Before you begin

Before applying for a Per Capita Grant, ensure that you have read the Program Guidelines 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.
- 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

A Per Capita Grant application can be submitted once each year. You can apply for this grant after you have received an Establishment Grant and after 12 months of operating your school.

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.

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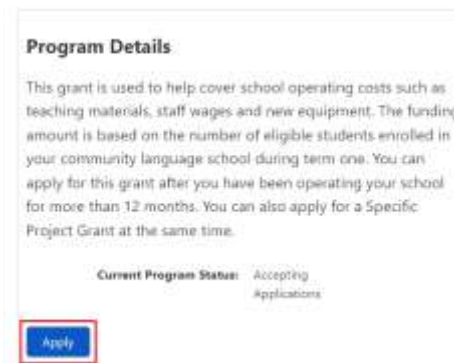|	
1. Go to the Community Languages Schools Program portal page and click **Log in**. On the **Log in to Your Account page**, enter your **User Email** and **Password**. Click **Log in**.	
2. To start the Per Capita Grant application, click **Read more & Apply** in the Per Capita Grant tile. **Note:** 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.	
3. Review the **Per Capita Grant Program Details.** Click **Apply** to proceed.	

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4.	A **Start Application Process** message will display. Click **Next** to proceed. **Note:** If an error message is displayed, you will not be able to proceed. Please contact the Community Languages Schools Program for support if you see this message.	Start Application Process : Are you ready to begin the application process for the 2024 Per Capita Grant? You will be able to save your progress for each section and resume completion at a later date. **If you are ready, please click "Next".** Cancel [Next]

5.	**Complete Your Application**
	
	This application requires you to complete six sections:
	  i. Organisation Information
	  ii. Committee Details
	  iii. School Locations
	  iv. Teacher Details
	  v. Student Details
	  vi. Upload Documents
	
	Click **Get Started** to start completing each section.
	
	The **Section Status** will display as **In Progress** if it has been started but not completed. If you review/update any section, you will need to **Submit** the section or it will display as **In Progress**.
	
	The **Section Status** for **ALL** sections must display as **Completed** before you can submit your application.
	
	Note: The **School Locations** section should be completed before the **Teacher Details** and **Student Details** sections.
		Complete Your Application
		This is your workspace for preparing your application. Once all sections have been completed and saved, the Submit My Application button will display.
		
		Organisation Information
		In this section, verify that data about you and your Organisation is correct.
		SECTION STATUS: Not Started [Get Started]
		
		Committee Details
		In this section, verify that data about Committee Members is correct.
		SECTION STATUS: Not Started [Get Started]
		
		School Locations
		In this section, add all the details of all the schools operating under this Organisation.
		SECTION STATUS: Not Started [Get Started]
		
		Teacher Details
		In this section, add the details of all teachers in each School Location.
		SECTION STATUS: Not Started [Get Started]
		
		Student Details
		In this section, update/add the details of all students in each School Location.
		SECTION STATUS: Not Started [Get Started]
		IMPORTANT: The School Locations section **must** be completed **before** the Student Details section can be attempted. The School Locations section status should first display as 'Completed'.
		
		Upload Documents
		In this section, upload the required documents needed to complete your application.
		SECTION STATUS: Not Started [Get Started]

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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 this form.

Organisation Information

Organisation Name
BOWEN & XY PTY LTD

∨ Head of Organisation

This section is in **Read Only** format. Please review all details below. If all information is correct, click verify and submit. If any information requires updating or if any fields are incomplete (highlighted in RED), you **must** complete this online form.

*Title
Ms

*First Name
Loyal

*Last Name
Sincere

*Email Address
wefesabourne@optusnet.com.au

*Contact Phone
(04) 2356 7488

*Mobile Phone
0423 367 488

☐ The contact details for the Head of Organisation is current

☐ I verify the information above is correct

[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 **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 this form.

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8. **Community Language School Locations**

   Community Language School Locations information will be pre-populated from your organisation's previous grant 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.

Community Language School Locations

Please review/update the details of the Community Language School Locations listed below.

	Location	Status		
✓	Burwood PS	Completed	Edit	Remove

＋ Add Community Language School Location

New Community Language School Locations must meet the 2km eligibility rule.

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9. **Review & Edit School Location details**

The Date Established is the only editable field on this page.

Click **Save & Next** to proceed.

