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.
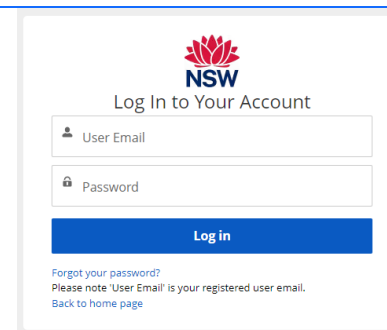
All fields marked with a **red asterisk (*)** are mandatory and must be completed. This applies throughout the portal.

It is best to use Google Chrome when accessing the portal.

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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**.		Log In to Your Account User Email Password Log in Forgot your password? Please note 'User Email' is your registered user email. Back to home page
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.	**Accepting Applications** 2025 Specific Project Grant A specific project grant of up to $10,000 is available to community organisations to support the development of teaching… Read more & Apply	**My Draft Applications in Current Year** **2025 Specific Project Grant Application** 2025 Specific Project Grant
3. Review the **Specific Project Grant Program Details.** Click **Apply** to proceed.		Program Details A specific project grant of up to $10,000 is available to community organisations to support the development of teaching materials and or to conduct professional development and training activities. Community organisations wishing to apply for a specific project grant must meet all eligibility requirements outlined in Section 3 of the Program Guidelines or must be recognised by the Department as an association representing a community language group of organisations. Community organisations applying for this grant must meet the conditions of the Specific Project Grant. Outcomes from funded projects must demonstrate benefits across a language community and/or be easily adapted or applied across different language groups. Current Program Status: Accepting Applications Apply

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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.	Start Application Process Are you ready to begin the application process for the 2024 Specific Project Grant? You will be able to save your progress for each section and resume completion at a later date. **If you are ready, please click "Next".** Cancel Next

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.
		Complete Your Application
		This is your workspace for preparing your application. Once all sections have been completed and saved, the Submit My Application button will display.
		
		Organisation Information
		In this section, verify that data about you and your Organisation is correct. SECTION STATUS: Not Started Get Started
		
		Project Details
		In this section, add the details about the Project SECTION STATUS: Not Started Get Started
		
		Upload Documents
		In this section, upload the required documents needed to complete your application. SECTION STATUS: Not Started Get Started

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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, 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, the Head of Organisation or licence holder should complete the **Head of Organisation update details online form** by using the link provided on this page.

Once the details are updated in the portal, the Head of Organisation and licence holder will receive an email notification. This process may take up to 48 hours.

After receiving the email, review the updated details in 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.

Click **Submit** to proceed.

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
wafasaboune@optusnet.com.au

*Contact Phone
(04) 2356 7486

*Mobile Phone
0423 567 486

☐ The contact details for the Head of Organisation is current

☐ I verify the information above is correct

[Submit]

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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.

Add

*Amount Granted	*Project Title	*Year Of Grant

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8. Consultation and research

A maximum of **3000 characters** are allowed for each of the four questions.

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

*How did you consult with your community, teachers, and students about the need for this project? ⓘ

*What were the findings/results from the consultation?

*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...

*If they already exist, why are these resources or professional learning not suitable for your school and language needs?

9. Describe the project in detail

A maximum of **3000 characters** are allowed for each of the two questions.

Describe the project in detail.

*What will you produce at the end of this project? Please provide specific details.

*What do you aim to achieve at the end of this project? Please provide specific details.

10. Project benefits

A maximum of **3000 characters** are allowed for each of the two questions.

Describe how this project will benefit students and teachers.

*How will this project be used by students and teachers?

*How will other community languages schools benefit from this project?

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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?

Add Delete

* Activity/Step ⓘ

1

* What needs to be done? ⓘ

* Proposed Start Date

* Proposed End Date

* Responsible person/s

* Relevant experience ⓘ

* How will you do it? ⓘ

* Cost ⓘ

Maximum of 250 characters in each of these fields.

Next

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.

