.	

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30. The submitted application details can be reviewed under the Application Workspace > Details tab.	Ther Application Has Been Subrotted tragentimes or the satisfiest per application of the control
To update/withdraw your application, click <mark>Unsubmit My Application</mark> .	Despectation for forwardings Sugnations and Sugnations and Sugnations and Sugnations and
To resubmit the application, click Submit My Application.	Figure In 1997 - American Read Re
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