

## 2012 COMMUNITY LANGUAGES SCHOOLS PROGRAM

### TERMS AND CONDITIONS OF THE GRANT

Funding under the Department of Education and Early Childhood Development (DEECD) Community Languages Schools Program for 2012 is available to accredited not-for-profit, community-based organisations operating after hours languages programs.

For the purposes of this program, a community language is defined as one used on a day to day basis by members of cultural/linguistic groups resident in Victoria to communicate with family members, and within their own community.

#### 1. ELIGIBILITY FOR FUNDING

##### 1.1 Schools

To be eligible for funding, schools/organisations should:

- hold accreditation for funding purposes from the DEECD for the year they are applying for funding
- have commenced operation before 31 March 2011. (Community Languages Schools which commenced operation after 31 March 2011 are not eligible to apply for funding until 2013)
- provide tuition in a language to school age students, for a minimum of 2.5 hours per week, for approximately 40 weeks a year. The language program provided must be consistent with the LOTE Victorian Essential Learning Standards (VELS) issued by the Victorian Curriculum and Assessment Authority (VCAA)
- not offer language classes to students drawn predominantly from the same day school, where it could be reasonably expected that the day school could provide the language program as part of its regular curriculum.

**Schools, new campuses or relocated campuses of existing accredited schools which do not have current accreditation from the DEECD must apply for accreditation before 10 February, 2012.**

##### 1.2 Students

Funding cannot be claimed for students in the following categories:

- students for whom tuition is being provided as a result of an agreement negotiated with a day school
- students who are temporarily residing in Australia
- overseas students who pay full fees in order to attend government or non government schools in Australia
- students who attend a day school where the same language is offered in the school's regular week-day curriculum for a minimum of 2.5 hours per week
- students who come predominantly from the same day school and receive languages tuition at their school after hours either by their day school or by an after hours provider
- students who receive tuition in a language and in other subjects (eg English, Maths, Arts, etc) by the same provider, at the same venue and day/s.
- students who study the same language at a Victorian School of Languages (VSL) Centre
- students who enrolled at the Community Languages School after 30 April 2012
- VCE students who have enrolled with the VCAA in the language through their day school and who also receive after hours extra tuition in the same language at a Community Languages School

- students who receive tuition ONLY in subjects other than the language (eg. Mathematics, English etc), regardless of the language in which these subjects are taught
- pre-school children or adults.

## **2. ACQUITTAL OF PREVIOUS GRANTS**

Community Languages Schools must provide an accountability statement which shows how the per capita grant for 2011 was used to support their language teaching program. This statement must be prepared according to the guidelines in Attachment C and must be submitted by **30 April 2012**.

Applications for funding in 2012 will not be considered until 2011 funding has been satisfactorily accounted for. If some, or the entire grant has not been used for approved purposes, this amount must be refunded to the DEECD.

## **3. USE OF PROGRAM FUNDING**

Funding is available only to support the teaching of languages and can be used for:

- payment of teacher salaries
- professional development activities for teachers
- purchase of language teaching materials, e.g. books, computer software, audiotapes, videotapes
- hire or purchase of equipment to support the language teaching program, e.g. audio-visual and computer equipment, reprographic equipment, and
- the cost of suitable accommodation for classes, e.g. heating, lighting, cleaning, rental of premises.

Funds cannot be used to support the following:

- political, religious and/or purely cultural programs such as distinct and separate programs for the teaching of traditional arts, crafts, dance, or the study of religious texts
- the purchase of musical instruments, or activities such as choirs
- capital works, and the purchase of furniture or buildings
- administrative costs not directly related to supporting the teaching and learning of the language
- classes intended to provide coaching for students in curriculum areas other than languages tuition, regardless of the language in which these classes are conducted
- activities that are designed specifically to orient recently arrived students to the Victorian education system, or to living in the Victorian community.

## **4. LEVEL AND PAYMENT OF THE GRANT**

Grants will be based on a total of eligible students enrolled and regularly attending the Community Languages School as at 30 April 2012. Payments will be made to Community Languages Schools between June and September.

## **5. INSURANCE**

Insurance cover is arranged for accredited Community Languages Schools through the Ethnic Schools' Association of Victoria (ESAV). The DEECD will forward \$4.00 of the per capita grant to the ESAV to cover the cost of this insurance and national coordination.

Individual Community Languages Schools should contact the ESAV to determine the nature and level of insurance cover.

## **6. MAKING AN APPLICATION**

**Accredited schools must complete and forward all documentation in relation to applying for funding by 30 April 2012. Refer to the checklist (Attachment B), to ensure all the necessary documentation is submitted.**

### **6.1. Enrolment Forms**

An original enrolment form for each student must be signed by the student's parent or guardian, and must also be signed and stamped by the principal of the school which the student attends during the day. The principal will only sign and stamp student enrolment forms if they are presented to them by students from their own school or their parents/guardians before 30 April 2012.

Please note that the Accident Declaration section of the enrolment form must be completed, or a letter signed by the parent attached, explaining the reasons for not completing the declaration.

Community Languages Schools may devise their own student enrolment forms provided that all sections of the DEECD student enrolment form have been included. **Student enrolment forms which vary significantly from the original DEECD form will not be considered.**

Enrolment forms must have a 2012 date. Forms submitted with a 2011 date, or without the principal's signature **and** the school stamp, will not be considered. Photocopies or faxes of student enrolment forms will not be considered. Only original signed forms will be accepted.

