



Community Language Schools Grants Program - Fluency in Asian Languages Round 1

Submission Reference:

Application Information

The Community Language Schools Grants Program forms part of Program 2.5 Multicultural and Citizenship, within Outcome 2 of the Department of Home Affairs Portfolio Budget Statement.

This grant opportunity will provide funding to organisations involved in, or supporting, language education to develop initiatives that will help more students, regardless of their background, become fluent in Asian languages through to years 11 and 12.

The objectives of the Community Language Schools Grants Fluency in Asian Languages - Round 1 grant opportunity are to:

- support Australian secondary students (Years 7 to 12) to build fluency in an Asian language
- enhance Asian cultural and language literacy to take advantage of economic opportunities in Australia's region
- enable the participation of young Australians in a broader range of jobs in an economy closely integrated into a global market of diverse trading partners.

The intended outcomes of the grant opportunity are to:

- increase the number of Australian students learning an Asian language through community language school education
- increase the number of Australian students maintaining their Asian language learning during secondary schooling years (years 7 to 12) to build fluency in the Asian language
- build the capability and capacity of community language schools by strengthening their operational structures, so they can support Australian students study an Asian language through to year 12.

Eligible Asian languages for this grant opportunity are outlined in Table 1 of **Appendix A**. Projects that focus on the priority Asian languages outlined in Table 2 of **Appendix A** will be prioritised for funding.

Projects must benefit the wider community language school community or sector.

For this grant opportunity, up to \$2.5 million (GST exclusive) of funding is available over 2 years from 2025–26 to 2026–27. A total of up to \$1.25 million (GST exclusive) will be available in each of the 2 years.

The minimum grant amount is \$60,000.

The maximum grant amount is \$440,000 depending on the scope of the grant activity and its complexity.

Grant Round Administration

This grant round is being administered by the Community Grants Hub, on behalf of the Department of Home Affairs.

Closing Date/Time

Please refer to the Closing Date/Time in the Grant Opportunity Guidelines.

Making Sure Your Application is Saved

Upon exiting the form please ensure that you use the 'Save and Close' button. The 'Continue' button should only be used as you intend to progress through the form. For your Application to be saved when exiting, you will need to click on:

- 'Save and Close', and
- 'Confirm'.

You will know that your application is saved when you are taken from the current application form page to the 'Form Saved' page.

Note that the 'Save and Close' button will ask you to 'Confirm' that you wish to save the Application, which you must do to complete the save process. If this is not done, your Application will not be saved.

You can return to your Application with the data saved using the link on the 'Form Saved' page that says 'Click here to return to your form' and confirming your submission reference ID details. Optionally, you can access the saved form via the form open email received upon beginning the Application.

Grant Opportunity Documents

Read all information in the Grant Opportunity Documents before completing this Application Form. The Grant Opportunity Documents are available on the GrantConnect website. Applications will be assessed using the process outlined in the Grant Opportunity Guidelines.

Note: Applicants will be notified of the grant funding outcome on completion of the assessment process.

Application Help

Information about the Application process is available on the GrantConnect and Community Grants Hub websites.

Applicants may direct any general enquiries, question relating to the Program, the Application process, and requests for technical help or support by contacting:

- Email to support@communitygrants.gov.au

Please note applicants may submit questions relating to the Program or Application Process up until five Business Days prior to the Closing Time and Date. A response will be provided within five business days.

Attachment Limits

This Application Form allows users to attach files to support their application. You must provide an attachment where mandatory. Use the 'Upload File' button to select your file

Accepted file types: .bmp, .doc, .docx, .gif, .jpeg, .jpg, .msg, .pdf, .png, .pps, .ppt, .pptx, .txt, .xls, .xlsx, .xlsm, .xlsb, .xltx.

Note: There is a 2mb limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique using English language/characters and MUST not include foreign characters.

Sharing this Form

More than one person should not access this form at the same time as there is risk of information being lost upon submission. Please ensure that only one user edits the form at any given time.

Submitting an application form

Upon starting the Application a 'Form Opened' email will be sent to the primary contact, which will include a link to the Application Form as well as a submission reference ID. This will enable the Applicant to access the form at any point in time.

Please note the form will no longer be accessible after two months of inactivity.

Once you have completed this Application Form, you must submit it electronically by using the submission section at the end of this form.

Following electronic submission and completion of this Application Form, a message with your Submission Reference ID will appear on your screen. An email will be sent to the primary contact provided in the Application Form. A function is also available on the submission page to allow you to send a receipt email to the address of your choosing. Please save this email receipt for future reference and use it in all correspondence about this Application.

Please note: there may be short, scheduled outages to systems as part of regular information technology maintenance that may affect submission of this form. Notification of these outages will be on the website.

National Relay Service (NRS)

The Community Grants Hub uses the NRS to ensure our contact numbers are accessible to people who are deaf or have a hearing or speech impairment. Please phone 1800555677 to access the NRS.

Australian Tax Office Reporting

The Department will need to report details of payments made to the Australian Taxation Office (ATO) as part of the taxable reporting obligations for government entities.

In general terms, the types of payments to be reported to the ATO are:

- Payments made for grants to entities with an Australian Business Number (ABN).
- Payments made for services.

If you receive a payment from the Department that meets the ATO criteria, it will be reported to the ATO as part of the Taxable payments annual report. Further information is available on the Australian Taxation Office website.

Released by Department of Home Affairs
under the Freedom of Information Act 1982

Privacy

This Application uses a form service made available by Services Australia.

When you complete your application, information in this form will be processed by Services Australia, the Department of Social Services, and the government agency administering the grant. Services Australia may also disclose information in the form to its contracted service providers if needed for ICT or other support services.

A reference number will be sent to the applicant's email address entered on this form, which can be used within 60 days to access a draft before submission.

By submitting this form, you acknowledge that the information provided in the Application may be shared with other Commonwealth and law enforcement agencies for the prevention and detection of fraud.

For more information including how to access or change your personal information or make a complaint, please see the [Department of Social Services' Privacy Policy](#) and the [Services Australia Privacy Policy](#). The privacy statement in the relevant Grant Opportunity Guidelines should also be read and understood.

Use of Information

Your Submission Reference is:

Please send yourself a link to this saved form by entering your email address below. This email will detail your Submission Reference, the date and time this application process will close, and a link to access your saved form.

If you have any questions relating to this Application email support@communitygrants.gov.au.

Your email address *

Confirm your email address *

Use of Information

The Community Grants Hub may use the information, other than personal information, provided in this Application Form to assist it to:

- Comply with the Australian Government requirement to publish the details of all grant recipients on the GrantConnect website
- Inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for that program
- Inform future assessments for Applications.

Released by Department of Home Affairs
under the Freedom of Information Act 1982

All information including personal information collected as part of this Application may be used by the department or shared with other Commonwealth and law enforcement agencies for the purpose of preventing and detecting fraud. This includes personal information of any third party provided in this Application.

You can only apply if you agree to the use of the information you provide in this form for the purposes listed above and that you have read and acknowledged the Hub Privacy Policy, the Privacy Statement, and all relevant material (including the Grant Opportunity Guidelines) as they relate to the collection and handling of personal information.

☐ I agree *

Existing Grant Recipient

Is the Applicant an existing Grant Recipient through the Community Grants Hub?

If you require assistance, please email support@communitygrants.gov.au.

☐ Yes ☐ No

If Yes, provide the Organisation ID number as it appears on your Grant Agreement and then click 'Verify ID' to confirm the details are correct.

Tip: Copy and paste the Organisation ID number from the Grant Agreement to avoid errors.

Organisation ID *

Applicant Legal Name

Registered Business Name

Entity Type

ABN

State

Postcode

☐ GST Registered

☐ Charity

☐ For Profit

☐ Withholding Tax Exempt

Are updates required to the Applicant's details? *

You must respond to this question.

Select 'No' if updates are not required to the Applicant's details as currently held by the Community Grants Hub.

Select 'Yes' if updates are required to the Applicant's details as currently held by the Community Grants Hub. You will be required to contact your Funding Arrangement Manager to update your details.

☐ Yes ☐ No

Please contact your Funding Arrangement Manager to update your details.

Check this box to confirm that you have contacted your Funding Arrangement Manager and your organisation information is now current.

☐ I confirm that I have contacted my Funding Arrangement Manager and my organisation information is current. *

Eligibility Requirement

What is the Applicant's entity type? *

For a list of eligible entity types, refer to the Guidelines.

If you are unsure about the Applicant's entity type, please seek professional advice (e.g. from your lawyer or accountant) or refer to the Community Grants Hub website for further information.

Please note if you are applying as a Trustee on behalf of a Trust you must select the Trustee's entity type.

You must respond to this question. Choose the entity type that is relevant to the Applicant from the list.

Is the Applicant able to provide documentation to support the entity type? *

If yes is selected you will be required to provide documentation to support the legal entity.

NOTE: There is a maximum of two attachments for this question if the response is Yes.

You must respond to this question.

☐ Yes ☐ No

Please provide your supporting documentation. *

Organisation Type *

Is the Applicant an Indigenous organisation?

If **YES**, please select one definition below that best describes how your organisation is structured.

If **NO**, please select 'Non-Indigenous organisation'.

Definitions:

- **Indigenous community-controlled organisation:** an organisation that is, at least, 51% Indigenous owned and controlled, incorporated and not for profit.
- **Owned and operated Indigenous organisation:** an organisation that is, at least, 51% Indigenous owned and controlled.
- **Other Indigenous organisation:** an organisation that is, at least, 50% Indigenous owned OR controlled.

For more information, please refer to the Grant Opportunity Guidelines.

You must respond to this question.

Please select the relevant option.

- ☐ Indigenous community-controlled organisation
- ☐ Owned and controlled Indigenous organisation
- ☐ Other Indigenous organisation
- ☐ Non-Indigenous organisation

National Redress Scheme *

Please confirm you are **NOT** an organisation, and if applicable, your project partner/s is **NOT** an organisation, included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme'.

The [National Redress Scheme](#) for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding.

To be eligible for this Grant Opportunity you must respond to this question.

- ☐ I confirm

Workplace Gender Equality *

Please confirm you are **NOT** an organisation, and if applicable, your project partner/s is/are **NOT** an organisation, included on the [Workplace Gender Equality Agency](#) website on the non-compliant list.

To be eligible for this Grant Opportunity you must respond to this question.

- ☐ I confirm

Child Safety Statement and Declaration *

Can you confirm the relevant Child Safe measures will be in place before your proposed activity commences?

- Child related employees, contractors or volunteers delivering the activity are compliant with all State, Territory and Commonwealth law relating to the employment or engagement of people who work or volunteer with children, including mandatory reporting and Working With Children Checks.

- National Principles for Child Safe Organisations are implemented.
- All Child-Related Personnel implement the National Principles for Child Safe Organisations.
- A risk assessment has been undertaken to identify the level of responsibility for Children and the level of risk of harm or abuse to Children and appropriate risk management strategies to manage any identified risks have been put into place.
- A training and compliance regime is in place to ensure that all Child-Related Personnel are aware of, and comply with:
 - the National Principles for Child Safe Organisations;
 - the Grantee's risk management strategy;
 - Relevant Legislation relating to requirements for working with Children, including Working With Children Checks; and
 - Relevant Legislation relating to mandatory reporting of suspected child abuse or neglect, however described.
- Any subcontracting arrangement entered into by the Grantee imposes the same obligations set out here on the subcontractor and also requires the subcontractor to include those obligations in any secondary subcontracts.

