

Before you begin

Before applying for a Specific Project Grant, ensure that you have read the [Program Guidelines](#) on the Community Languages Schools Program website.

Prepare your application and gather required documents

- It is recommended to prepare responses in a Word document **before** starting your application on the portal. Please refer to the 'Preparing a Specific Project Grant' on page 11 of this guide to review the questions requiring longer answers.
- You should have any documentation to support your application available before starting. This might be consultation, research or a survey you have undertaken with your school community.
- 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 Specific Project Grant application can be submitted once each year per Organisation. You can apply for this grant after you have submitted a Per Capita Grant application for the current year unless an exception is granted by the Community Languages Schools Program.

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 [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 Specific Project Grant application, click **Read more & Apply** in the Specific Project Grant tile.

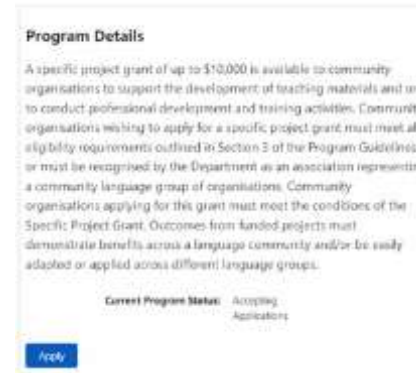
Note: If you have already started an application, go to 'My Draft Applications in Current Year'. Click on the blue link. Then go to section 5 on page 3 of this user guide.



2024 Specific Project Grant Application For BOWEN & XY PTY LTD
2024 Specific Project Grant Due: 31/03

3. Review the **Specific Project Grant Program Details**.

Click **Apply** to proceed.



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.



5. **Complete Your Application**

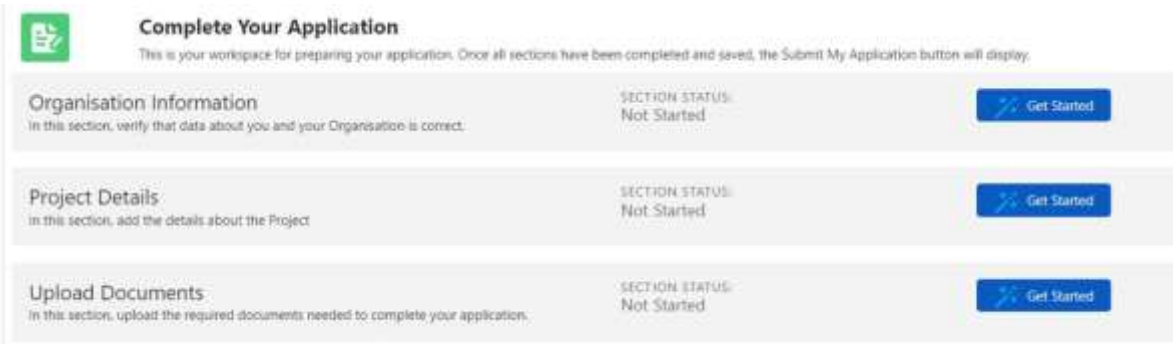
This application requires you to complete three sections:

- i. Organisation Information
- ii. Project Details
- iii. 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.



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

wel@abourne@optusnet.com.au

*Contact Phone

(04) 2356 7486

* Mobile Phone

0423 367 456

The contact details for the Head of Organisation is current

I verify the information above is correct

Submit

7. Project Details

Enter the details for the project you are submitting the application for.

Project Name – Enter the title of your project, for example, *Year 2 Spanish Workbook*.

Project Type – Enter the type of your project, for example, *online interactive workbook, hardcopy workbook*.

Purpose – Choose an option from the drop-down list.

Complete all required fields.

Have you been supported by a Specific Project Grant (SPG) previously? – If you choose YES, add all previously approved Specific Project Grants details in the table.

Click **Add** to enter details for each year you have been granted a Specific Project Grant.

Project Details

* Project Name

* Project Type

* Purpose

* Total Amount Requested [?]

Will the funded product be freely available online?
 Yes
 No

* Name/s of community languages schools involved.

Please answer the following questions. Recommended to use maximum of 3000 characters for each answer.
 Have you been supported by a Specific Project Grant (SPG) previously?
 Yes
 No

Please answer the following questions. Recommended to use maximum of 3000 characters for each answer.
 Have you been supported by a Specific Project Grant (SPG) previously?
 Yes
 No

If yes, provide details in the table below. Add all previously approved Specific Project Grants.