### **6.2 Record Keeping Requirements**

Applicants should keep copies of all enrolment forms and a copy of the completed application form for the Community Languages School's own records, and for accountability purposes.

### **6.3 Closing Date**

**Applications close on 30 April 2012.** Schools having difficulty submitting by the closing date may request an extension by contacting Mr Kypros Kyprianou, Senior Project Officer, Community Languages Schools by telephone on 9349 2861 or by e-mail to [Kyprianou.kypros.k@edumail.vic.gov.au](mailto:Kyprianou.kypros.k@edumail.vic.gov.au). Extensions will be granted only in extreme circumstances and for no more than two weeks. **DEECD reserves the right to reject all late applications and student forms.**

### **6.4 Service Agreements**

A Service Agreement will be sent to all schools to be signed and returned to Mr Kypros Kyprianou, Senior Project Officer, Community Languages Schools, Languages at Multicultural Education Resource Centre, 150 Palmerston Street CARLTON 3053 before 29 June 2012.

## **7. RELEASE OF INFORMATION**

Community Languages Schools which receive funding are requested to authorise the DEECD to release to the public, or to publish on the Department's website, certain information supplied with the submission document. The information concerned is marked with an asterisk on the original submission document.

## **8. FURTHER INFORMATION**

Contact Mr Kypros Kyprianou by telephone on (03) 9349 2861, by fax on 9349 1295 or by e-mail to: [kyprrianou.kypros.k@edumail.vic.gov.au](mailto:kyprrianou.kypros.k@edumail.vic.gov.au)

## **9. RETURN OF FORMS**

Completed forms should be delivered/or posted to the following by the **30<sup>th</sup> April 2012:**

Mr Kypros Kyprianou  
Senior Project Officer, Community Languages Schools  
Languages and Multicultural Education Resource Centre  
150 Palmerston Street CARLTON 3053

**2012 COMMUNITY LANGUAGES SCHOOLS PROGRAM  
RECEIPT**

Please enter your details in the space below and return with your Application documents.

Community Languages School /Organisation name:

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Please note:** Upon receiving your application, DEECD will complete the details in the “Office Use Only” section and return this receipt to you. The receipt is an acknowledgement that the DEECD has received your application. **Please retain it for your records.**

**Office Use Only:**

**Date application received/processed:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Total student enrolment forms received:** .....

**Total student enrolment ineligible forms received:** .....

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **2012 COMMUNITY LANGUAGES SCHOOLS PROGRAM CHECKLIST**

Use this checklist to make sure you have sent all the necessary documents:

### **SEND:**

- Completed original application form.
- Completed original student enrolment forms in alphabetical order by student surname.
- If your school is claiming funding for VCE students (Year 11 and/or Year 12) their enrolment forms must be attached **separately** on a student list printed through the VASS system.
- Copy of Accreditation letter as a LOTE Single Study Provider for 2012, issued by the Victorian Curriculum and Assessment Authority (VCAA).  
(Applies only to schools accredited by VCAA to teach VCE LOTE)
- Copy of original notice to parents, regarding tuition fee structure for 2012.
- Receipt copy (forwarded to your school with Application documents).
- Financial Accountability statement for the 2011 Grant to your school, as per Attachment C.

### **DO NOT SEND:**

- Enrolment forms for pre-school children or adults
- Enrolment forms for students who receive tuition in a language and in other subjects (eg English, Maths, Arts, etc) by your school, at the same venue and day/s.
- Faxes or photocopies of student enrolment forms
- Incomplete enrolment forms. An enrolment form is incomplete when it is not signed by a parent or guardian, does not have the principal's signature or the official stamp or is missing any other information requested on the form.

## 2012 COMMUNITY LANGUAGES SCHOOLS PROGRAM FINANCIAL ACCOUNTABILITY GUIDELINES

The minimum financial accountability requirements for non-government agencies in receipt of Government funding are as follows. The amounts exclude GST.

1. Up to \$20,000 of total Government funding:
  - Statement of Cash Receipts and Payments in relation to each grant with such statements to be certified by the Organisation's Chairperson and Principal Accounting Officer.
  
2. \$20,000 or more but less than \$50,000 of total Government funding in any one year:
  - Annual audited statement of Income and Expenditure with detailed notes explaining significant items, prepared in accordance with Australian Accounting Standards.
  - Annual statements of cash receipts and payments in regard to the funded program with detailed information on all Government funding.
  - Extract from the organisation's assets register of information regarding assets with a value of \$20,000 purchased with Government funding.
  
3. \$50,000 and above:
  - Annual audited statement of income and expenditure with detailed notes explaining significant items, prepared in accordance with Australian Accounting Standards.
  - Annual statements of cash receipts and payments in regard to the funded program with detailed information on all government funding.
  - Extract from the organisation's assets register of information regarding assets purchased with Government funding.
  - Annual balance sheet prepared in accordance with Australian Accounting Standards.

All of the above statements should be submitted within 90 days after the end of the financial year in which the funding is provided. The above statements should be accompanied by a statement by the Grantee's Executive Officer that all funds received by the Grantee have been expended for the purposes for which they are provided