☐ I confirm Child Safe measures will be in place prior to activity start

☐ I confirm Child Safe measures will NOT be in place prior to activity start

Funding from another Australian Government Source *

Are you receiving funding from another Australian Government source for the same activity?

We cannot provide a grant if you receive funding from another Australian Government source for the same purpose. If 'Yes', you are not eligible to apply for this grant opportunity.

You must respond to this question.

Please select the relevant option.

☐ Yes

☐ No

Implication in illegal actions*

Have you been implicated in illegal actions such as providing any kind of support, including financial, to terrorist organisations, advocating the use of violence for political means, foreign interference, and other unlawful activities?

If 'Yes', you are not eligible to apply for this grant opportunity.

You must respond to this question.

Please select the relevant option.

☐ Yes

☐ No

Australian Business Number (ABN)*

Please confirm you have an Australian Business number (ABN).

Or if you are exempt from an ABN, please confirm that you have completed a Statement by a Supplier in this application to demonstrate your exemption.

Note: you should seek your own tax advice in relation to your ABN requirements.

To be eligible for this Grant Opportunity you must respond to this question.

☐ I confirm

Bank Account *

Please confirm you have an account with an Australian financial institution.

☐ I confirm

Language education evidence*

Are you involved in, or do you support, language education in Australia?

If 'Yes', you will be required to upload your Governing Document and indicate the sections that demonstrate you are involved in, or support, language education in Australia.

If 'No', you are not eligible for this grant opportunity.

See section 7.1 of the Grant Opportunity Guidelines for further details.

You must respond to this question.

Please select the relevant option.

Note the 2MB limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

☐ Yes

☐ No

Provide attachment *

Working with vulnerable persons*

Do you, your staff or contractors have the appropriate qualifications and/or working with vulnerable persons checks to deliver the project or activity you are applying for?

It is the responsibility of your organisation to ensure that anyone working directly with vulnerable people has appropriate qualifications and registrations under relevant state or territory legislation.

You must respond to this question.

Please select the relevant option.

☐ Yes

☐ No

Governance

Relevant Persons *

Has any senior official or person to be involved in delivering the Activity been involved in any of the following events in the last 5 years?

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- ☐ Governance Investigation of relevant person(s).
 - ☐ Any business failure of relevant person(s) including business failure of entities in which they hold, or held at the time of the event, a management or board position. Examples of a business failure include a Court Ordered or a Creditors Voluntary Administration Liquidation, External Administration, or Receivership.
 - ☐ Bankruptcies of relevant person(s).
 - ☐ Bankruptcy proceedings, including part IX Debt Agreements or Part X Insolvency Agreements, against relevant person(s).
 - ☐ Litigation against relevant person(s) including judgement debts.
- or
- ☐ None of the above apply and there is no adverse information on any relevant person associate with this entity

First Name *

Last Name *

Position *

Description *

(Limit: approx. 300 words, 2,000 characters)

Reportable Events *

Select the appropriate box(es) that relate to any events to which your entity may have been subjected in the last 5 years.

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- ☐ Governance Investigation of your organisation or related entities.
- ☐ Litigation or liquidation proceedings.
- ☐ A contract with your entity terminated by the other party.
- ☐ Contingent liabilities of a material amount.
- ☐ Overdue tax liabilities.
- ☐ Factors which might impact on your entity. For example, pending significant litigation, business commitments, collections by debt collection agencies on behalf of creditors, or potential liquidation proceedings.

- ☐ Any significant change in your entity's financial position not reflected in the financial statements provided.
- ☐ Any other particulars which are likely to adversely affect your capacity to undertake this project.

or

- ☐ None of the above events apply and there is no adverse information on my entity.

Does the Applicant have the following documents? *

Note: You may be required to provide copies of the below documentation within 7 days upon request.

1. Documented organisational and financial policies and procedures. *

☐ Yes ☐ No

2. Business plan and/or strategic plan. *

☐ Yes ☐ No

3. Risk management plan. *

☐ Yes ☐ No

Project/Activity Details

Provide a short title of your Application for this Project/Activity. *

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ %, other characters and formatting are not accepted.

(Limit: approx. 38 words, 250 characters)

Provide a brief description of your project or the services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines. *

Question Instructions:

- The response should be easy to understand and written in plain English. Try not to use technical terms, acronyms, or lingo.
- Your response should be a stand-alone summary of your project, or explain how you will implement the services detailed in the Grant Opportunity Guidelines.
- The description may be used as part of our application review, and may be copied or published for reporting or grant agreement purposes.

(Limit: approx. 150 words, 1,000 characters)

In which service area/s is the Applicant proposing to deliver the Project/Activity? *

Instructions:

- The Service Area Type field below indicates the service areas relevant to this grant opportunity.
- If applicable, choose the relevant state/territory to view the available service areas.
- Tick the applicable service area/s where you are proposing to deliver this Project/Activity.
- Untick the selected service area/s to remove selection.

IMPORTANT NOTE:

You may only select 40 service areas per form. If you wish to apply for more services areas, a separate form/s will need to be completed.

Selected service area/s *

☐ Australia

☐ All States and Territories

What language/s will your project/activity target*

What language, or languages, is your Project/Activity proposing to target as part of this application?

You can only apply for the eligible Asian languages listed in Table 1 of Appendix A in the Grant Opportunity Guidelines.

Note: Projects/activities that support the priority Asian languages specified in Table 2 of Appendix A in the Grant Opportunity Guidelines will be prioritised.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ %, other characters and formatting are not accepted.

(Limit: approx. 150 words, 1,000 characters)

Additional responsibilities if your application is successful *

Please confirm you understand, if found successful, that you will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- ensuring staff working on the activity have the appropriate skills and knowledge
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- engaging with the Department of Home Affairs as part of informal progress reporting.

You must respond to this question.

☐ I confirm

Financials

Provide a breakdown of the requested grant funding for each previously selected service area/s.*

2025-2026 (exc GST) *

\$

2026-2027 (exc GST) *

\$

Total funding

\$

Approx. % of Total

\$

Summary

2025-2026 total

\$

2026-2027 total

\$

Total funding

\$

Provide bank account details for receipt of grant payments should the Application be successful.

You must respond to this question.

Bank account details for the receipt of payments:

- BSB Number: Enter the BSB number for the Applicant's nominated bank account. Must be 6 digits only. Do not enter spaces or other characters.
- Account Number: Enter the account number for the Applicant's nominated bank account. Must be 2 to 9 digits only. Do not enter spaces or other characters.
- Account Name: Enter the account name for the Applicant's nominated bank account. The account name should be as it appears on the bank statement. 60 character limit. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc.

NOTE: This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @, other characters and formatting are not accepted.

BSB Number*

Account number*

Account Name*

You must attach verification documentation to verify bank account details. *

Bank verification must accompany all applications. The following information is required in order to verify the bank account details provided.

Acceptable verification documentation is a recent bank statement, issued in the last 6 months, in a pdf file type. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.

You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

Assessment Criteria

Criterion 1: What is your project? *

When addressing this criterion, you should:

- describe your proposed project
- outline the key activities and deliverables
- explain how your project will contribute to the objectives and outcomes of the grant program outlined in section 2.1 of the Grant Opportunity Guidelines
- detail how you will analyse, measure and evaluate performance of your project to demonstrate success and outcomes.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ %, other characters and formatting are not accepted.

(Limit: approx. 450 words, 3,000 characters)

Criterion 2: How will you deliver your project? *

When addressing this criterion, you should:

- outline the skills and experience your organisation has to successfully deliver the project, including your current
- engagement with Asian languages education
- identify any other organisations or stakeholders you currently or will work with to deliver the project
- provide details of the personnel in your organisation who will be involved in the project
- explain the potential issues or risks that may arise and how you will manage those them.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ %, other characters and formatting are not accepted.

(Limit: approx. 450 words, 3,000 characters)

Criterion 3: Project Budget *

When addressing this criterion, you should:

- provide an indicative budget outlining the funding required and the allocation against items on the mandatory budget template provided
- describe how you will manage the grant funds to effectively deliver your grant activities.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ %, other characters and formatting are not accepted.

(Limit: approx. 450 words, 3,000 characters)

Additional Information

Consortium Arrangements *

Do you plan to deliver the project or activity as part of the lead Agency of a consortium?

For more details on applying as a consortium refer to section 7.2 of the Grant Opportunity Guidelines

You must respond to this question.

Please select the relevant option.

☐ Yes ☐ No

Details 1

If Yes, provide the Consortium details.

Consortium Member Legal Name*

Consortium Member ABN*

Do you have more than 20 consortium members? *

☐ Yes ☐ No

More than 20 consortium members. *

If you have more than 20 consortium members, please supply the same details as asked for the first 20 in a document and attach to this Application. This is mandatory if you have indicated that you will have more than 20 consortium members.

If the Application is successful, the Applicant will be offered a Grant Agreement as the lead agency and held liable for all obligations contained in the Grant Agreement's Terms and Conditions. This includes monitoring, management, financial performance, service outcomes and insurance coverage.

The panel of consortium members does not enter into a Grant Agreement. The Applicant should obtain agreement prior to submitting this Application.

Further evidence of the consortium arrangements may be sought from successful Applicants prior to the signing of the Grant Agreement.

Funding or resources from a foreign Government or institution*

Do you receive funding, resources or support from any foreign governments or institutions?

If yes, please outline:

- the type of support (e.g. financial, donations etc)
- the name of the foreign organisation or government providing support
- the approximate annual value or frequency of the support

You must respond to this question.

Please select the relevant option.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ \$ %, other characters and formatting are not accepted.

☐ Yes

☐ No

Provide your response. *

(Limit: approx. 40 words, 250 characters)

Community language school *

Are you a Community Language School as defined below?

A community language school is defined as a not-for-profit community organisation that holds language classes outside of Australian school hours, for a minimum of 2 hours per week for at least 26 weeks of the year using a set curriculum.

You must respond to this question.

Please select the relevant option.

☐ Yes

☐ No

Attachments

Governing documentation *

You must attach your governing documentation and indicate the sections that demonstrate you are involved in, or support, language education in Australia. See section 7.1 of the Grant Opportunity Guidelines for further details.

You must respond to this question.

Note the 2MB limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

Grant activity budget *

You must complete the Budget template provided for your use on GrantConnect and attach it here.

You must respond to this question.

Note the 2MB limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

Letter of Declaration

If applying as the lead organisation of a consortium arrangement, you must complete and attach the letter of declaration template provided for your use on GrantConnect. The letter of Declaration must be signed by all parties.

You must respond to this question.

Note the 2MB limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

Applicant Contacts

Who is the Applicant's preferred authorised contact person for this Application?

The person must have authority to act on behalf of the Applicant in relation to this Application.

Title *

First Name *

Last Name *

Position *

Position Title *

Telephone *

Mobile *

Email address *

Provide an alternate authorised contact for this Application.

This person must also have authority to act on behalf of the Applicant in relation to this Application.

Title *

First Name *

Last Name *

Position *

Position Title *

Telephone *

Mobile *

Email address *

Declaration

Do you have any conflicts of interest that may occur related to or from submitting this application? *

☐ Yes ☐ No

Describe any conflicts of interest that may occur from submitting this Application. *

(Limit: approx. 150 words, 1,000 characters)

Please read and complete the following declaration.

