



dhcs | ACT

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2008 – 2009

# ACT Multicultural Community Languages Grants

## Guidelines and Application Form

**Please ensure that you read the guidelines  
before you fill out the application form**



## ACT Office of Multicultural Affairs

2008-2009

# Multicultural Community Language Grant Guidelines

### Introduction

Community language schools play a vital role in assisting multicultural community groups to maintain their cultural identity, language and heritage. The ACT Government recognises the significant contribution that language brings to the community.

A total of \$60,000 is available in 2008-09 to complement programs and resources that Canberra's multicultural community already devote to the learning of languages through community language schools.

The provision of a wide range of community languages by the Community Languages Schools highlights Canberra's diversity.

### Grant Funding Guidelines

ACT based Community Language Schools are encouraged to apply for grants based on the following guidelines:

- grants may be used for purposes relating to the operation of an ACT based community language school;
- funds must not be used for any purpose which creates a liability for future years;
- acquittal of the grant is required within 12 months after the announcement of recipients. **No further grants will be paid until the 2007 - 2008 grant is acquitted;** and
- recipient schools must not assume that receiving a grant this year necessarily means receiving a similar grant in later years.

## Objectives of the Program

The objectives of the Community Languages Grants are:

- to assist the operation of community language schools in the ACT; and
- to provide the greatest assistance to the schools in greatest need.

## The following items will NOT be funded:

### ongoing commitments such as:

- employment obligations,
- contracts,
- hire purchases or rental agreements beyond the grant period.

### retrospective costs i.e.:

- costs for projects or activities which have already taken place; and
- projects and events organized primarily for commercial or fundraising purposes

## Eligibility Criteria

Criteria for projects which will be considered for funding include:

- **establishment costs** to help new and emerging schools;
- **operating costs** of administering a school, e.g. rent, materials;
- **equipment costs**; or
- **professional development** to enhance the provision of language training to students.

## Application Process

The closing date for applications for the Multicultural Community Languages Grants will close on the 13 February 2009.

## Assessment Process

The Grant applications will be assessed by an independent assessment panel.

The panel's recommendations will be referred to the Minister for Multicultural Affairs for a final decision. All applicants will be notified in writing of the outcome of their application.

## Grant Conditions

When accepting a grant, an organisation will be required to enter into a Grant agreement outlining, in more detail, the requirements expected of Grant recipients and the conditions under which the Grant is provided.

Funds may be spent only on items and activities specified in the Grant agreement. If grant recipients wish to change the purpose of the grant (that is, how the funds are to be spent) written approval (seeking a variation to the agreement) must first be obtained through the ACT Office of Multicultural Affairs. Change of purpose requests must be in writing and provide reasons for the request and expenditure details for the requested change.

Grant recipients must ensure that the project assistance provided by the ACT Government is clearly acknowledged.

The proposed project must be completed within 12 months of receipt of the grant. Where circumstances prevent this from happening, organisations must apply, in writing, for a variation to the agreement within nine (9) months of receipt of the grant.

Please note that the total project period must not exceed 15 months.

On completion of the project, funded organisations will need to provide the Grants Officer of the ACT Office of Multicultural Affairs, with a written acquittal of grant funds provided and a brief report on the outcomes if requested.

Any unspent grant funds are to be returned to the ACT Office of Multicultural Affairs. Alternatively, the organisation may apply for a change of purpose to utilise the unspent funds for another project, or an additional component of the agreed project.

**PLEASE NOTE:** Applicants should read these guidelines before completing the application form. All sections of this form are to be completed as fully and accurately as possible. If there is insufficient space on this form for your responses, please attach additional information to this application.

If you require any assistance with this application form, please contact the ACT Office of Multicultural Affairs on (02) 6207 6199.

