

Before you begin

Before applying for an Establishment Grant, ensure that you have read the [Program Guidelines](#) on the Community Languages Schools Program website.

Prepare your application and gather required documents

- Ensure you have all documentation ready before starting your application, e.g., Students' attendance records, updated insurance policy, updated worker's compensation details, etc.
- Documents must be in one of the following file formats: jpg, jpeg, png, doc, docx, or pdf.
- File names should be limited to 30 characters and include both the document name and the year, e.g., Public Liability Insurance 2026.

Completing your application

An **Establishment Grant** application can be submitted **once** per organisation unless a previous application was rejected, or an exception is granted by the Program.

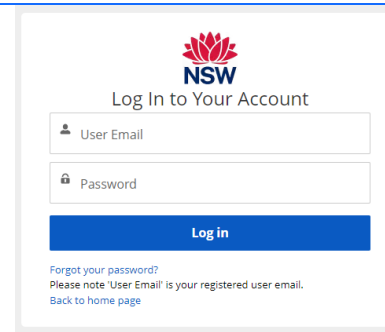
Additional Information

- You can **save and resume** a draft application.
 - You can **unsubmit** an application at any time before the due date.
 - All fields marked with a **red asterisk (*)** are **mandatory** and must be completed throughout the portal.
 - It is recommended to use **Google Chrome** when accessing the portal for the best experience.
-

1. Go to the [Community Languages Schools Program portal page](#) and click **Log in**.

On the **Log in to Your Account** page, enter your **User Email** and **Password**.

Click **Log in**.



The form shows the NSW Government logo at the top. Below it is the heading 'Log In to Your Account'. There are two input fields: 'User Email' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom, there is a link for 'Forgot your password?' and a note: 'Please note 'User Email' is your registered user email.' with a 'Back to home page' link.

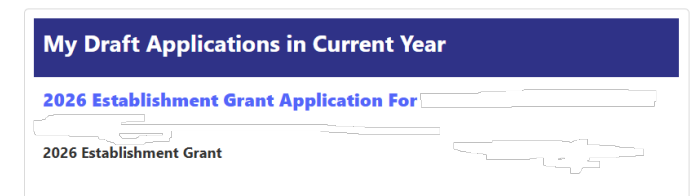
2. To start the Establishment Grant application, click **Read more & Apply** in the Establishment Grant tile.

Note: If you have already started an application, go to 'My Draft Applications in Current Year' at the top right of the screen.

Click on the blue link under 'My Draft Applications in Current Year'. Then go to section 5 of this user guide.



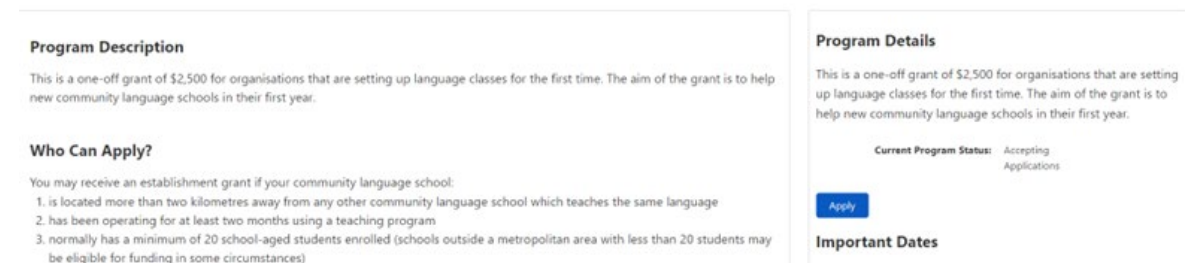
The tile has a dark blue background. At the top left, there is a red 'Accepting Applications' badge. The main heading is '2026 Establishment Grant'. Below it, a description states: 'This is a one-off grant of \$2,500 for organisations that are setting up language classes for the first time.' At the bottom, there is a blue button labeled 'Read more & Apply'.



This section has a dark blue header with the text 'My Draft Applications in Current Year'. Below the header, there is a blue link labeled '2026 Establishment Grant Application For'. Underneath, there is a card titled '2026 Establishment Grant' with a map of Australia showing the location of the applicant.

3. Carefully review the **Establishment Grant Program Details**.

Click **Apply** to proceed.