This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/consortium Application, an authorised representative of the lead organisation). The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Grant Opportunity Guidelines.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receive a Recipient Created Tax Invoice (RCTI) for this funding, should this Application be successful.
- I have read, understood and agree to information provided in this Application as detailed in the Use of Information.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application and for their personal information to be shared as detailed in the Use of Information.
- I give consent to the Community Grants Hub to make public the details of the Applicant and the funding received, should this Application be successful.
- I consent to receive correspondence, legal notices, grant agreements and any subsequent letters of variations to the agreement electronically. I understand and agree that my electronic correspondences constitute a valid and legally binding method for interacting under the grant agreement and the *Electronic Transactions Act 1999* (Cth).

☐ I understand and agree to the declaration above. *

☐ I acknowledge that giving false or misleading information to the Community Grants Hub is a serious offence under Section 137.1 of the *Criminal Code Act 1995* (Cth). *

Full name of Authorised Officer*

Position of Authorised Officer*

Date

Released by Department of Home Affairs
under the Freedom of Information Act 1982

Program Feedback

How did you hear about the grant opportunity? *

Did you read the grant opportunity guidelines? *

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for a grant?

We welcome any additional feedback on the application process.

Your response is limited to 750 characters including spaces and does not support formatting.

Please provide an estimate of the time taken to complete this Application Form, including:

- Actual time spent reading the guidelines, instructions and questions
- Time spent by all employees in collecting and providing the information
- Time spent completing all questions in the Application Form.

Hours

Minutes

A copy of the receipt will be sent to: (the email provided)



Australian Government



**OFFICE FOR
MULTICULTURAL AFFAIRS**

Community Language Schools Grants Program – Fluency in Asian Languages – Round 1

Selection and Assessment Plan

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Purpose

This Selection and Assessment Plan provides a description of the selection process for the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant opportunity. It details the responsibilities and processes used to administer the selection phase in accordance with the Grant Opportunity Guidelines (the Guidelines, **Attachment A**) and the Commonwealth Grant Rules and Principles 2024 (CGRPs).

This Selection and Assessment Plan details the deliverables and activities the Department of Home Affairs (the Department) will undertake to complete the eligibility, due diligence checks, assessment and final selection outcomes.

The Selection Plan: Conformance Assessment (**Attachment B**) outlines the compliance and eligibility checks that the Department of Social Services (DSS) Community Grants Hub (the Hub) will complete and submit to the Grant Opportunity Delegate for approval.

Overview of grant opportunity

This grant opportunity will provide funding to organisations involved in, or supporting, language education to develop initiatives that will help more students, regardless of their background, become fluent in Asian languages through to years 11 and 12. The initiatives must benefit the wider community language schools (CLS) community or sector.

The grant opportunity aims to increase the number of Australian students learning, maintaining their learning of, an Asian language through CLS education during their secondary schooling years; and to build the capability and capacity of CLS to support secondary Asian language learning.

Grant Round Type:	Open competitive
Open Date:	20 November 2025
Close Date:	17 December 2025
Expected number of applications:	125
Expected number of agreements:	20

Delegations

Grant Lead	s. 22(1)(a)(ii)
Grant Director	s. 22(1)(a)(ii)
Grant Opportunity Delegate	Malcolm McAllister, SESB1, Special Envoys Support and Grants
Decision maker/Financial delegate	Minister for Multicultural Affairs or Assistant Minister for Customs, Citizenship and Multicultural Affairs

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Timeframes

The timeframes for completion of checks, assessment and final selection are provided below in line with the agreed timeframes. All timeframes are dependent on the final number of applications.

Task	Start Date	End Date	Owner
Conformance Assessment (Hub)			
Conduct Conformance Assessment	18/12/2025	19/01/2026	Hub: ODM
Provide on time applications to the Department	18/12/2026	22/12/2025	Hub: Selections
Provide late applications to the Department	06/01/2026	22/12/2025	Hub: Selections
Delegate decision: Conformance Assessment outcomes	20/01/2026	22/01/2026	Department: Grant Opportunity Delegate
Finalise Conformance Assessment Report and supply to the Department with Application Data Report	23/01/2026	27/01/2026	Hub: Selections and ODM
Conformance outcome notifications distributed to grant applicants	23/01/2026	27/01/2026	Hub: Selections
Assessment (the Department)			
Preliminary Assessment of grant applications	23/12/2025	7/01/2026	Department: Grant Lead
Training of assessors	7/01/2026	7/01/2026	Department: Grant Lead
Assessment and moderation of applications by Department	7/01/2026	2/02/2026	Department: Grant Lead
Finalisation of assessment report	3/2/2026	13/02/2026	Department: Grant Lead
Selection Advisory Panel and Decision Making			
Selection Advisory Panel (SAP) training and probity briefing	16/02/2026	16/02/2026	Department: Grant Lead
SAP meeting/s convened	20/02/2026	26/02/2026	Department: Secretariat

Finalise SAP Report and circulate for approval of members	27/02/2026	3/03/2026	Department: Grant Lead
Draft Ministerial Submission	4/03/2026	11/03/2026	Department: Grant Lead
Finalise and clear Ministerial Submission	12/03/2026	25/03/2026	Department: Grant Lead
Approval of Grant Round Outcomes	26/03/2026	8/04/2026	Decision Maker
Outcome			
Selection outcomes actioned in the Grant Payment System	9/04/2026	10/04/2026	Hub: Selections
Successful and unsuccessful outcome notifications distributed to grant applicants	13/04/2026	17/04/2026	Hub: Grant Support Team

Responsibilities

Hub responsibilities

The Hub will provide the Department with the following administrative services to assist in delivering the grant opportunity:

- Provide applications and attachments via GovTeams 3 business days after the closure of the grant opportunity and provide late applications and attachments via GovTeams 1 business day after the close of the late application date.
 - **Please note:** the Department accepts the risk of commencing work on these applications as they have **not** yet undergone compliance and eligibility preliminary assessment checks.
- Undertake conformance assessment: compliance and eligibility checks, compile and provide the compliance and eligibility finding report for the Grant Opportunity Delegate's decision, including:
 - Review applicants included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme' prior to issuing the compliance and eligibility report.
 - Review applicants included on the Workplace Gender Equality Agency non-compliant organisations list prior to issuing the compliance and eligibility report.
 - Notify applicants of ineligible and non-compliant selection outcomes upon receipt of the eligibility and compliance findings.
- Notify applicants of ineligible and non-compliant selection outcomes upon receipt of the eligibility and compliance findings.
- Facilitate probity enquiries and subsequent advice for the Department and ensure relevant training for the Hub's assessment staff.
- Provide the Selection Report: Integrity Review and Conformance Assessment to the Department outlining the work undertaken and results.

- Provide an Application Data Report to the Department to assist in the deliberation and review of applications.
- Reconcile and action the signed spending minute into the Grant Payment System (GPS), against the spending minute, associated attachments, and the Application Data Report.
- Notify all applicants of the outcome of their application upon receipt of the spending minute.

Department responsibilities

The Department is responsible for the successful implementation of the grant opportunity¹.

The Department has responsibility for the following:

- Making decisions on ineligible, non-compliant and late application findings.
- Conducting further reviews of applicants included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme' following receipt of the Hub's compliance and eligibility report.
- Conducting further reviews of applicants included on the Workplace Gender Equality Agency non-compliant organisations list following receipt of the Hub's compliance and eligibility report.
- Undertaking assessment against the assessment criteria and conducting additional eligibility checks as specified in the guidelines.
- Undertaking the recruitment of an assessment team, SAP chair and SAP members.
- Conducting organisational risk reviews (ORR) on key personnel identified for specific applications (further details outlined in the Assessment Process section). The purpose of these checks is to assist in determining if there are findings that could potentially harm the achievement of the grant objectives.
- Producing the final selection report detailing assessment and selection processes undertaken in line with the CGRPs and relevant legislation.
- Ensuring appropriate delegation for decision making.
- Preparing, briefing and making final recommendations to the decision maker for decision.
- Providing the signed spending minute, all associated attachments, and the completed application data report to the Hub to reconcile outcomes.
- Reviewing and amending draft general feedback (template to remain unchanged, information to be inputted as directed).
- Providing SES Band 1 approval of the final general feedback for publication 5 business days prior to distribution of notifications.

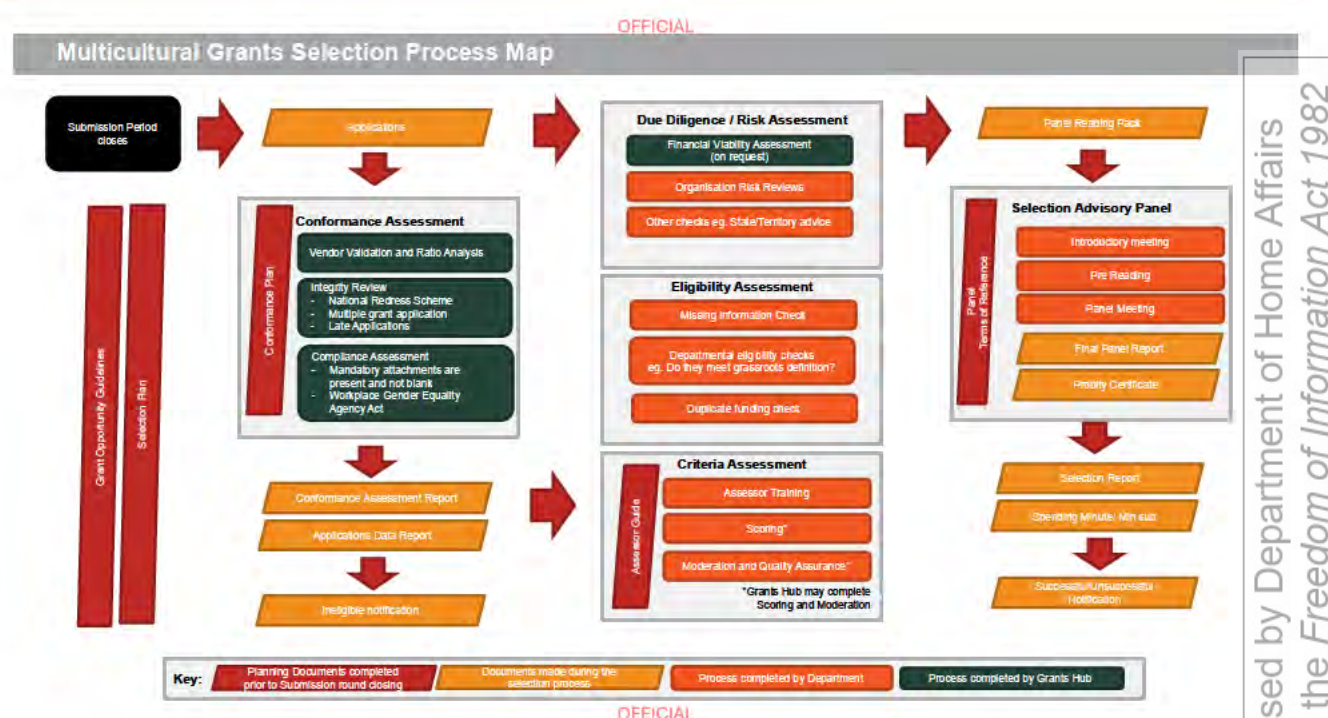
Related documents and artefacts

The following outlines the documents and artefacts to be developed to support the assessment and selection process.