Community Language School Contact Person

Click **Edit details for 'school location contact person'** to review and update contact person details.
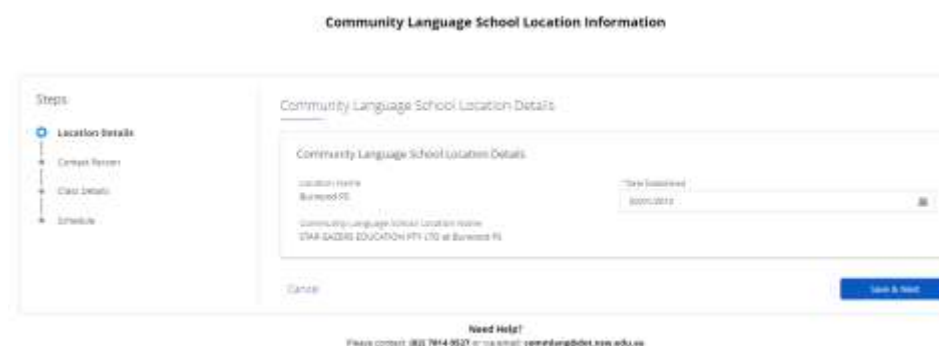
Complete/update required fields.

Tick the checkbox to indicate if the **School Location Contact Person details can be shared with the public**.

Click **Save & Next** to proceed. Then Go to section 13 on page 11 of this user guide.

Or

Click **Search for a different contact** if the Location Contact Person listed is different. Then go to section 11 on page 9 of this user guide.

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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 [NSW Public School Finder](#) or the [NESA list of registered non-government schools](#).
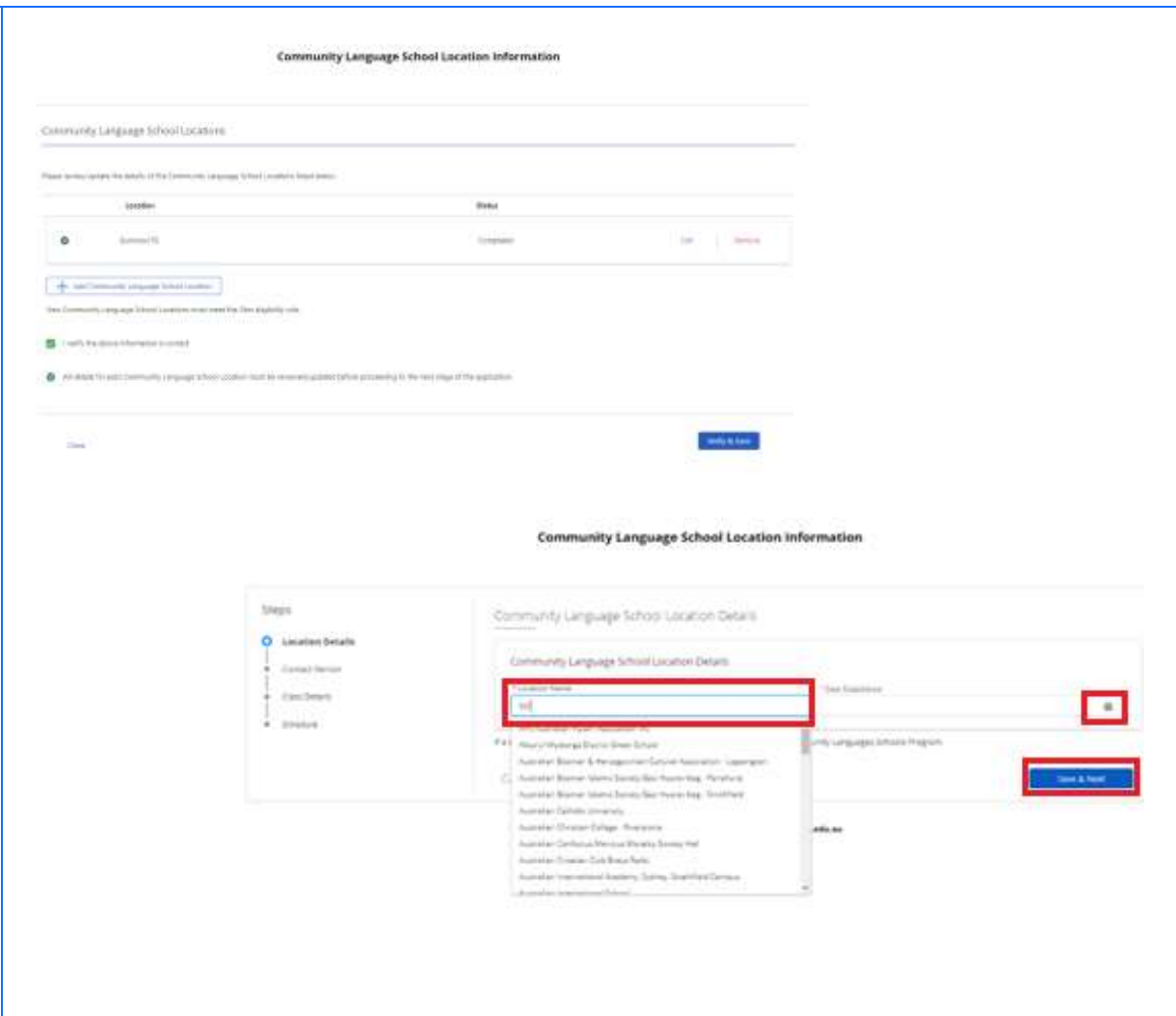
    Note: If a location is not listed, please contact the Community Languages Schools Program. New school locations must meet the 2km eligibilty rule. This will be reviewed by the Community Languages Schools Program before being approved.