* Amount Granted	* Project Title	* Year Of Grant
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#)

<p>8. Consultation and research</p> <p>A maximum of 3000 characters are allowed for each of the four questions.</p>	<p>Outline the consultation and research you have undertaken to identify the needs for this project.</p> <p>* How did you consult with your community, teachers, and students about the need for this project? ⓘ</p> <input data-bbox="969 296 2096 368" type="text"/> <p>* What were the findings/results from the consultation?</p> <input data-bbox="969 405 2096 477" type="text"/> <p>* What research have you undertaken to find out if teaching and learning resources or professional learning are already available in your language that meet the needs you have...</p> <input data-bbox="969 513 2096 585" type="text"/> <p>* If they already exist, why are these resources or professional learning not suitable for your school and language needs?</p> <input data-bbox="969 622 2096 694" type="text"/>
<p>9. Describe the project in detail</p> <p>A maximum of 3000 characters are allowed for each of the two questions.</p>	<p>Describe the project in detail.</p> <p>* What will you produce at the end of this project? Please provide specific details.</p> <input data-bbox="1028 780 2051 852" type="text"/> <p>* What do you aim to achieve at the end of this project? Please provide specific details.</p> <input data-bbox="1028 879 2051 951" type="text"/>
<p>10. Project benefits</p> <p>A maximum of 3000 characters are allowed for each of the two questions.</p>	<p>Describe how this project will benefit students and teachers.</p> <p>* How will this project be used by students and teachers?</p> <input data-bbox="974 1054 2092 1126" type="text"/> <p>* How will other community languages schools benefit from this project?</p> <input data-bbox="974 1163 2092 1235" type="text"/>

11. Project plan

Enter the details for each step of the project plan. Click **Add** for each additional project plan activity/step.

Note: You need to add all activities/steps one by one in order. For example, step 1, step 2, step 3, etc.

If there is more than one responsible person, use a **comma** to separate the names.

A maximum of **250 characters** are allowed for each of the following fields:

- What needs to be done?
- Relevant experience
- How will you do it?



The screenshot shows a form titled "Project Plan" with an "Add Delete" button in the top right. The form contains several fields:

- *Activity/step: A dropdown menu with "1" selected.
- *What needs to be done?: A large text area.
- *Proposed Start Date: A date picker.
- *Proposed End Date: A date picker.
- *Responsible person/s: A text field.
- *Relevant experience: A large text area.
- *How will you do it?: A large text area.
- *Cost: A text field.

 A green box highlights the "What needs to be done?", "Relevant experience", and "How will you do it?" fields. A green message states: "Maximum of 250 characters in each of these fields." A blue "Next" button is located at the bottom right.

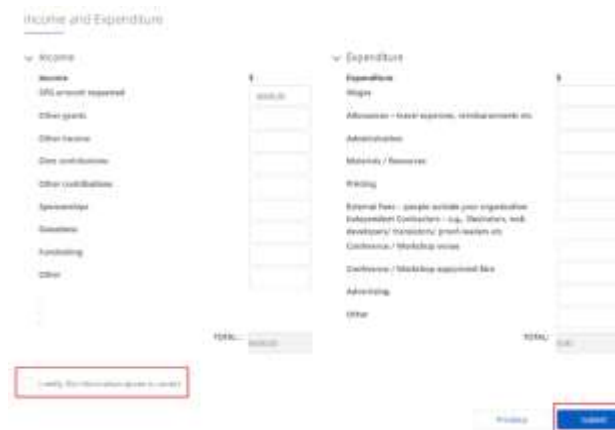
12. Income and Expenditure

A pop-up box will display relating to **Income and Expenditure**.

Note: Some fields may not be applicable for your application. Only enter data into the fields that are relevant to your application.

The total amount for **Income and Expenditure** will be automatically calculated based on the amounts entered in the fields.

Tick the **I verify the information above is correct** checkbox and click **Submit** to proceed.



The screenshot shows a form titled "Income and Expenditure" with two columns of input fields.

- Income:** Includes fields for Income, IGA amount reported, Other grants, Other income, Other contributions, Other contributions, Sponsorship, Donations, Fundraising, and Other.
- Expenditure:** Includes fields for Expenditure, Other, Administration, Materials / Resources, Printing, External fees (people outside your organisation), Independent Contractors (e.g. cleaners, web developers/ translators/ proof-readers etc), Conference / Workshop costs, Advertising, and Other.

 Total amounts are calculated at the bottom of each column. A checkbox labeled "I verify the information above is correct" is at the bottom left, and a blue "Submit" button is at the bottom right.

13. 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.

Click **Add** if you need to upload another document.

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.

