

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.



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 Research Cog in Proport your partnersh Researcher Voor Email is your registered user email. Back to home page	
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.	Accepting Applications 2024 Per Capit Grant This grant is used to help cover operating costs such as teach materials, starf wages and n Read more & Apply	My Draft Applications School 2024 Per Capita Grant / Arrig 2024 Per Capita Grant /	ons in Current Year Application For BOWEN & XY PTY LTD
3.	Review the Per Capita Grant Program Details.			
	Click Apply to proceed.	Thi bea am you app for	rogram Details is grant is used to help cover school operating costs such a sching materials, staff wages and new equipment. The fund oount is based on the number of eligible students enrolled ur community language school during term one. You can ply for this grant after you have been operating your schor more than 12 months. You can also apply for a Specific oject Grant at the same time. Current Program Statum Accepting Applications	leg in



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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 proceeding the application process for the 2024 Per Capita Grant? The will be able to save your p If you are ready, please click "Next".	regress for auch larthon and vessores completion at a later than.	Pest
. Complete Your Application This application requires you to complete six sections:	Complete Your Application This is your workspace for preparing your application. Once all sections have be	een completed and used, the Submit My Application button wi	l display.
 i. Organisation Information ii. Committee Details iii. School Locations 	Organisation Information In this section, verify that data about you and your Organisation is correct.	SECTION STATUS Not Started	Cet Started
iv. Teacher Detailsv. Student Details	Committee Details in this section, verify that data about Committee Members is correct.	SECTION STATUS. Not Started	N Get Started
vi. Upload Documents Click Get Started to start completing each section.	School Locations In this section, add all the details of all the schools operating under this Organisation.	SECTION STATUS: Not Started	📈 Get Started
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	Teacher Details In this section, add the details of all teachers in each School Location.	SECTION STATUS: Not Started	7. Get started
will display as In Progress . The Section Status for ALL sections must display as	Student Details In this section, update/add the details of all students in each School Location.	SECTION STATUS: Not Started	- K Get Started
Completed before you can submit your application.	IMPORTANT. The School Locations section must be completed before the Student Details section can be attempted. The School Locations section status should first diplay as 'Completed'		
Note: The School Locations section should be completed before the Teacher Details and Student Details sections.	Upload Documents in this section, upload the required documents needed to complete your application.	SECTION STATUS Not Started	77. Get Started

P: (02) 7814 0527 E: commlang@det.nsw.edu.au



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.

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

Organisation Information	
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www.auboune@optumet.com.au	
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(54) 2356 7486	9423 367 468
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User guide

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.

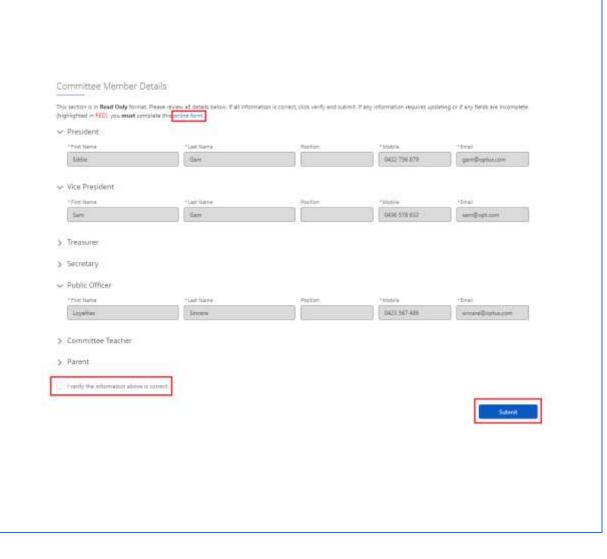
If these contact details are up to date and there are no missing fields highlighted in **red**, tick the **I verify the information above is correct** checkbox. Then click **Submit** to proceed.

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.

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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 <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.