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

    Click **Save & Next** to proceed.

    Note: If your Organisation is participating in the Online Learning Pilot Program, select an Online Location (1 – 10) for each online class.

    Contact the Community Languages Schools Program for further information.

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11. **Search for a School Location Contact person**

To add a School Location Contact Person – always search first to check if the contact already exists.

Start typing their name in the **Search for Community Language School Contact Person** search bar.

Once you have located an existing contact, click **Edit Details** to review their details.

Complete/update required fields.

Tick the checkbox to indicate if **the School Location Contact Person details can be shared with the public**.

Click **Save & Next** to proceed. Then go to section 13 on page 11 of this Guide.

Or

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 School Location Contact Person.

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12. **Add a new School Location Contact Person**

If there are no results found, click **Create a new School Location Contact Person**.

Complete all fields in the **New School Contact Person Information.**

Tick the checkbox to indicate if **the School Location Contact Person details can be shared with the public**.

Click **Save & Next** to proceed.

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13. **Class Details** Complete required fields: • Enter Class Start and End Dates (using the calendar icon) • Number of Weeks in each term • Number of Classrooms • Comments – provide further information if relevant. Click **Save & Next** to proceed.	
14. **Schedule** Enter the Start and End Times for all days that classes operate on. Class times should be outside of regular school hours. Click **Save & Exit** to proceed.	
15. **Review School Locations** Check that the **Status** for each **School Location** shows as **Completed**. Tick the **I verify the above information is correct** checkbox. Click **Verify & Save** to proceed.	

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16. **Teacher Details Section**

A list of existing teachers will display. The details shown are from your organisation's previous grant application and will require careful review and update.

*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 updated.*

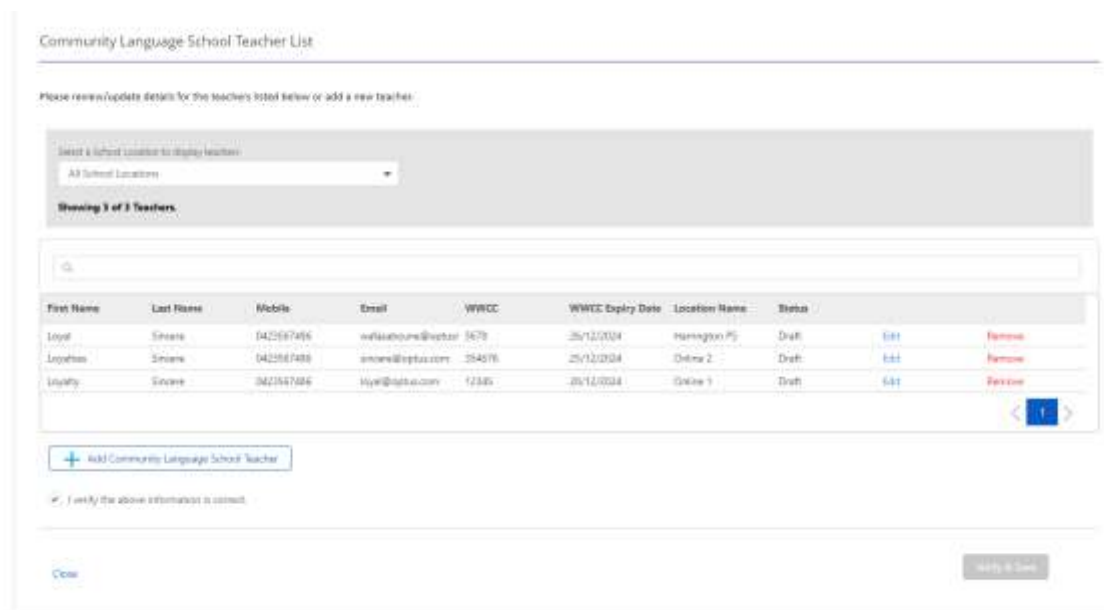Select **All School Locations** from the drop-down list if you have more than one location.