Name of document	Section of Plan	Location	Owner
Decision tracker	All		Department

¹ The Australian National Audit Office has emphasised responsibility for all aspects of a grant program remain with the policy owner. "Consistent with the accountability principles of the Public Governance, Performance and Accountability Act 2013, the entity allocated responsibility for the design and implementation of a program is accountable for the quality of any work undertaken by other entities to deliver the program. This includes the activities of contractors as well as whole of government shared services arrangements and service delivery hubs." Auditor-General Report No.12 2019–20. Award of Funding Under the Regional Jobs and Investment Packages Fund.

Name of document	Section of Plan	Location	Owner
Assessors training presentation	Assessment (1)		Department
Conformance Assessment Plan	Assessment (2)	ADD2025/8235219	Hub
Conformance Report	Assessment (2)		Hub
Initial eligibility check report	Assessment (3)		Department
Organisational Risk Review report	Assessment (4)		Department
Multicultural Grant guide to conducting ORR guide	Assessment (4)	ADD2025/7227235	Department
Assessors guide	Assessment (5)		Department
Assessors' workbook	Assessment (5)		Department
Assessment Report	Assessment (6)		Department
Application Data Report	Assessment (6)		Hub
SAP Terms of Reference	Selection (1)	ADD2025/7065593	Department
SAP training presentation and reading pack	Selection (2)		Department
SAP Report	Selection (5)		Department
Selection Report	Selection (6)		Department
Probity certificate	Selection (6)		Probity
Spending minute	Selection (7)	PDMS reference	Department



Assessment Process

1. Assessment team

An assessment team consisting of the below members will be established.

The assessment team will receive training from the Grant Lead on the background of the grant opportunity and how to assess the applications, including using the assessors guide and completing the assessors workbook.

Role	Name	Position / Team
Assessor	s. 22(1)(a)(ii)	Grants Officer, Multicultural Grants
Assessor		Grants Officer, Multicultural Grants
Assessor	s. 22(1)(a)(ii)	A/g Border Force Inspector, Chief of Staff OPS NT
Assessor	s. 22(1)(a)(ii)	Protection Obligations Decision Maker, Protection Assessment Team 2 (VIC)

2. Conformance Assessment Plan and Report

Compliance and eligibility requirements, which are detailed in the Guidelines, will be conducted in accordance with the process outlined in the Conformance Assessment Plan (**Attachment B**).

Following the completion of all checks outlined in the Conformance Assessment Plan, the Hub will provide the Selection Report: Conformance Assessment which will include:

- a summary of grant applications
- a summary of the conformance assessment outcomes
- risks, issues, or probity advice to be noted
- information regarding any deviation from the Conformance Assessment
- Application Data Report as an attachment

The Hub will provide an Integrity Review and Conformance Assessment report (Conformance Report) on the outcomes and decisions for the approval of the Grant Opportunity Delegate. This report will be attached to the final Selection Plan submitted to the decision maker.

3. Eligibility checks

s. 47E(d)

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Options for the findings/outcomes are detailed in the below table.

Outcome	Basis for outcome
Meets requirements	The application clearly demonstrates: - the proposed project focuses on an Asian language or languages outlined in Appendix A of the Guidelines; - the proposed project would benefit the wider CLS community or sector; <i>AND</i> - the organisation, through its governing documentation, is involved in, or supports, language education in Australia.
Does not meet requirements	The application has not demonstrated that: - the proposed project does not focus on an Asian language or languages outlined in Appendix A of the Guidelines; - the proposed project would benefit the wider CLS community or sector; <i>AND/OR</i> - the organisation is involved in, or supports, language education in Australia.

Applications that have been determined 'does not meet requirements' will be reviewed and agreed by the Grant Opportunity Delegate, and will be deemed ineligible. These applications will not proceed to assessment against the selection criteria. They will also not be considered by the Selection Advisory Panel.

These outcomes will be included in the Application Data Report provided to the Selection Advisory Panel.

These checks are in addition to the compliance and eligibility checks performed by the Hub.

The Grant Lead will assign the applications assessed as 'meets requirements' to the assessors to progress to the Organisation Risk Review stage.

The methodology for eligibility checks is outlined in **Attachment C**.

Management of applications with late submitted attachments

The Hub, through their conformance assessment, will be contacting applicants about incorrectly submitted mandatory attachments (e.g. the attachment is blank or not using the requirement template) and requesting a corrected version.

The Grant Lead will follow the steps outlined in the above 'Methodology for eligibility checks' at **Attachment C** for applications where the correct attachments to applications are provided after the Hub's enquiries, to determine whether the application meets both the project requirement and organisational requirement.

4. Organisation Risk Reviews

The purpose of conducting an Organisational Risk Review (ORR) is to identify any publicly available information that may pose reputational, integrity, or governance risks.

Social media checks will help ensure that grantees funded by the Department contribute positively to social cohesion and uphold multicultural values, avoiding behaviour or commentary that could undermine community harmony, promote discrimination or promote division across communities.

The intent is not to assess personal beliefs or private opinions, but to identify publicly visible conduct that may conflict with the Department's objectives or damage public confidence in the Department or Government processes and funding decisions.

s. 47E(d)

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5. Assessment of applications

The Grant Lead will assign assessors into teams of 2.

Assessment against selection criteria

Each application will be assessed by at least two separate assessors following the guidance provided in the Assessor's Guide and applying the scoring matrix below. Each criterion will be scored out of 3, with each of the three criteria weighted equally. For each criterion, a maximum score out of 3 can be awarded and an overall score out of 9.

Community Language Schools
Grants Program – Fluency in
Asian Languages – Round 1

Score	Basis for Score
3	The applicant has provided a strong response to the criterion.
2	The applicant has provided a satisfactory response to the criterion.
1	The applicant has provided a poor response to the criterion.
0	The applicant has provided no relevant response to the criterion.

In addition to the above scoring matrix, assessors will also consider:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

Project description and budget

Assessors will review the applicant's brief description of their project and prepare a short summary for inclusion in the assessors' workbook.

Assessors will also review the budget submitted by each applicant. Assessors will review the information provided to ascertain whether any ineligible items have been sought (refer to section 5.3 of the Guidelines). If assessors identify any ineligible or potentially ineligible items sought, they will also prepare a short summary for inclusion in the assessors' workbook.

Process

Each assessor will record their scores and justifications on each application in their assessors' workbook. The assessors will then meet to discuss their scores and agree on a final score and justification to be included in the assessment report.

Where the assessors' scores vary by more than 2 points, the Grant Lead will act as moderator and conduct a third assessment to be used in the assessment report. The Grant Lead will also review all applications with a score of 0 in any criteria from any assessor to ensure scores, assessment justifications and summaries are fair, defensible, and consistent across the grant opportunity.

All issues identified during the assessment process by the assessment team will be discussed with the Grant Lead. Key decisions on seeking additional information or requiring further work are to be documented in the decision tracker and approved the relevant Grant Director.

6. Assessment report

The assessment report will be completed by the Grant Lead, incorporating:

- assessor scores and justifications
- initial eligibility check report
- any other risks or issues identified during the assessment process, including in the ORR report.

A quality assurance check of the assessment report will be conducted by the Grant Lead prior to collating this with other documents to be provided to the SAP to inform deliberations.

Selection Process

1. Selection Advisory Panel (SAP) members

The Department will establish a Selection Advisory Panel (SAP).

An independent probity advisor will provide training for the SAP and attend meetings.

For this grant opportunity SAP members include:

Role	Name	Position
Chair	Ali Mond	SES B1, Migrant English and Language Services
Members	s. 22(1)(a)(ii)	A/g Director, Multicultural Grants Section Assistant Director, Multicultural Grants Section
Probity Advisor		Probity advisor, Galent Management Pty Ltd
Policy Advisor		Assistant Director, Multicultural Grants Section
Secretariat		Grants Officer, Multicultural Grants Section

The SAP and meetings will be conducted in line with the SAP Terms of Reference (**Attachment D**). Below is a summary of critical steps in this process.

2. Introductory SAP meeting

An introductory meeting will be arranged by the Grant Lead where the SAP panel will be provided with information and training using the SAP training presentation.

3. SAP reading pack re-reading

The SAP reading pack will be circulated following the introductory meeting and it will include:

- SAP Terms of Reference;
- all applications with attachments;
- assessment report;
- Application Data Report;
- Selection and Assessment Plan; and
- The Hub's Conformance Report.

4. Meeting and Decision making

When assessing the extent to which the application represents value with relevant money, the SAP will have regard to:

- the initial preliminary score against the assessment criteria
- the overall objectives to be achieved in providing the grant
- the relative value of the grant sought

- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the Community Language Schools Grants Program Fluency in Asian Languages - Round 1 grant opportunity
- the extent to which the applicant demonstrates a commitment to the Community Language Schools Grants Fluency in Asian Languages - Round 1 program
- whether the project focuses on a priority Asian language outlined in Table 2 of Appendix A of the Guidelines
- the risks, financial, fraud and other, that the applicant or project poses for the department
- the risks that the applicant or project poses for the Commonwealth.

Additional factor: applications that focus on a priority Asian language outlined in Table 2 of Appendix A of the Guidelines will be prioritised for funding, as per section 2.1 of the Guidelines.

In assessing responses to each of the selection criteria, the panel must rate each criteria response as:

- fully meet the selection criteria
- partially meet the selection criteria
- do not meet any of the selection criteria.

Fully meets the criterion	Partially meets the criterion	Does not meet the criterion
• All sub-criteria have been addressed. • A good case has been made by the applicant through clear and convincing arguments that are supported by evidence. • The applicant has provided relevant information for all sub-criteria. • All the claims made are reasonable, generally convincing and well explained. • All the claims made are supported by evidence. • All the claims made and evidence provided generally link back to the grant activities and objectives/outcomes. • All the evidence provided is relevant. • Very limited areas of relevant weakness may have been identified.	• Some or most of the sub-criteria have been addressed. • A satisfactory case has been made by the applicant through information that is generally relevant. While some information is ambiguous, overall a clear picture emerges. • The applicant has provided some or mostly relevant information. • Some or most of the claims made are reasonable and supported by some evidence. • Some or most of the evidence provided is relevant. • Some areas of relevant weakness have been identified.	• No real case has been made against the criterion or any of the sub-criteria. • No relevant information has been provided or the response field is blank. • No analysis has been provided or the sub-criteria are largely repeated. • A very poor case has been made with limited information supplied. • Any claims made may be inadequate, ambiguous or not clearly explained. • Critical areas of weakness have been identified.

Applicants must at least partially meet each of the criteria in order to be deemed suitable.

Utilising the information available in the SAP Reading Pack, SAP members may complete a comparative assessment on the funding sought by each applicant to determine consistent funding for common activities.

The SAP may also review and adjust accordingly the funding requested for an application where they consider the funding amount requested is higher and not consistent with other applications.

All panel determinations on the selection criteria scoring must be recorded in the SAP Report.

5. SAP Report

All determinations and advice provided made by the SAP will be clearly documented in an SAP Report. This SAP Report will be developed during the SAP meeting by the secretariat based on the Application Data Report.

The SAP Report must provide clear advice about the merits of the recommended grant/s relative to the Guidelines and the key principle of achieving value with relevant money.

The SAP Report must include:

- the names and details, including funding in application for all applicants
- assessment score
- overall justification (fully meets criteria, partially meets criteria, does not meet criteria)
- specific justification, in line with the documentation provided by the Hub
- recommended funding total and by financial year
- special conditions for the Grant Agreement, if any
- conditions to be included in the Activity Work Plan
- a column for approval and/or comments by the decision maker.