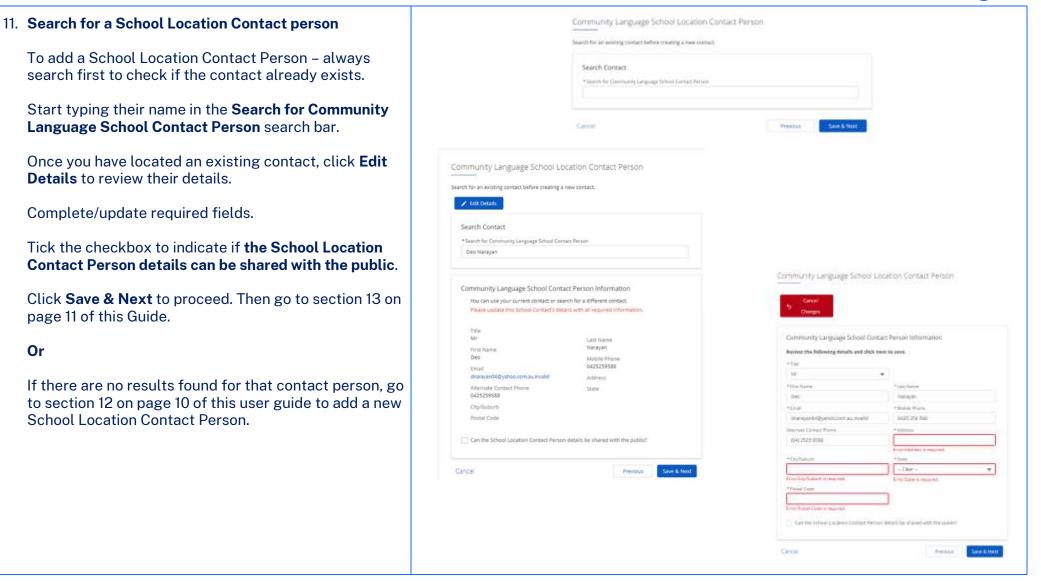
Note: If your Organisation is participating in the Online Learning Pilot Program, select an Online Location (1 – 10) for each online class.

Contact the Community Languages Schools Program for further information.

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Click Verify & Save to proceed.	



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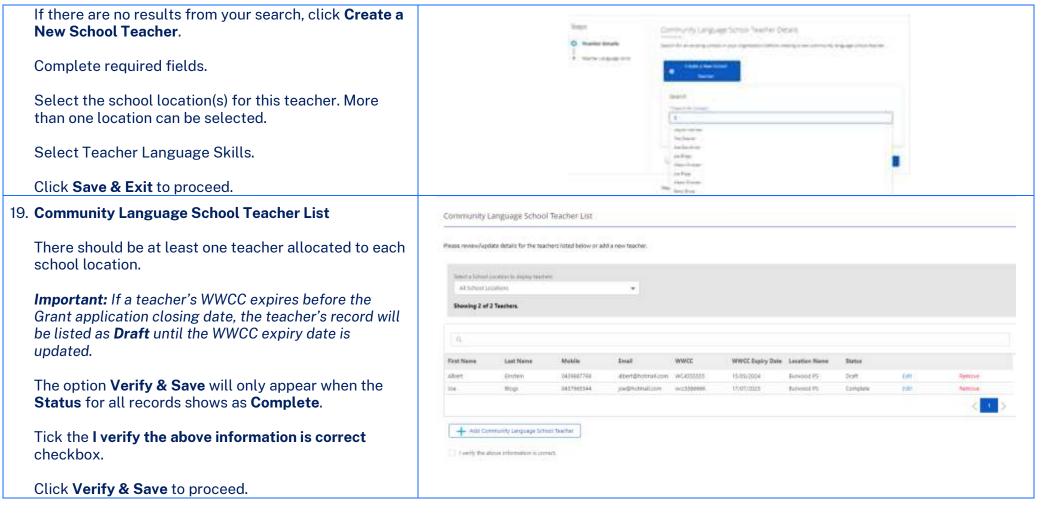
Enquiries and support P: (02) 7814 0527 E: commlang@det.nsw.edu.au