Note: You can use the search bar to search by teacher name. The list can also be sorted by **First Name**, **Last Name**, **Email** and **Status** by clicking on the relevant column headings.

Click **Remove** if a teacher is no longer teaching at a location.

Click **Edit** to review and update individual teacher details, then go to section 17 on page 13 of this user guide.

Or

If you need to add a teacher click **Add Community Language School Teacher,** then go to section 18 on page 13 of this user guide.

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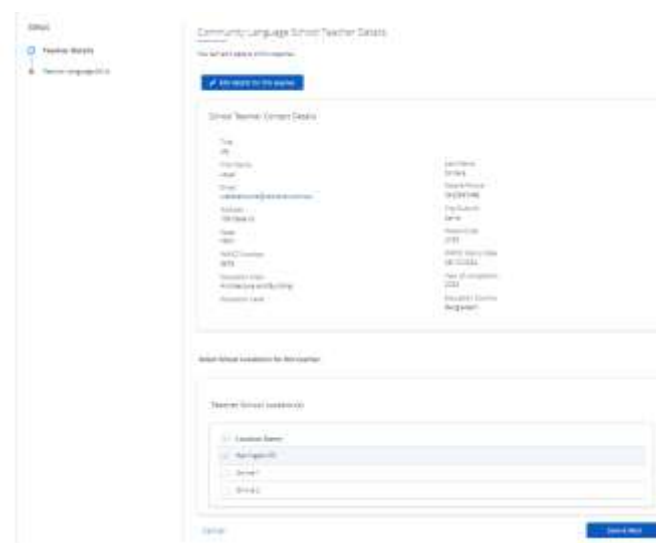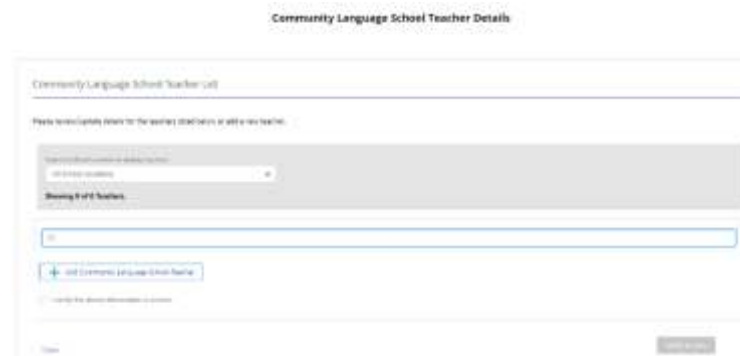|	
17. **Edit Teacher Details** Click **Edit Details for this teacher** to review and update all required Teacher details fields including their current WWCC number and expiry date. **Important:** *If a teacher's WWCC expires before the Grant application closing date, the teacher's record will be listed as **Draft** until the WWCC expiry date is updated.* Select the school location(s) for this teacher. More than one location can be selected. Select Teacher Language Skills. Click **Save & Exit** to proceed.	
18. **Add a teacher** Before adding a teacher – always search first to check if the contact already exists. Start typing the teacher's name in the **Search for Contact** search bar. If the teacher's record already exists, click on the teacher's name and then follow the steps in section 17 above. **Or**	