The report must also indicate which of the applications can be supported within the available funding including a yearly financial allocation and recommend that applications that do not meet any of the selection criteria be rejected.

SAP members will confirm their selection outcomes and funding recommendations by endorsing the final SAP Report following the panel meeting and prior to the Department making funding recommendations to the decision maker.

6. Selection report

The Grant Lead will prepare a Selection Report that confirms the selection process was completed in line with this Selection and Assessment Plan the Guidelines and CGRPs. If there was a deviation from the Selection Plan and Assessment, an appropriate explanation will be provided and evidence of the approved decision.

The Selection Report will follow the template and attached to the spending minute. It must include:

- a summary of the assessment process
- funding recommendations, including funding allocation by financial year and funding breakdown by service area/s (if applicable)
- risks, issues or probity advice to be noted
- information regarding any deviation from the Selection and Assessment Plan
- attachments including:
 - o Grant Opportunity Guidelines
 - o Selection and Assessment Plan
 - o Conformance Assessment Plan
 - o Hub's Conformance Report

- o SAP Report endorsed by the Panel (essentially, the finalised version of the Application Data Report)
- o Probity certificate.

7. Briefing the decision maker

The Department will prepare a spending minute (Ministerial Submission) for the decision maker using the Selection Report and SAP Report.

The Ministerial Submission must provide recommendations to the decision makers on:

- approvals of applicants and funding, as detailed in the SAP Report
- identifying any conflicts of interest
- noting the requirements relating to decision making by Ministers, including if the Minister rejects a recommendation of the Department or approves a grant in their electorate, they need to advise the Finance Minister
- agree to an official of the Department being the decision maker who exercises the power to vary and administer the grants.

In accordance with the CGRPs, when briefing the decision maker, the following information must be included in the document and the Hub must receive the approval:

- decisions to fund and not fund applications;
- funding amounts including breakdown by financial year;
- service areas (coverage) including breakdown of funding (dollar amount) per service area
- the SAP's overall assessment justifications (fully meets, partially meets, or does not meet) in the SAP Report.

The probity advisor will provide probity certificate confirming the probity principles were utilised in the process. This will be added as an attachment to the recommendations to the financial delegate.

8. Approval to fund applicants

In accordance with the CGRP's and the Guidelines, the decision maker will make the final decision to fund and not fund applicants.

Following the Financial Delegate's decision, the Department will provide the Hub with the Financial Delegate's written authority (including all attachments) to fund successful applicants. The Hub will notify all applicants of the outcome of their grant application.

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Project Management

Risks and issues management

Further to the Hub's risks and issues management strategies for this grant, the Multicultural Grants Section has established risk management processes to identify and assess risks or issues. Any risks or issues during the selection phase will be promptly escalated to the Grant Opportunity Delegate for decision-making. The focus is to find suitable resolutions to potential risks or issues to achieve policy outcomes.

Examples of possible risks and issues can be:

- under or over subscription of applications.
- tight timelines
- incomplete applications
- unexpected absences of assessors or panel members.
- delays in providing outcome decisions
- IT issues
- natural disasters such as fire or floods
- potential for another pandemic.

The Multicultural Grants Section has oversight of the risks for the deliverables that the Department is responsible for, particularly the departmental eligibility, ORR and SAP activities.

Conflict of interest and declaration of confidentiality

All internal and external staff involved in the select phase of the grant opportunity selection process will be required to complete the Multicultural Grants Acknowledgement of Confidentiality and Disclosure of Conflict of Interest as per the *Multicultural Grants Confidentiality and Conflict of Interest Management – Standard Operating Procedure* found at ADD2024/8254806.

Probity

Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness, and honesty in a grants process. The CGRP's specifically identify the principles, public sector values and duties of honesty, integrity, impartiality, and accountability whilst working on grant opportunities.

The Australian Government ensures that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRP's.

During the select phase of this grant opportunity, the Department or the Hub may request to receive probity advice. For this grant opportunity S. 47F(1) is the nominated independent probity advisor who can assist the Department to ensure compliance with the Guidelines, departmental selection documentation and the CGRPs.

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Approval to proceed

Grant Opportunity Delegate

You:

1. **note and agree** to the Selection and Assessment Plan for the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant opportunity.
2. **note** the process in which the Multicultural Grants Section will administer the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant opportunity in accordance with the Guidelines.

Malcolm McAllister
Assistant Secretary
Special Envoy Support and Grants Programs Branch

Signature:

Date:

Attachments

Related attachments

Attachment A - Grant Opportunity Guidelines

Attachment B – Hub Conformance Report

Attachment C – Initial Eligibility Checks Methodology

Attachment D – Selection Advisory Panel Terms of Reference



Australian Government
Department of Home Affairs

**Community
Grants Hub**
Improving your grant experience



Community Language Schools Grants Program - Fluency in Asian Languages - Round 1 Grant Opportunity Guidelines

Opening date:	20 November 2025
Closing date and time:	9:00 pm AEDT on 17 December 2025
Commonwealth policy entity:	Department of Home Affairs
Administering entity:	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub¹ Email: support@communitygrants.gov.au Questions should be sent no later than 5:00 pm AEDT on 10 December 2025
Date guidelines released:	20 November 2025
Type of grant opportunity:	Open competitive

¹ <https://www.communitygrants.gov.au/contact-us>

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1. Community Language Schools Grants Program Fluency in Asian Languages process

The Community Language Schools Grants Program - Fluency in Asian Languages - Round 1 is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Home Affairs Outcome 2, Program 2.5 Multicultural Affairs and Citizenship. The Department of Home Affairs works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles 2024²](#) (CGRPs).



The grant opportunity opens

We publish the Grant Opportunity Guidelines on [GrantConnect³](#).



You complete and submit a grant application

You complete the application form and address all the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications. A Selection Advisory Panel will be convened to contribute to the review of applications.



We make grant recommendations

We provide advice, through the Selection Advisory Panel, to the decision maker on the merits of each application.



Grant decisions are made

The decision maker, either the Minister for Multicultural Affairs or the Assistant Minister for Citizenship, Customs and Multicultural Affairs (or their respective delegates), decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



² <https://www.legislation.gov.au/F2024L00854/latest/text>

³ <https://www.grants.gov.au/>

Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Community Language Schools Grants Program - Fluency in Asian Languages – Round 1

We evaluate your specific grant activity, and the Community Language Schools Grants Program - Fluency in Asian Languages – Round 1 as a whole. We base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Community Language Schools Grants Program Fluency in Asian Languages - Round 1 grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Home Affairs (the department).

2. About the grant program

The Community Language Schools Grants Program (the program) forms part of Program 2.5 Multicultural and Citizenship, within Outcome 2 of the department's [Portfolio Budget Statement](#)⁴. The program will run over 4 years from 2025–26 to 2028–29 and will help contribute to the Australian Government's strengths-based approach to building on Australia's multicultural success.

- Outcome 2: Support a united and prosperous Australia through effective coordination and delivery of immigration and citizenship policy and programs underpinned by robust integrity and assurance.
- Program 2.5: Multicultural Affairs and Citizenship: To support a prosperous and inclusive society through the promotion, delivery and effective management of the Australian multicultural and citizenship programs.

The Community Grants Hub administers the program according to the [Commonwealth Grants Rules and Principles 2024](#)⁵ (CGRPs).

⁴ <https://www.homeaffairs.gov.au/reports-and-publications/reports/budgets/portfolio-budget-2025-26>

⁵ <https://www.legislation.gov.au/F2024L00854/latest/text>

2.1 About the Community Language Schools - Fluency in Asian Languages - Round 1 grant opportunity

This grant opportunity will provide funding to organisations involved in, or supporting, language education to develop initiatives that will help more students, regardless of their background, become fluent in Asian languages through to years 11 and 12.

Eligible Asian languages for this grant opportunity are outlined in **Appendix A**, which also identifies the languages prioritised for funding due to their wider use in Australia.

The objectives of the grant opportunity are to:

- support Australian secondary students (years 7 to 12) to build fluency in an Asian language
- enhance Asian cultural and language literacy to take advantage of economic opportunities in Australia's region
- enable the participation of young Australians in a broader range of jobs in an economy closely integrated into a global market of diverse trading partners.

The intended outcomes of the grant opportunity are to:

- increase the number of Australian students learning an Asian language through community language school (CLS) education
- increase the number of Australian students maintaining their Asian language learning during secondary schooling years (years 7 to 12) to build fluency in the Asian language
- build the capability and capacity of community language schools by strengthening their operational structures, so they can support Australian students study an Asian language through to year 12.

The grant opportunity will support organisations involved in, or supporting, languages education in Australia.

Projects that focus on the priority Asian languages outlined in Table 2 of **Appendix A** will be prioritised for funding.

3. Grant amount and grant period

3.1 Grants available

The Australian Government committed \$5.0 million over 4 years from 2025–26 to 2028–29 for the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant opportunity. Multiple grant opportunities will be offered.

For this grant opportunity, up to \$2.5 million (GST exclusive) of funding is available over 2 years from 2025–26 to 2026–27. A total of up to \$1.25 million (GST exclusive) will be available in each of the 2 years.

Round 1	2025–26	2026–27	Total
\$million	\$1.25	\$1.25	\$2.5

The minimum grant amount is \$60,000.

The maximum grant amount is \$440,000 depending on the scope of the grant activity and its complexity.

3.2 Grant period

The maximum grant period is 2 years.

4. Eligibility criteria

The decision maker can choose to waive the eligibility criteria, however, they must be made aware of the risks. The waiver may be used to ensure that applicants are not excluded solely on the basis of entity type, particularly if there are applicants that may otherwise be considered suitable. Clear evidence will be provided to the decision maker to enable a decision on whether eligibility criteria should be waived.

We cannot provide a grant if you receive funding from another Australian government source for the same purpose.

4.1 Who is eligible to apply for a grant?

To be eligible, you must be one of the following entity types:

- Company
- Cooperative
- Incorporated Association
- Indigenous Corporation
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Statutory Entity.

If you are applying as a Trustee on behalf of a Trust⁶, the Trustee must be one of the eligible entity type as listed above.

You must also have the following requirements in place before applying for this grant opportunity:

- an Australian Business Number (ABN)⁷
- an account with an Australian financial institution.

Legal entities which do not meet all the above eligibility criteria may be considered for funding if approved by the delegate.

Further information on entity types is available on the [Community Grants Hub](#)⁸ webpage.

⁶ Trusts are not legal entities in their own right. To be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form. Trustees must be an eligible entity type listed in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

⁷ An ABN is not a requirement if the organisation is exempted from requiring an ABN. Organisations who are exempt from an ABN will need to complete a Statement by a Supplier in their application to demonstrate their exemption. Organisations should seek their own tax advice in relation to their ABN requirements.

⁸ <https://www.communitygrants.gov.au/information/information-applicants/legal-entity-status>

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above⁹.

4.2 Additional eligibility requirements

To be considered eligible for funding under the program, you must provide evidence that your organisation is involved in, or supports, language education in Australia.

4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a/an:

- Non-corporate Commonwealth Entity
- Corporate Commonwealth Entity
- Non-corporate Commonwealth Statutory Authority
- International Entity
- Local Government
- Partnership
- Person
- Sole Trader
- Unincorporated Association
- organisation, or your project partner is an organisation, that is included on the [National Redress Scheme's website](#)¹⁰ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- organisation, or your project partner is an organisation, that is included on the [Workplace Gender Equality Agency website](#)¹¹ on the non-compliant list.