Income and Expenditure

∨ Income

Income	$
SPG amount requested	6000.00
Other grants	
Other income	
Own contributions	
Other contributions	
Sponsorships	
Donations	
Fundraising	
Other	
TOTAL :	6000.00

∨ Expenditure

Expenditure	$
Wages	
Allowances – travel expenses, reimbursements etc	
Administration	
Materials / Resources	
Printing	
External Fees – people outside your organisation Independent Contractors – e.g., illustrators, web developers/ translators/ proof-readers etc	
Conference / Workshop venue	
Conference / Workshop equipment hire	
Advertising	
Other	
TOTAL:	0.00

☐ I verify the information above is correct

Previous   Submit

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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 anther 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   Add

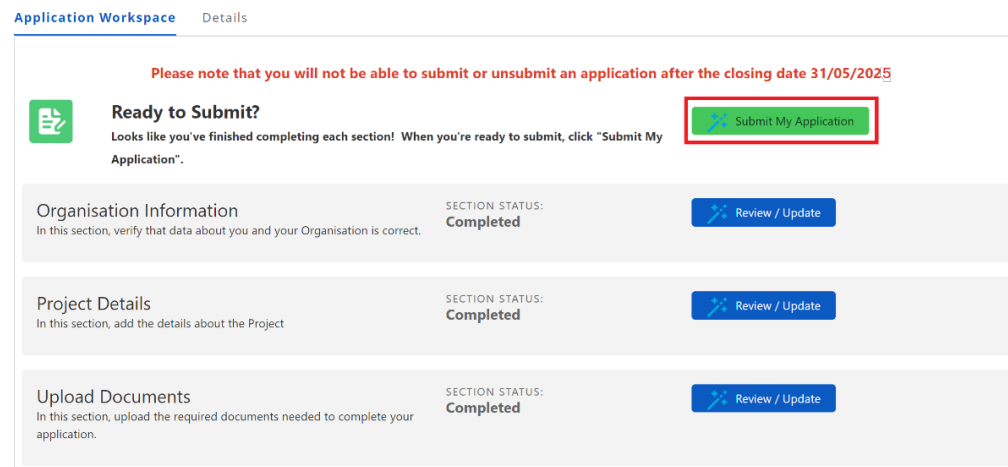Document Type   Upload File

Other   ▼   ⬆ Upload Files   Or drop files

☐ I verify the information above is correct

Submit

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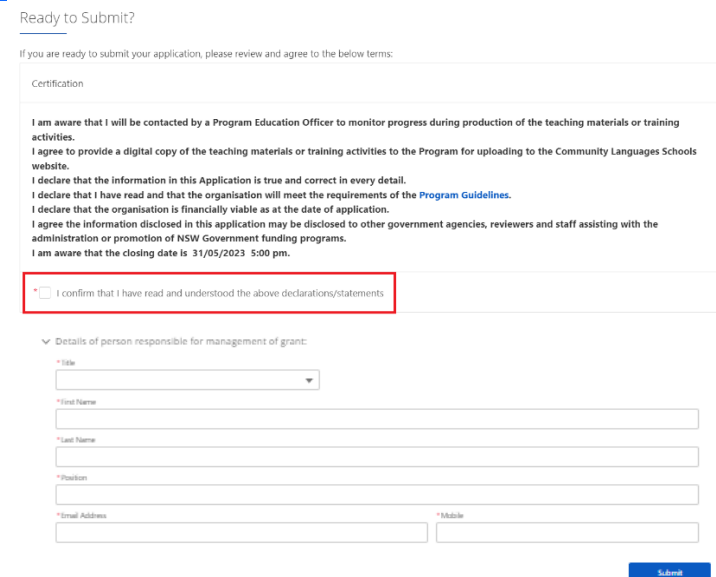|	
14. **Submit your Application** Once all three sections have been completed, the **Section Status** for each section will display as **Completed** and the green <mark>**Submit My Application**</mark> button will appear at the top right side of the page. Click to proceed to certify your application. **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.	

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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 Unsubmit My Application **Organisation Information** Organisation name Parramatta Arabic School Inc Information about the Organisation is verified from the Portal? true

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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?

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