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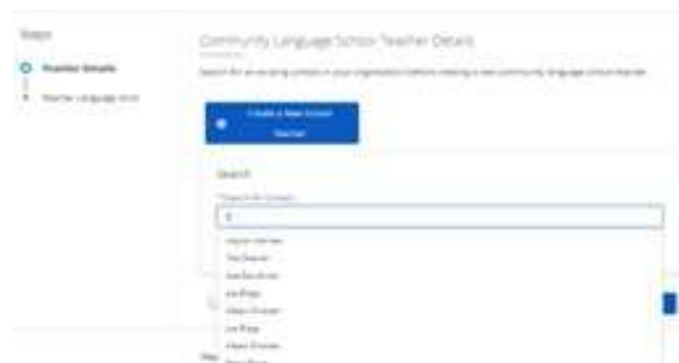April 2024
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If there are no results from your search, click **Create a New School Teacher**.

Complete required fields.

Select the school location(s) for this teacher. More than one location can be selected.

Select Teacher Language Skills.

Click **Save & Exit** to proceed.

19. **Community Language School Teacher List**

There should be at least one teacher allocated to each school location.

*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 updated.*

The option **Verify & Save** will only appear when the **Status** for all records shows as **Complete**.

Tick the **I verify the above information is correct** checkbox.

Click **Verify & Save** to proceed.

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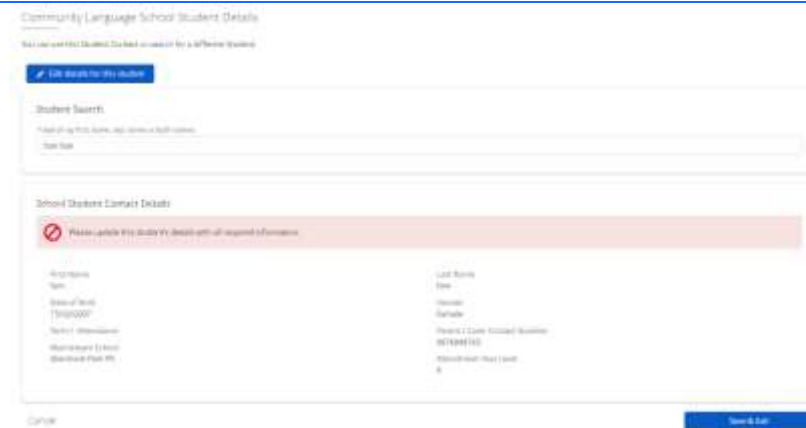|	
20. **Student Details Section** The student details page shows the number of students enrolled within each listed school location. The student details shown are from your organisation's previous grant application and must be reviewed and updated. To review, add or update student details, click on the **Student List** for each location.	
21. **Students at School Location Name** There are two ways you can add students to a School Location: **Add Individual Student** – If you choose this option, you can add details for each student individually on the portal. **Add Multiple Students** – Please refer to the Add Multiple Students user guide on our website. You can add details for multiple students in two ways: i. Download a list of previous year's approved students as a CSV file and update their details **outside the portal** (updated CSV file must then be uploaded to the portal). ii. Retrieve a list of previous year's approved students and update their details directly **in the portal**.	