In addition to the above, funding will not be provided to organisations that:

- have been implicated in illegal actions such as providing any kind of support, including financial, to terrorist organisations, advocating the use of violence for political means, foreign interference, and other unlawful activities
- have failed to provide transparent reporting of funding or resources from a foreign government or institution.

4.4 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following registration/checks relevant for your state or territory:

- Working with Vulnerable People registration

⁹ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are in section 7.2.

¹⁰ <https://www.nationalredress.gov.au/>

¹¹ <https://www.wgea.gov.au/what-we-do/compliance-reporting/non-compliant-list>

- Working with Children check.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- ensuring staff working on the activity have the appropriate skills and knowledge
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- engaging with the department as part of informal progress reporting.

5. What the grant money can be used for

5.1 Eligible grant activities

Eligible activities must directly relate to the objectives outlined at section 2.

Eligible activities may include but are not limited to:

- developing a curriculum for an Asian language that does not currently have an established or consistent curriculum for use across CLS in Australia
- developing and delivering professional development training for CLS teachers to strengthen their capability to teach Asian languages at the secondary school level (years 7 to 12)
- working with CLS to build the capability and processes needed to deliver Asian language education as part of the year 11 and 12 curriculums in relevant states and territories
- developing Asian language teaching materials or resources at the secondary level to be implemented across multiple CLS
- establishing a shared digital portal with resources to support Asian language learning and teaching at the secondary level, such as teaching materials, assessment tools and online learning modules, which is accessible to CLS across the relevant state or territory.

Activities must benefit the wider CLS community or sector. Priority will be given to activities that support the priority Asian languages specified in Table 2 of **Appendix A** of these guidelines.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

Eligible expenditure items must be directly attributed to the provision of your activity and may include but are not limited to:

- operating and administration expenses, such as telephones, computers, website, software, utilities, postage, stationery and printing, accounting and auditing, insurance, coordination, monitoring and reporting
- staff and volunteer costs such as salaries and on-costs
- costs of consultants, specialist/experts and subcontractors undertaking eligible grant activities
- venue hire, catering, seminars and workshops
- domestic travel and accommodation costs.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. The decision maker makes the final decision on what is eligible expenditure.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- religious instruction or activities
- political instruction or activities
- religious or political educational resources or partisan political messaging:
 - this includes educational curriculums or resources developed by a foreign government or religious organisation, or developed to comply with divisive or otherwise sensitive requirements imposed by a foreign government or religious organisation, activities of programs that are likely to harm Australia's social cohesion or that are otherwise contrary to the views of the Australian Government
- costs for expenditure not related to the delivery of the funded project
- the use of educational resources developed by a foreign government or religious organisation, or developed to comply with requirements imposed by a foreign government or religious organisation
- general operating expenditure
- the provision of community language classes to overseas, full fee-paying students
- teaching of children and adults that are not pre-school or school aged students
- purchase of land
- staff and volunteer staffing costs not directly attributed to the delivery of your grant activity
- major capital expenditure such as buildings, repairs, maintenance or renovations
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- overseas travel
- costs related to obtaining resources used on the grant activity, including interest on loans, job advertising and recruiting, and contract negotiations.

6. The assessment criteria

You must address all the following assessment criteria in the application.

All the assessment criteria are equally weighted.

The application form includes character limits – up to 3,000 characters (approximately 450 words) per criterion.

The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

Strong responses to the assessment criterion will ensure that:

- All sub-criteria have been addressed with relevant information
- All the claims made are reasonable, generally convincing and well explained
- All the claims made are supported by evidence
- All the claims made, and evidence provided generally link back to the grant activities and objectives/outcomes.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

Criterion 1: What is your project?

When addressing this criterion, you should:

- describe your proposed project
- outline the key activities and deliverables
- explain how your project will contribute to the objectives and outcomes of the grant program outlined in section 2.1
- detail how you will analyse, measure and evaluate performance of your project to demonstrate success and outcomes.

Criterion 2: How will you deliver your project?

When addressing this criterion, you should:

- outline the skills and experience your organisation has to successfully deliver the project, including your current engagement with Asian languages education
- identify any other organisations or stakeholders you currently or will work with to deliver the project
- provide details of the personnel in your organisation who will be involved in the project
- explain the potential issues or risks that may arise and how you will manage those them.

Criterion 3: Project budget

When addressing this criterion, you should:

- provide an indicative budget outlining the funding required and the allocation against items (see GrantConnect for a copy of the mandatory grant activity budget template. This will not be included in word limit).
- describe how you will manage the grant funds to effectively deliver your grant activities.

7. How to apply

Before applying, you must read and understand these Grant Opportunity Guidelines, sample application form and questions and answers.

These documents are found on the [GrantConnect](#)¹² website. Any changes to grant documentation are published as addenda¹³ on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

An example of Commonwealth grant agreement terms and conditions are available on the [Department of Finance](#)¹⁴ website.

You can only submit one application for this grant opportunity regardless of whether you are applying in your own right or as the lead member of a consortium. If more than one application is submitted, the latest accepted application form will progress.

To apply, you must:

- complete the online application form on [GrantConnect](#)¹⁵
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application to the Community Grants Hub by 9:00 pm AEDT on 17 December 2025.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#)¹⁶ and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately by email support@communitygrants.gov.au or by visiting the Community Grants Hub's [Contact Us](#)¹⁷ page.

The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information.

This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

¹² <https://www.grants.gov.au/>

¹³ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

¹⁴ <https://www.finance.gov.au/government/commonwealth-grants/grants-toolkit>

¹⁵ <https://www.grants.gov.au/>

¹⁶ http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/cca1995115/sch1.html

¹⁷ <https://www.communitygrants.gov.au/contact-us>

7.1 Attachments to the application

Organisations applying whose entity type is listed in the following table, you must attach the following documents to be considered compliant and to progress to assessment:

- governing documentation
 - examples for specific eligible entity types are provided in the table below
 - you will be asked to indicate which sections of the document demonstrates that your organisation is involved in, or supports, language education in Australia.

Entity Type	Governing Document
Incorporated Association	Statement of purposes and rules or articles of association
Company	Constitution
Company Limited by Guarantee	Constitution
Indigenous Corporation	The Office of the Registrar of Indigenous Corporations' (ORIC) rule book for Indigenous Corporations
Cooperative	Constitution
Statutory Entity	The rules or governing document set out or defined in the entities' constituting legislation or charter

Organisations that are one of the following entity types, must attach the requested documents to be considered compliant and to progress to assessment. You must attach your governing document or other evidence demonstrating your organisation is involved in, or supports, language education in Australia. You will be asked to indicate which sections of the document demonstrates that your organisation is involved in, or supports, language education in Australia.

Entity Type	Governing Document may include:
• Corporate State or Territory Entity • Non-corporate State or Territory Entity • Non-corporate State or Territory Statutory Authority	– annual reports – charters – constituting legislation – progress reports and reviews – strategic plans

The following document must also be included with your application for it to be considered compliant and proceed to assessment. Templates are provided for your use with the grant opportunity documents as specified.

- detailed grant activity budget – mandatory template provided
- **Letter of Declaration** – mandatory if applying in a consortium, using the template provided.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

Please note: There is a 2 MB limit for each attachment.

7.2 Joint (Consortia) applications

We recognise that some organisations may want to join together as a consortium to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation must also be an eligible entity type as outlined in section 4.1. The application must identify all other members of the consortium and must complete and attach a Letter of Declaration, identifying they are the lead organisation using the template provided (see section 7.1), signed by all parties. Organisations will not be eligible to be members of a consortium arrangement if they are included on the:

- [National Redress Scheme's website](#)¹⁸ on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- [Workplace Gender Equality Agency website](#)¹⁹ on the non-compliant list.

Eligible organisations can form consortia with ineligible organisations.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit an email request to the Community Grants Hub via support@communitygrants.gov.au. Where appropriate, applicants may provide supporting evidence to verify the claim of exceptional circumstances. Email requests are required within **3 business days** of the grant opportunity closing. There will be no further consideration of requests made outside of the 3 business days.

Upon receipt of a late application email request, the Community Grants Hub will send a link to the late application form, which will detail the due date and time for submitting the late application.

The late application form will prompt applicants to provide a detailed explanation of the exceptional circumstances, which prevented submission of their application prior to the closing date and time.

The Community Grants Hub will provide all exceptional circumstances for consideration to the Grant Opportunity Delegate²⁰ or their appointed representative. The Grant Opportunity Delegate or

¹⁸ <https://www.nationalredress.gov.au/>

¹⁹ <https://www.wgea.gov.au/what-we-do/compliance-reporting/non-compliant-list>

²⁰ This may be the Department of Home Affairs delegate or nominated staff member at the EL2 level or above.

their appointed representative will determine based on the merits of the exceptional circumstances, in accordance with probity principles, whether a late application is accepted.

The Grant Opportunity Delegate or their appointed representative's decision will be final and not subject to a review or appeals process.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around June 2026.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	December 2025 – February 2026
Approval of outcomes of selection process	April 2026
Notification to applicants	April 2026
Negotiations and award of grant agreements	May 2026
Earliest start date of grant activity	June 2026
End date of grant activity	30 June 2028

7.4 Questions during the application process

If you have any questions during the application period, please contact the Community Grants Hub by email support@communitygrants.gov.au or by visiting the Community Grants Hub's [Contact Us](#)²¹ page

The Community Grants Hub will respond to emailed questions within 5 working days. The Questions and Answers document will be updated to include answers to questions and addenda will be published on [GrantConnect](#)²².

The question period will close at 5:00 pm AEDT on 10 December 2025. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

Applications will be assessed based on the eligibility and assessment criteria as set out in these Grant Opportunity Guidelines.

The Community Grant Hub will first review all applications for eligibility and compliance against the requirements of the application process. Applicants will be rated as eligible or ineligible, compliant or not compliant. The Department of Home Affairs delegate will provide a final determination on eligibility and/or compliance. Only eligible applications will move to the next stage (assessment).

If eligible and compliant, the Department of Home Affairs will then assess your application through an open competitive grant process against the assessment criteria (see section 6) and against other applications. Your application will be considered on its merits, based on:

²¹ <https://www.communitygrants.gov.au/contact-us>

²² <https://www.grants.gov.au/>

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

A Selection Advisory Panel will then be convened by the department to review applications and assessment outcomes and make final recommendations to the decision maker as part of the competitive selection process.

When assessing the extent to which the application represents value with relevant money, the Department of Home Affairs will have regard to:

- the initial preliminary score against the assessment criteria
- the overall objectives to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the Community Language Schools Grants Program Fluency in Asian Languages - Round 1 grant opportunity
- the extent to which the applicant demonstrates a commitment to the Community Language Schools Grants Fluency in Asian Languages - Round 1 program
- whether the project focuses on a priority Asian language outlined in Table 2 of **Appendix A**
- the risks, financial, fraud and other, that the applicant or project poses for the department
- the risks that the applicant or project poses for the Commonwealth.

8.2 Who will assess and select applications?

The Department of Home Affairs will undertake an assessment of eligible applications against the assessment criteria. The assessment will consider applications on their merits and provide a score of applications to inform the deliberations of the Selection Advisory Panel who will then make final recommendations to the decision maker on which applications to approve for a grant.