MULTICULTURAL COMMUNITY LANGUAGES  
GRANTS  
2008 - 2009  
APPLICATION FORM

APPLICATIONS MUST BE LODGED BY 13 February 2009

1. Name of Community Language School:

**ACT Cambodian (Khmer) Language School**  
.....

Australian Business Number (ABN): **59 458 534 934**  
Registered for GST: YES (✓) NO ( ) (please tick ✓)

(if you're unsure about your ABN or GST details you can check on the following website: [www.abr.business.gov.au](http://www.abr.business.gov.au))

Street Address:

**3 Arkell Place, Charnwood ACT 2615**  
.....

Postal Address:

**3 Arkell Place, Charnwood ACT 2615**  
.....

2. Principal/Other School contact

Mr, Ms, Mrs, Dr (please circle)

Name: **Mr Darin Men**  
.....

Position: **Public Officer**  
.....

Tel: (h) **6161 2331** (w) **6121 3349**

(Mob): **0430 522 026**

Facsimile: **6276 8339**

Email: **darin.men@gmail.com**

Signature:.....

3. What is the total amount of grant the organisation is applying for (including GST if applicable)?

\$.....

4. What do you propose to spend the money on? Eg. professional development for teachers, rent, purchase of equipment and/or materials (specify type of equipment), other entitlements to teachers/tutors, donations.

- Professional development for teachers
- Purchase Equipment
- Entitlements to teachers

5. Please provide details of proposed expenditure. Eg. How much money will be used on individual items or projects from the amount sought.

Individual items/ Projects	Amount
Professional development for teachers	
Purchase Equipments & Teaching Materials	
- Laptops	\$ 999
- Tables	\$ 745 - (\$149 *5)
- Chairs	\$ 735 - (\$49 *5)
- Electronic white board	\$2897
- Miscellaneous Stationary	\$ 500
- Text Books	
Entitlements to teachers	
- Travel cost	\$ 750
- Attend Meetings	\$ 120
- Phone Calls	\$ 480
<b>Total:</b>	<b>\$8327</b>

Please see the attached quotations

6. If you wish your grant to be used to purchase equipment, please provide two quotes with your application to support cost expenditure.

QUOTES INCLUDED YES  NO

7. How will the proposed grant assist the operation of your school?

The proposed grant will assist in upgrading the existing ageing furniture, modernising teaching techniques, stationary expenses and to offset teacher expenses incurred in travelling, making phone calls and attending meetings.

**8. How will the grant enhance the learning of languages in your school?**

The grant will enhance the learning of Khmer language and assist in running a class as described below:

1. Modernisation of teaching the Khmer language, learning how to type Khmer Unicode utilising the proposed 3 laptops to share among the 15 students in the class.
2. Replacing the existing furniture, tables and chairs, which are now beyond repair.
3. Replacing the traditional whiteboard with a more interactive and creative teaching tool, which can be used to record information from the PC to a projector screen.
4. Providing essential teaching materials such as exercise books, pencils and rulers.
5. Providing the original Khmer teaching text books for students.

**9. Do you receive financial assistance other than through the ACT Ethnic Schools Association? If so, please specify the funding body and an approximate amount.**

N/A

**10. Acquittal of past grants from the ACT Office of Multicultural Affairs**

Have you previously received funding from the ACT Office of Multicultural Affairs? YES  NO

If YES, please fill in details below:

Year	Amount	Date acquittal due	Purpose of Grant	Acquitted
2007-2008	1360	10/1/09	Running cost of Khmer Language School	Yes

2006-2007				Yes / No
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11. Please provide a brief description of your school. Eg. How long the School has been operating, number of students, number of teachers etc.

Number of Years: 2

Number of Students: 15 (existing 10 students with an anticipated additional 5 students this year)

Number of Teachers: 3

Additional Information:

This is the schools second year in operation and we want to provide our language class with modern equipment and teaching materials.

Please forward completed application form to:

Multicultural Community Languages Grants Program  
ACT Office of Multicultural Affairs  
Department of Disability, Housing and Community Services  
GPO Box 158  
CANBERRA ACT 2601

**For electronic copy of this document, please visit:**  
[http://www.dhcs.act.gov.au/matsia/multicultural/services/grants/languages\\_grants](http://www.dhcs.act.gov.au/matsia/multicultural/services/grants/languages_grants)