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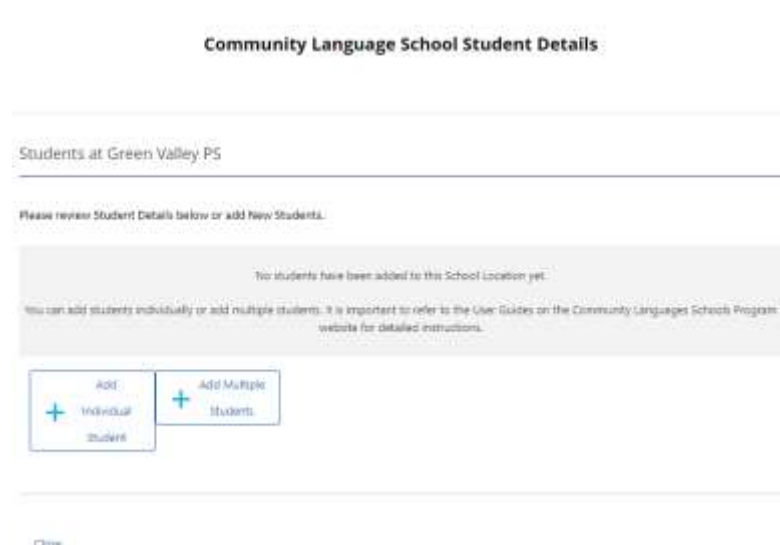
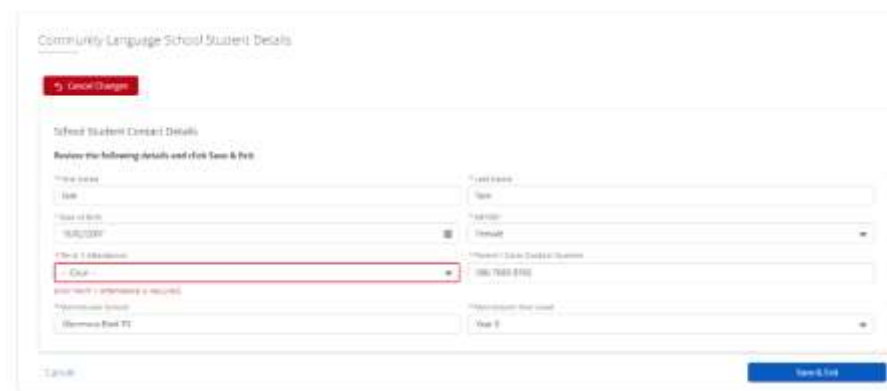|	
22. **Add Individual Student** To add a student – always search first to check if the student record already exists. Type the student's name in the **Student Search** bar. If their name appears, select it from the drop-down list. Then go to section 23 on this page of the user guide. If their name does not appear in the drop-down list, go to section 24 on page 17 of this user guide.	
23. **Review and update Student Contact Details**. Add **Term 1 Attendance** **Note:** Students must turn 5 on or before 31 July this year. 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 NSW Public School Finder or the NESA list of registered non-government schools. Click **Save & Exit** to proceed. Complete this process for each student.	

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24. Add new Individual Student If the student's name does not appear in the drop-down list, click **Create a New Student**. **Note:** It is important to search for a student's name before creating a new student record to avoid duplication.	Community Language School Student Details Search for a student before creating a new student. ⊕ Create a New Student Student Search * Search by first name, last name or both names Alma There are no results with your search criteria. Please try again or Create a New Student. Cancel
25. New Student Details Complete required fields. Complete this process for each new student. Click **Save & Exit** to proceed.	Community Language School Student Details ↩ Cancel Changes New Student Details *First Name *Last Name *Date of Birth *Gender *Gender / Attendance *Parent / Carer Contact Number *Homeroom School *Secondary Year Level Cancel Save & Exit

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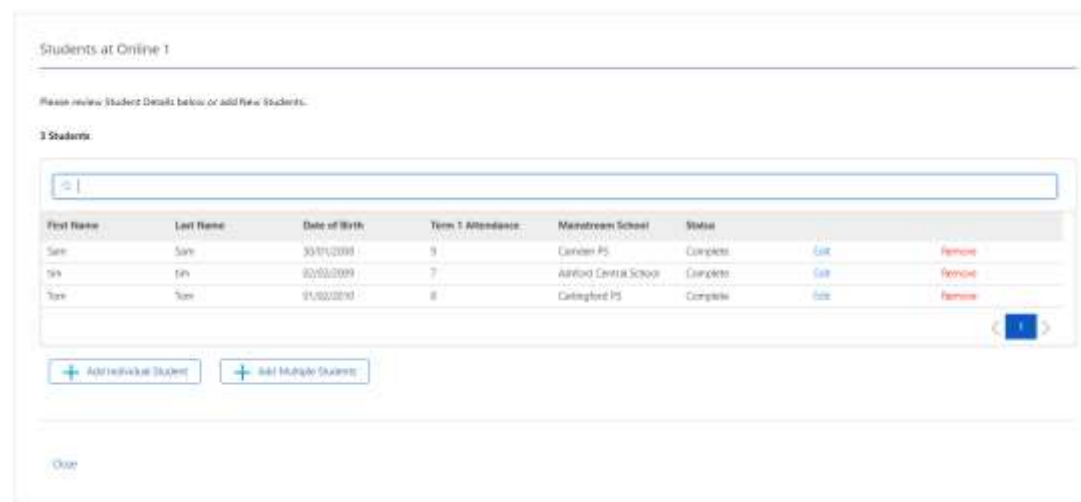Page **17** of **20**

26. **Student List** The students will now show in your school location list. Click on the column headings to sort by **First Name**, **Last Name** and **Mainstream School**. You can also type in the search bar to search by first name and last name. 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.	
27. **Repeat sections 22 – 26 of this user guide for each School Location.** Tick the **I verify the above information is correct** checkbox. 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**.	

