

COMMUNITY LANGUAGE SCHOOLS FUNDING PROGRAM

TERMS AND CONDITIONS OF THE 2015 FUNDING

The Department of Education and Training (DET) *Community Language School Funding Program* provides annual funding to support accredited community language schools to deliver community language programs to Victorian school-aged students outside school hours.

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

1. ELIGIBILITY FOR FUNDING

1.1 Schools

To be eligible for funding, schools/organisations should:

- hold accreditation for funding purposes from DET for the year they are applying for funding
- have commenced operation before 31 March 2014. (Community Language Schools which commenced operation after 31 March 2014 are not eligible to apply for funding until 2016)
- 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 Languages Domain of the Victorian Essential Learning Standards (AusVELS) issued by the Victorian Curriculum and Assessment Authority (VCAA)

Accreditation from DET is specific to language(s) and campus/es approved. Additional languages and new or relocated campuses of existing accredited schools must be approved by DET prior to claiming funding.

1.2 Students

An accredited community language school cannot claim funding for students:

- for whom tuition is being provided as a result of an agreement negotiated with a day school
- who are temporarily residing in Australia (all categories of temporary visas are excluded)
- from overseas (International Students) who pay full fees to attend government or non-government schools in Australia
- for whom the community language school is providing tuition or coaching in other subjects e.g. mathematics, English and music, even if the course or program is also conducted in the community language
- attending language classes at a non-approved/non-accredited campus of a community language school
- who enrolled at the community language school after Term 1 of the school year
- who are overseas at the time the funding application was made
- who have transferred to another community language school

- who are not enrolled in a Victorian mainstream government or non-government school
- who are pre-school children or adults

2. ACQUITTAL OF PREVIOUS GRANTS

Community Languages Schools must sign a *Common Funding Agreement* with the DET which sets out the school's financial reporting and other obligations in accepting Community Languages Schools Program per capita funding. Applications for funding in 2015 will not be considered until 2014 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 DET.

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 cultural programs such as distinct and separate programs that teach traditional arts, crafts, music, dance or the study of religious texts
- capital works or the purchase of furniture or buildings
- administrative costs not directly related to supporting the learning of the language
- activities 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 FUNDING

Grants will be calculated on the total number of eligible students enrolled and regularly attending the Community Language School as at 2 April 2015. 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). DET will withhold \$6.00 from each school's per capita funding to cover the cost of this insurance. Individual Community Languages Schools should contact the ESAV to determine the nature and level of insurance cover.

6. DECISION TO FUND

DET grants funding to accredited community language schools at its absolute discretion. DET will not grant funding to a community language school where the organisation behaves in a way such that DET reasonably believes that its association with the organisation may be detrimental to the reputation of DET, or where an officer, board member, employee, member, volunteer, subcontractor, representative or agent of an community language school:

- behaves in a way such that DET believes that its continued association with the organisation may be detrimental to the reputation of DET
- is not a fit and proper person, having regard to the special nature of working with children; or
- has a conviction or findings of guilt for a sexual offence; or
- is convicted of a crime punishable by a term of imprisonment; or
- denigrates, offends or instils hatred for particular group(s), language(s) and culture(s).

7. RELEASE OF INFORMATION

Community Languages Schools which receive per capita funding will be published on DET's website, along with contact and campus location information.

8. MAKING AN APPLICATION

Accredited schools must complete and submit all documentation in relation to their application for funding for 2015 no later than 2 April 2015.

8.1. Student enrolment data

In 2015, Community Language Schools will be submitting student enrolment details to DET electronically. In order to determine whether the student is eligible for per capita funding, DET will be seeking the mainstream school's assistance with verifying student eligibility, as per the attached criteria.

- For each mainstream school, DET will generate a list (spreadsheet) of their respective students who attend a Community Language School
- DET will also generate letters for student families to certify enrolment at the Community Language School
- Lists and letters will be emailed to each school's edumail account (10 April 2015)
- Mainstream schools will be required to print the letter for each family and send home for parent signature
- Signed letter from family certifying enrolment at a Community Language School should be returned to mainstream school promptly
- Mainstream school completes the entry for each of their students and emails to DET when all entries on spreadsheet are complete or by deadline date COB, 1 May 2015.

This information verifies student status as a Victorian school student and their eligibility for funding. The total funding for each Community Language School is calculated by DET on the basis of the number of endorsed eligible students.

8.2 Record Keeping Requirements

Schools should keep copies of completed application form for the Community Language School's records and accountability purposes.

8.3 Closing Date

Applications close on 2 April 2015. Extensions will not be granted and DET reserves the right to reject all late applications

8.4 Common Funding Agreement

When student enrolments have been approved, DET will send each Community Language School a Common Funding Agreement outlining the conditions of the

funding for 2015. The Common Funding Agreement must be signed and returned to: Ms Vicky Marinelis, Senior Project Officer, Community Languages Schools, Department of Education and Training, 150 Palmerston Street, Carlton, 3053 **no later than 15 June 2015.**

9. 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.

10. FURTHER INFORMATION

Contact Ms Vicky Marinelis by telephone on (03) 9637 2041 or 9349 2861 or by e-mail at: community.languages@edumail.vic.gov.au