The Selection Advisory Panel will be established by the department and may include a mix of employees of the department, experts from the sector, and other Commonwealth officers with relevant specialist expertise.

The Department of Home Affairs may ask external experts/advisors to inform the assessment process. Any expert/advisor who is not a Commonwealth official will be required/expected to perform their duties in accordance with the CGRPs.

A strategy for any potential conflict of interest that could be identified between the department or external officials and applicants will be in place. If any actual or perceived conflict of interest is identified, the staff member is required to immediately disclose the conflict to the department and agree to abstain from any decisions. All staff involved in the assessment process will be required to complete a Conflict-of-Interest form.

The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.

8.3 Who will approve grants?

Based on the value of the grant opportunity, and in line with the Department of Home Affairs Financial Delegations, either the Minister for Multicultural Affairs or the Assistant Minister for Citizenship, Customs and Multicultural Affairs (or their delegate) will be the decision maker for this

grant opportunity. The decision maker decides which grants to approve based on the recommendations of the Selection Advisory Panel, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

A general feedback summary will be published on the Community Grants Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth.

Grants are based on the Commonwealth grant agreement templates, and we will select the most appropriate type depending on the size and complexity of your grant activity. Your grant will be based on the Commonwealth Standard Grant Agreement.

Each grant agreement has general terms and conditions that cannot be changed. The type of grant agreement used and its specific conditions may also be determined by the assessment process or other considerations made by the decision-maker. We will identify these in the grant agreement.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision-maker.

Whole-of-government grant agreement templates are available on the [Department of Finance](https://www.finance.gov.au/government/commonwealth-grants/grants-toolkit)²³ website.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any

²³ <https://www.finance.gov.au/government/commonwealth-grants/grants-toolkit>

Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 activities prior to the Activity Start Date.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the grant agreement.

We may manage the grant agreement through our [Grant Recipient Portal](#)²⁴. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Commonwealth Standard Grant Agreement

We may use a Commonwealth Standard Grant Agreement.

You will have 15 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

10.2 Workplace Gender Equality Act 2012

The Australian Government has a commitment to effectively support cultural change in Australian workplaces and drive improved gender equality outcomes. Requirements have been implemented for fairer and more consistent measures to ensure the Government deals with organisations who comply with the [Workplace Gender Equality Act 2012](#)²⁵ (the WGE Act).

Applicants may need to satisfy a requirement to be compliant with the WGE Act.

- Applicants with 100 or more employees who are registered with the Workplace Gender Equality Agency (WGEA) and have been issued with a compliance letter are eligible to apply for a grant.
- Applicants with 100 or more employees who are **not** registered with WGEA will need to register to be issued with a compliance letter prior to applying for a grant.
- Applicants with less than 100 employees across their entire structure are not required to submit a report to WGEA; however, you are required to complete the registration form on the login page of the [WGEA Portal](#)²⁶. WGEA will use the details provided in the registration form to issue your organisation with a tender letter, which must be attained prior to applying for a grant.

For your grant application to be deemed compliant:

- your organisation must not be included on the WGEA website on the non-compliant list or

²⁴ <https://www.communitygrants.gov.au/grant-recipient-portal>

²⁵ <https://www.legislation.gov.au/C2004A03332/latest/text>

²⁶ <https://client-portal.wgea.gov.au/s/>

- you must be able to provide your compliance or tender letter to the Community Grants Hub when requested.

If you are unable to provide your compliance or tender letter and appear on the non-compliant list, you will be deemed non-compliant and withdrawn from the grant process.

More information regarding reporting requirements can be found at the [Workplace Gender Equality Agency website](#)²⁷.

10.3 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government has put in place ways to apply certain child safety requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity
- activities that involve possible contact with children that is irregular or unplanned.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement, you must always comply with state and territory legislative requirements for working with children and mandatory reporting.

10.4 Indigenous organisation type classifications

All Australian governments are working with Aboriginal and Torres Strait Islander people, their communities, organisations and businesses to implement the National Agreement on Closing the Gap (National Agreement) at the national, state and territory, and local levels. The National Agreement identifies 4 priority areas for reform within government. One of these is Priority Reform 2, building the Aboriginal and Torres Strait Islander community-controlled sector to deliver services to Aboriginal and Torres Strait Islander communities.

To assist government with improving and reporting on the level of community grant funding going to Aboriginal and Torres Strait Islander organisations, changes have been made to the way organisation data is collected. Aboriginal and Torres Strait Islander organisations will now be classified into 3 groups and asked to self-identify which group they fall under. The 3 groups and their definitions are:

²⁷ <https://www.wgea.gov.au/home/reporting-guide>

Organisation type	Definition
Group 1: Aboriginal and Torres Strait Islander Community Controlled organisation	These are organisations that are incorporated, not for profit, at least 51% Aboriginal and Torres Strait Islander owned and at least 51% Aboriginal and Torres Strait Islander controlled (Board members or equivalent).
Group 2: Aboriginal and Torres Strait Islander Operated and Controlled organisation	These are organisations that are at least 51% Aboriginal and Torres Strait Islander owned and at least 51% Aboriginal and Torres Strait Islander controlled (Board members or equivalent).
Group 3: Other Aboriginal and Torres Strait Islander organisation	These are organisations that are at least 50% Aboriginal and Torres Strait Islander owned OR at least 50% Aboriginal and Torres Strait Islander controlled (Board members or equivalent).

10.5 Multicultural access and equity

The Australian Government's Multicultural Access and Equity Policy obliges Australian Government agencies to ensure their policies, programs and services – including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

10.6 How we pay the grant

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment at the commencement of the grant agreement.

We will make annual payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

10.7 Grant payments and GST

GST will be paid for this grant. If you are registered for the [Goods and Services Tax](#)²⁸ (GST), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#)²⁹. If a government related entity is deemed successful, GST will not apply.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#)³⁰. We do not provide advice on your particular taxation circumstances.

²⁸ <https://www.ato.gov.au/businesses-and-organisations/gst-excise-and-indirect-taxes/gst/registering-for-gst>

²⁹ <https://www.ato.gov.au/forms-and-instructions/recipient-created-tax-invoices>

³⁰ <https://www.ato.gov.au/>

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by section 5.4 of the [CGRPs](#)³¹.

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform your Funding Arrangement Manager at the Community Grants Hub of any changes to your:

- organisation name
- ABN
- addresses
- contact person/s
- nominated contact details
- bank account details.

The details of your Funding Arrangement Manager will be included in your grant agreement.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress towards achievement of outcomes
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

Activity Work Plan

You must submit a completed Activity Work Plan on the template provided by us after execution of the grant agreement. An Activity Work Plan will be used to outline the specific grant requirements.

³¹ <https://www.legislation.gov.au/F2024L00854/latest/text>

The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project as well as risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan including any compliance requirements will be monitored throughout the grant through 6 monthly Activity Work Plan Reports.

Annual Child Safe Statement of Compliance

You will be required to submit an annual Child Safety Statement of Compliance. This will be a statutory declaration on a form provided by the Hub affirming that that you are compliant with the Child Safe Supplementary Term in your grant agreement.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Acquitting your grant

Financial declaration

We will ask you to provide a financial declaration for each funded financial year. A financial declaration is a certification from the grant recipient stating that funds were spent for the purpose provided as outlined in the grant agreement and in-which the grant recipient is required to declare unspent funds. The financial declaration must be certified by the Board, the Chief Executive Officer or an officer with authority to do so verifying that the funding has been spent in accordance with the grant agreement.

Underspent funding must be returned to the Department of Home Affairs.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7 Evaluation

We will evaluate the grant program to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.8 Acknowledgement

If you make a public statement about a Community Language Schools Grants Program - Fluency in Asian Languages - Round 1 grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This grant activity received grant funding through the Australian Government's Community Language Schools Grants Program.'

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

These guidelines may be changed by the Department of Home Affairs. When this happens, the revised guidelines are published on the [GrantConnect](#)³² website.

13.1 Enquiries and feedback

Complaints about the grant process

Complaints about this grant process or the Community Grants Hub's service/s must be made in writing using the [online complaints form](#)³³ on the [Department of Social Services](#)³⁴ website, or by contacting the Department of Social Services complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints about the Department of Home Affairs grant opportunity, selection process or grant decisions

The Department of Home Affairs Complaints Procedures apply to complaints about the grant program, selection process or grant decisions.

³² <https://www.grants.gov.au/>

³³ <https://www.dss.gov.au/contact/feedback-compliments-complaints-and-enquiries/feedback-form>

³⁴ <https://www.dss.gov.au/contact/feedback-compliments-complaints-and-enquiries/complaints-page>

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Home Affairs. All complaints not specific to this grant opportunity or the Community Grants Hub's service/s (including the selection process and grant decisions) should be addressed to the Department of Home Affairs in writing to [Compliments, complaints and suggestions](#)³⁵.

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or Department of Home Affairs has handled your complaint, you may complain to the [Commonwealth Ombudsman](#)³⁶. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the Department of Home Affairs.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au/

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Department of Home Affairs and Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interest or that, to the best of your knowledge, there is no conflict of interest.

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the Department of Home Affairs and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(section 13\(7\)\)](#)³⁷ of the [Public Service Act 1999](#)³⁸. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub website](#)³⁹.

³⁵ <https://www.homeaffairs.gov.au/help-and-support/departmental-forms/online-forms/complaints-compliments-and-suggestions>

³⁶ <https://www.ombudsman.gov.au/>

³⁷ http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/psa1999152/s13.html

³⁸ <https://www.legislation.gov.au/C2004A00538/latest/versions>

³⁹ <https://www.communitygrants.gov.au/conflict-intrest-policy>

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#)⁴⁰ and the [Australian Privacy Principles](#)⁴¹. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the Privacy Act and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Home Affairs would breach an Australian Privacy Principle as defined in the Privacy Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, the Australian Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all the 3 conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively

⁴⁰ <https://www.legislation.gov.au/C2004A03712/latest/text>

⁴¹ <https://www.oaic.gov.au/privacy/australian-privacy-principles>

- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#)⁴² (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
Government and Executive Services Branch
Department of Social Services
GPO Box 9820
Canberra ACT 2601

By email: foi@dss.gov.au

14. Consultation

Stakeholder	Jurisdiction
Department of Home Affairs	Australian Government
Department of Education	Australian Government
Department of Foreign Affairs and Trade	Australian Government
Department of Education	New South Wales
NSW Education Standards Authority	New South Wales
Department of Education	Victoria

⁴² <https://www.legislation.gov.au/C2004A02562/latest/versions>

Department of Education	Queensland
Department of Creative Industries, Tourism and Sport, Office of Multicultural Interests	Western Australia
School Curriculum and Standards Authority	Western Australia
Department of Education	South Australia
Department of People, Sport and Culture, Office of Multicultural Affairs	Northern Territory
Health and Community Services Directorate, Multicultural ACT	Australian Capital Territory
Community Languages Australia	National
Sydney Institute of Community Languages Education	New South Wales

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15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 ⁴³ (PGPA Act).
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act ⁴⁴ .
community language school (CLS)	is a not-for-profit community organisation that holds Asian language classes outside of school hours with a minimum of 2 hours per week of instructor led language tuition for at least 26 weeks of the year using a teaching program.
Commonwealth Grants Rules and Principles 2024 ⁴⁵ (CGRPs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.