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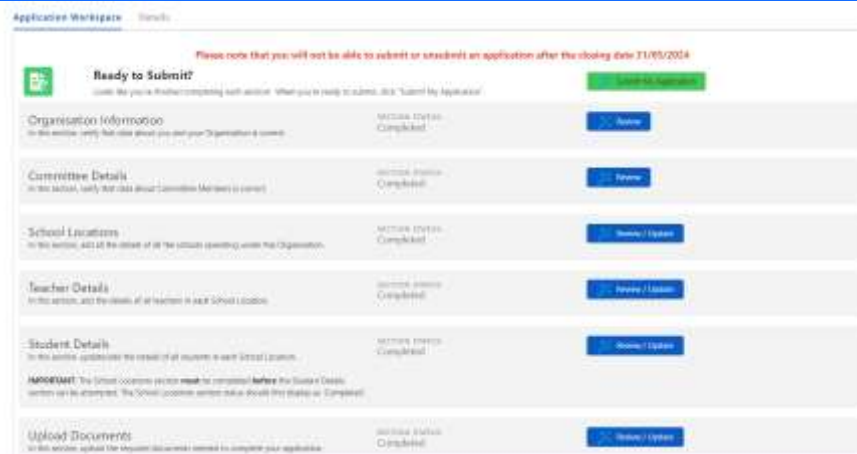|	
28. **Upload Documents** Upload any **Required Documents** by clicking the **Upload files** button and selecting the file from your device or by dragging and dropping the file to the **drop files** field. Tick the **I verify the information above is correct** checkbox**.** Click **Submit** to proceed. **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 Program.	Required Documents These 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 ▼ ⬆ Upload Files Or drop files ☐ I verify the information above is correct Submit
29. **Submit your Application** Once all six sections have been completed, the **Section Status** for each section will display as **Completed** and the green <mark>Submit My Application</mark> button will appear at the top right side of the page. Click to proceed to certify your application. **Note:** Applications cannot be submitted after the Grant application closing date.	

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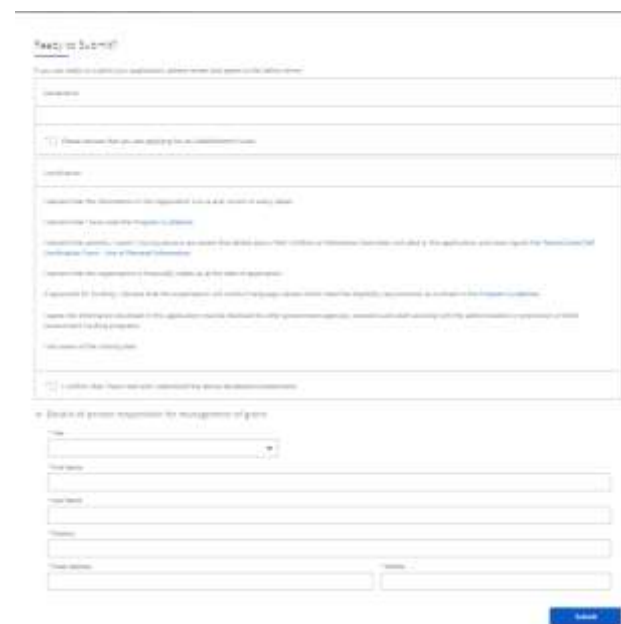|	
30. **Ready to Submit?** Page Review the **Declaration** and **Certification**. Tick the **Please confirm that you are applying for a Per Capita Grant** checkbox. Tick the **I confirm that I have read and understood the above declarations/statements** checkbox. Complete the **Details of person responsible for management of grant.** Click **Submit** to proceed. Once the application has been successfully submitted, a **Your Application has been submitted** message will display. Click **Finished.**	
31. The submitted application details can be reviewed under the **Application Workspace** > **Details** tab. To update/withdraw your application, click Unsubmit My Application. To resubmit the application, click Submit My Application. **Note**: You will not be able to unsubmit your application after the Grant application closing date.	

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