17. Edit Teacher Details	Ameri Community Language Dimen Teacher Provide America Teacher T
Click Edit Details for this teacher to review and update all required Teacher details fields including their current WWCC number and expiry date.	A Management of A Ma
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.	Maria (Para) Sea
Select the school location(s) for this teacher. More than one location can be selected.	Thereing linear instances
Select Teacher Language Skills.	
Click Save & Exit to proceed.	
18. Add a teacher	Community Language School Teacher Details
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Start typing the teacher's name in the Search for Contact search bar.	Terrenden under einen under
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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20. Student Details Section	Conveying Longuage Scherr Laustiens
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:	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 Please review Student Details below or add New Students.
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 in two ways:	No students two loven added to this School Location yet. You can add students individually or add multiple students. It is important to refer to the User Guides on the Community Languaget Schools Program website for datalact entructions.
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).	Ast Ast Add Multiple Hitwards makers
 Retrieve a list of previous year's approved students and update their details directly in the portal. 	



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.

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Community Language School Student Delails

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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 <u>NSW</u> <u>Public School Finder</u> or the <u>NESA list of registered</u> <u>non-government schools</u>.

Click Save & Exit to proceed.

Complete this process for each student.

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

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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 down Student
25. New Student Details	Community Language School Student Details
Complete required fields.	ty Shouldwager
Complete this process for each new student.	New Dealers Decails
Click Save & Exit to proceed.	The set of part Import Import 1 and integration Import 1 and integration Import 1 and integration Import 1 and integration Import 1 and integration Import 1 and integration
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26. Student List Students at Online 1 The students will now show in your school location list. Reason mylew Student Details below or add New Students 1 Shadarda Click on the column headings to sort by First Name, Last Name and Mainstream School. You can also type First Name Lost Name Date of Birth Term 1 Attendance in the search bar to search by first name and last name. 53/01/2008 544 Saw 120 92/42/2009 tin. ÷.... situation for Ensure that all student records are correct and listed as Complete. Administration Budget + and Multiple Sources: If any student record shows as **Draft** you will need to edit and update all required fields before you can Core proceed to verify this information. 27. Repeat sections 22 – 26 of this user guide for each Community Language School Locations School Location. Clock on Drumont Livits and all provide Darward Details Tick the I verify the above information is correct Loughon Name checkbox. Resident PA 0 If a green tick appears next to **Details for every** 1 million a stress information is seried. student in all Community Language School Locations must be completed before saving, click Verify & Save. Details for every dudient in all Community samplings School could on multiple completed before using The Student Details section status will now show as (htm Completed.



28. Upload Documents	Required 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.	These file types are compatible for upload: jpg, jpeg, png, doc, docx, pdf.
Click Submit to proceed.	I verify the information above is correct
Note: You can only upload these file types: jpg, jpeg, png, doc, docx, pdf. You can upload multiple files.	Submit
If you wish to remove a document that you have uploaded to the Upload Documents section incorrectly, please contact the Community Languages Schools Program.	
29. Submit your Application	Application Workspace Territo
	Player code that you will not be aide to advant or structured an application after the sholing that 31/05/2014
Once all six sections have been completed, the Section Status for each section will display as Completed and the green Submit My Application 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.	Organisation (Mormotion In the anise and an anise of the anise Completion Completion
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	Student Details Student and State St
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30. Ready to Submit? Page	Next) of Submit!
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.	* Statement for an information of the second sec
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.	Ther Application Mar Been Submitted Insummittee Proceedings on Application
To update/withdraw your application, click <mark>Unsubmit</mark> My Application.	Respected to the Material Material State
To resubmit the application, click Submit My Application	inst tallionname Manda Manda M Manda Manda
Note : You will not be able to unsubmit your application after the Grant application closing date.	Executive Mandala Selata Ref Vertices testime function for the second seco