⁴³ <https://www.legislation.gov.au/C2004A02562/latest/versions>

⁴⁴ <https://www.legislation.gov.au/C2013A00123/latest/text>

⁴⁵ <https://www.legislation.gov.au/F2024L00854/latest/text>

Term	Definition
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: - under which relevant money⁴⁶ or other Consolidated Revenue Fund⁴⁷ (CRF) money⁴⁸ is to be paid to a grantee other than the Commonwealth - which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Department of Home Affairs Portfolio Budget Statement program.
GrantConnect ⁴⁹	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grantee	the individual/organisation which has been selected to receive a grant.
National Redress legislation	means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 ⁵⁰ .

⁴⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴⁷ <https://www.finance.gov.au/about-us/glossary/pgpa/term-consolidated-revenue-fund-crf>

⁴⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

⁴⁹ <https://www.grants.gov.au/>

⁵⁰ <https://www.legislation.gov.au/C2018A00045/latest/text>

Term	Definition
Portfolio Budget Statement (PBS) program	described within the entity's Portfolio Budget Statement ⁵¹ , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the: ▪ quality of the project proposal and activities ▪ fit for purpose of the proposal in contributing to government objectives ▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved ▪ potential grantee's relevant experience and performance history.

⁵¹ <https://budget.gov.au/>

Appendix A. List of Eligible and Priority Asian Languages

Eligible Asian Languages

For the purposes of the grant opportunity, an eligible Asian language is a language that is used:

- in the regions listed in Table 1, and
- by members of cultural/linguistic groups in Australia.

Table 1

REGION	LANGUAGES
North-East Asia	Hakka Mandarin Min Nan (Teochew) Wu (Shanghainese) Yue (Cantonese) Japanese Korean Mongolian
South-East Asia	Falam Chin Hakha Chin Kachin Matu Chin Mizo Siyin Chin Tedim Chin Zophei Zotung Chin Karenni Pwo Karen S'gaw Karen Dzongkha Central Tibetan Burmese Hmong Khmer Mon Vietnamese Lao Thai Bikol

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	Bisaya Cebuano Filipino Tagalog Ilocano Ilonggo (Hiligaynon) Acehnese Iban Indonesian Malay Tetun Meto Balinese Javanese Pampangan
Southern Asia	Kannada Malayalam Tamil Tulu Telugu Assamese Bengali Dhivehi Fiji Hindi Gujarati Haryanvi Hindi Kashmiri Konkani Marathi Nepali Oriya Punjabi Rohingya Sindhi Sinhalese Urdu

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Priority Asian Languages

Table 2 outlines what is considered to be a priority Asian language, for the purposes of this grant opportunity.

Table 2

REGION	PRIORITY LANGUAGES
North-East Asia	Mandarin
	Japanese
	Korean
South-East Asia	Burmese
	Falam Chin
	Hakha Chin
	Filipino
	Indonesian
	Karenni
	Pwo Karen
	S'gaw Karen
	Khmer
	Malay
	Thai
	Vietnamese
Southern Asia	Bengali
	Gujarati
	Hindi
	Kannada
	Malayalam
	Nepali
	Punjabi
	Sinhalese
	Tamil
	Telugu

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Assessors Guide: Community Language Schools Grants Program – Fluency in Asian Languages – Round 1

The Department of Home Affairs (the Department) will establish a team of assessors to undertake assessments of applications submitted for the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 grant opportunity. The assessment will create an overall score and justifications for use by the Selection Advisory Panel in forming their final recommendations to the financial delegate.

Documentation

Each Assessor will be provided with the following documentation, after they have attended probity training and completed their Conflict of Interest declaration:

- Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 - Grant Opportunity Guidelines (Guidelines)
- Selection and Assessment Plan
- Assessors Guide
- Initial eligibility check report – for recording findings on whether the application is eligible
- Organisational risk review workbook – for recording findings for checks
- Assessors' workbook - for recording findings on eligible applications.

Assessors will also receive a copy of the applications they are assessing and relevant attachments:

- Activity Budget – mandatory template (associated with criteria 3)
- Governing documents – mandatory attachment, to demonstrate the organisation is involved in, or supports, language education in Australia
- Letter of declaration of consortia arrangements (if applicable).

Timing

Assessors will attend a pre-assessment briefing, which will include a probity training session, with the below activities being completed between 7 January 2026 and 11 February 2026.

The below scheduled is based on 4 individual assessors.

Dates	Activity
7 January 2026	Pre-Assessment training and Probity Training
7 January – 2 February	Assessment, including departmental eligibility checks, organisational risk reviews and assessment of application against criteria.

Departmental initial eligibility checks

In line with section 3 (Assessment) of the Selection and Assessment Plan, the Grant Lead and assessors will first conduct an initial eligibility check of the applications to identify whether:

- the applicant's proposed project is targeted at an eligible Asian language (or languages) as outlined in Appendix A of the Guidelines, and benefits the wider CLS community or sector, as required by section 5.1 of the Guidelines (project requirement).

[Appendix A. List of Eligible and Priority Asian Languages](#)

5.1 Eligible grant activities

S. 47E(d)

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s. 47E(d)

Options for the finding/outcome are detailed in the below table.

Outcome	Basis for outcome
Meets requirements	The application clearly demonstrates: - the proposed project focuses on an Asian language or languages outlined in Appendix A of the Guidelines; - the proposed project would benefit the wider CLS community or sector; <i>AND</i> - the organisation, through its governing documentation, is involved in, or supports, language education in Australia.
Does not meet requirements	The application has not demonstrated that: - the proposed project does not focus on an Asian language or languages outlined in Appendix A of the Guidelines; - the proposed project would benefit the wider CLS community or sector; <i>AND/OR</i> - the organisation is involved in, or supports, language education in Australia.

Methodology for eligibility checks

Please refer to **Appendix A** which outlines the method for the checks as well as a diagram to visualise the process.

Organisational Risk Reviews

s. 47E(d)

Assessment against selection criteria and scoring

Assessors are listed in the Community Language Schools Grants Program – Fluency in Asian Languages – Round 1 Selection and Assessment Plan.

The assessors will assess all applications deemed eligible following the departmental eligibility checks. Assessors will be assigned applications for assessment by the Grant Lead, each application will be assessed by a minimum of two assessors.

Assessors will use the below scoring matrix when assessing.

Score	Basis for Score
3	The applicant has provided a strong response to the criterion.
2	The applicant has provided a satisfactory response to the criterion.
1	The applicant has provided a poor response to the criterion.
0	The applicant has provided no relevant response to the criterion.

Each criterion will be scored out of 3, with each of the three criteria weighted equally. For each criterion, a maximum score out of 3 can be awarded and an overall score out of 9.

For each application, the assessment score will be recorded in each member's assessor workbook.

The assessors will utilise the information provided in each applicant's response to the criterion and the mandatory attachments to inform their assessment, but they will not consider information provided via hyperlinks or web addresses (see section 7.1 Guidelines).

Assessors will use the below guide questions to determine the score for each criterion. Each score will be recorded in the assessors workbook, along with the justification and reasons for each score.

Assessment steps

The steps for assessors will be:

1. **Review the application and attachments.**
2. **Check each criterion** using the table below for guidance.
3. **Calculate the criterion score** and record it in the assessor workbook.
4. **Add justifications** in the comments column (e.g., "Two ineligible items identified: overseas purchases, existing staffing costs").
5. **Flag follow-up items** for the Grant Lead where evidence is unclear or missing.

Assessment Guidance Table

Assessment Criterion	Assessment Guidance – examples of what to consider when assessing
Criterion 1: What is your project?	Describe your proposed project Has the applicant provided information about: • what the project is about • who will benefit from the project • what Asian language(s) will be targeted • the anticipated short, medium and long-term outcomes from the project? Outline the key activities and deliverables Has the applicant provided detailed information about: • what steps or actions, will be undertaken as part of the project • what will be delivered from undertaking those steps or actions? Are the key activities and deliverables logical, detailed and achievable? Explain how your project will contribute to the objectives and outcomes of the grant program outlined in section 2.1 Has the applicant explained how it will contribute to the grant objectives of: • supporting secondary students to build fluency in an Asian language • enhancing Asian cultural and language literacy to take advantage of economic opportunities in Australia's region

		- enabling the participation of young Australians in a broader range of jobs in an economy closely integrated into a global market of diverse trading partners? Has the applicant explained how it will contribute to the intended outcomes of: - increasing the number of Australian students learning an Asian language through community language school (CLS) education - increasing the number of Australian students maintaining their Asian language learning during secondary schooling years to build fluency in the Asian language - building the capability and capacity of community language schools by strengthening their operational structures, so they can support Australian students study an Asian language through to year 12? Has the applicant directly linked the project to all grant objectives and intended outcomes? Detail how you will analyse, measure and evaluate performance of your project to demonstrate success and outcomes Has the applicant provided information about: - what project success looks like (e.g. particular indicators) - clear monitoring and evaluation ideas including surveys, KPIs, reporting (i.e. data collection methods) - their evaluation framework e.g. baseline and endline comparison, frequency of reviews?
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Criterion 2: How will you deliver your project?	When addressing this criterion, applicants should: • outline the skills and experience your organisation has to successfully deliver the project, including your current engagement with Asian languages education • identify any other organisations or stakeholders you currently or will work with to deliver the project • provide details of the personnel in your organisation who will be involved in the project • explain the potential issues or risks that may arise and how you will manage those them.	Outline the skills and experience your organisation has to successfully deliver the project, including your current engagement with Asian languages education Has the applicant provided information or evidence about: • its skills and experience relevant to the particular project they are seeking to deliver (e.g. if the applicant proposes to develop a curriculum, have they delivered a curriculum or other commensurate resources before?) • its operations (e.g. governance structures, financial management, and compliance and risk management) • what work they are progressing in the Asian language education space (e.g. partnerships with other organisations, initiatives and programs)? Identify any other organisations or stakeholders you currently or will work with to deliver the project Has the applicant: • clearly identified the current and proposed organisations or stakeholders they currently are, or will be, work with to deliver the project • defined the roles and responsibility of each organisation or stakeholder that they currently are, or will be, working with on the project. • provided evidence of the current or proposed partnerships? Provide details of the personnel in your organisation who will be involved in the project Has the applicant provided: • the names and positions of the personnel
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		• their professional experience • information about their role in the project. Explain the potential issues or risks that may arise and how you will manage those them Has the applicant: • identified specific issues or risks that may arise from their project • outlined specific mitigations that are practical and proportionate to the issues and risks identified, including how the issues and risks will be monitored and treated if they arise • identified who will own the specific issues or risks as they may arise.
Criterion 3: Project budget	When addressing this criterion, applicants should: • provide an indicative budget outlining the funding required and the allocation against items on mandatory grant activity budget template. • describe how you will manage the grant funds to effectively deliver your grant activities.	Budget template Has the applicant: • submitted the correct template with all sections fully completed. • provided a clear breakdown of costs and activities for the full project duration. • included items that align to the eligible expenditure in the Guidelines – you will need to compare the listed expenses against section 5 of the Guidelines to confirm only eligible items are included. Describe how you will manage the grant funds to effectively deliver your grant activities Has the applicant provided information about: • governance for grant funding received (e.g. who is responsible for financial oversight of the grant funding, what approval processes will occur to use grant funds and existing financial policies)

		• how they will keep records about the use of grant funding • how they will monitor the spend of the grant funding and manage the funding across the lifetime of the grant activity • any procurement processes it will undertake with the grant funding and achieving value for money • financial risks that may arise and mitigation strategies • compliance processes and internal audits for the grant funds.
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