If you received a grant previously, any future grants will not be released until the following have been submitted to the Community Languages Schools Program:

- Specific Project Grant Acquittal Report
- Any resources developed

Upload the Documents

Document Type

Other

Upload File



Upload Files

Or drop files

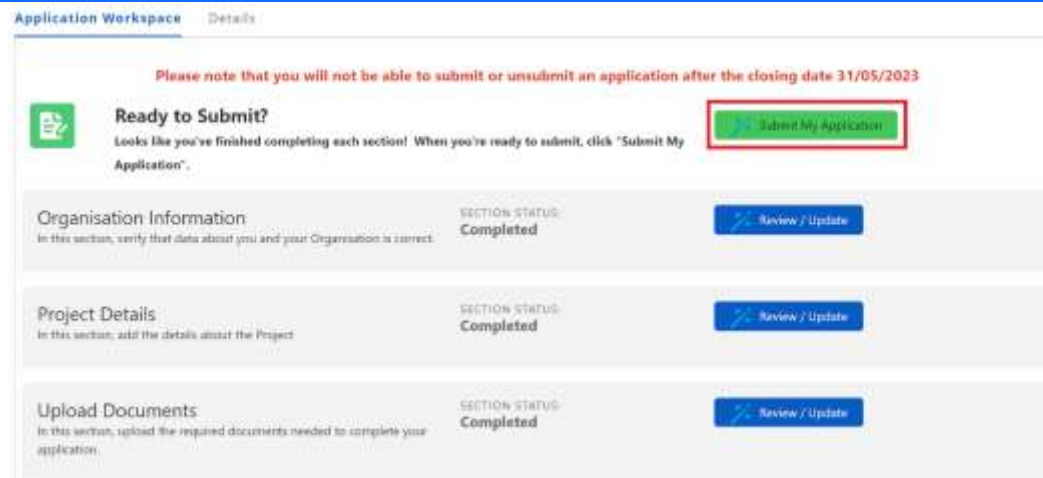
I verify the information above is correct

Submit

14. Submit your Application

Once all three 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.



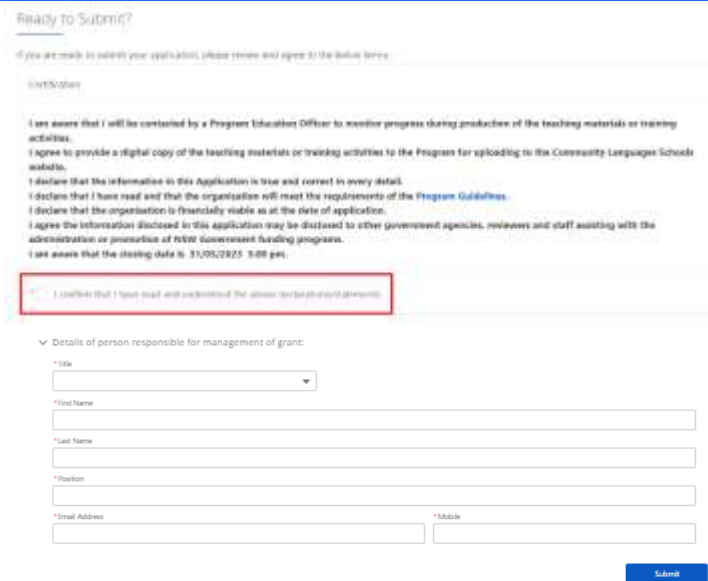
15. Ready to Submit? page

Review the **Certification**.

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.



16. Once the application has been successfully submitted, a **Your Application has been submitted** message will display.

Click **Finished**.

Your Application Has Been Submitted

Congratulations! Your application has been submitted.

Your application will be reviewed by the Community Languages Schools Program. You can monitor the status of your application here in the Portal.

Finished

17. 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.



Your Application Has Been Submitted

Congratulations! You submitted your application on 11/05/2023.

Unsubmit My Application

Organisation Information

Organisation name

Warramatta Arabic School Inc

Information about the Organisation is verified from the Portal?

True

Preparing a Specific Project Grant application

The following questions are provided as a guide to assist organisations prepare for submitting an application via the portal. It is recommended to prepare responses on a Word document **before** starting an application.

Write a maximum of 3000 characters for each of the following eight questions.

Outline the consultation and research you have undertaken to identify the needs for this project.

1. How did you consult with your community, teachers, and students about the need for this project?
2. What were the findings/results from the consultation?
3. What research have you undertaken to find out if teaching and learning resources or professional learning are already available in your language that meet the needs you have identified?
4. If they already exist, why are these resources or professional learning not suitable for your school and language needs?

Describe the project in detail

1. What will you produce at the end of this project? Please provide specific details.
2. What do you aim to achieve at the end of this project? Please provide specific details.

Describe how this project will benefit students and teachers

1. How will this project be used by students and teachers?
2. How will other community languages schools benefit from this project?

List each step of the project plan. Including dates, responsible person/s, their experience, and qualifications relevant to the project and detailed estimated cost.

A maximum of **250 characters** are allowed for each of the following fields:

- What needs to be done?
- Relevant experience
- How will you do it?