The page is divided into two main sections. The left section is titled 'Program Description' and contains the same grant description as the previous tiles. Below it is a section titled 'Who Can Apply?' which lists three criteria: 1. located more than two kilometres away from any other community language school, 2. has been operating for at least two months, and 3. has a minimum of 20 school-aged students. The right section is titled 'Program Details' and repeats the grant description. Below this, it shows the 'Current Program Status' as 'Accepting Applications' with a blue 'Apply' button. At the bottom right, there is a section for 'Important Dates'.

4. A **Start Application Process** message will display.

Click **Next** to proceed.

Note: If an error message is displayed, you will not be able to proceed. Please contact the Community Languages Schools Program for support if you see this message.



5. **Complete Your Application**

This application requires you to complete six sections:

- Organisation Information
- Committee and other Contact Details
- School Locations
- Teacher Details
- Student Details
- Upload Documents

Click **Get Started** to start completing each section.

The **Section Status** will display as **In Progress** if it has been started but not completed. If you review/update any section, you will need to **Submit** the section, or it will display as **In Progress**.

The **Section Status** for **ALL** sections must display as **Completed** before you can submit your application.

Note: The **School Locations** section should be completed before the **Teacher Details** and **Student Details** sections.



Complete Your Application

This is your workspace for preparing your application. Once all sections have been completed and saved, the Submit My Application button will display.

Organisation Information In this section, verify/update the details of the Head of Organisation.	SECTION STATUS: In Progress	Continue
Committee and other Contact Details In this section, verify/update the details of Committee Members and other Contacts.	SECTION STATUS: Completed	Review / Update
School Locations In this section, update the details of all schools operating under this Organisation.	SECTION STATUS: Completed	Review / Update
Teacher Details In this section, update the details of all teachers in each School Location.	SECTION STATUS: Completed	Review / Update
Student Details In this section, update the details of all students in each School Location. IMPORTANT: The School Locations section must be completed before the Student Details section can be attempted. The School Locations section status should first display as 'Completed'.	SECTION STATUS: Completed	Review / Update
Upload Documents In this section, upload the required documents needed to complete your application.	SECTION STATUS: Completed	Review / Update

6. Organisation Information

The Organisation Information section is pre-populated with the latest details from your organisation.

If the Head of Organisation contact details are correct:

- Check that there is a green tick next to the contact.
- Select **I verify the above information is correct**
- Click **Verify & Save** to proceed.

OR

If the Head of Organisation contact details are incorrect, incomplete, or out of date:

- Click **Edit** on the right.
- Select **Edit details for this contact** or **Search for a different contact**.
- Follow the prompts to update and save the details.
- Select **I verify the above information is correct**.
- Click **Verify & Save** to proceed.

Role	Contact Details	
☒ * Head of Organisation	Name: Bugs Bunny Email: bubs@gmail.com Mobile: 0415678954	Edit Remove

☒ I verify the above information is correct.

[Close](#)
[Verify & Save](#)

Head of Organisation Details

[Edit details for this contact](#)
[Search for a different contact](#)

You can use your current contact or search for a different contact.

Title	Mobile Phone
Mr	0415678954
First Name	Email
Bugs	bubs@gmail.com
Last Name	Alternate Contact Phone
Bunny	
WWCC Number	WWCC Expiry Date

[Cancel](#)
[Save](#)

7. Committee Member Details

The Committee Member Details section is pre-populated with the latest details from your organisation.

If all contact details are correct:

- Check that there is a green tick next to all contacts.
- Select **I verify the above information is correct**
- Click **Verify & Save** to proceed.

If any contact details are incorrect, incomplete, or out of date:

- Click **Edit** on the right.
- Select **Edit details for this contact** or **Search for a different contact**.
- follow the prompts to update and save the details.
- Select **I verify the above information is correct**.
- Click **Verify & Save** to proceed.

Note: All fields marked with a **red asterisk (*)** are **mandatory** and must be completed.

Committee and other Contact Details

Please review/update details for the Committee Members listed below.

Fields marked with an asterisk (*) are mandatory.

Role	Contact Details	
* President	Name: Harry Potter Email: hp@gmail.com Mobile: 0415234567	Edit Remove
* Vice President	Name: Tweety Bird Email: tw@gmail.com Mobile: 042354786	Edit Remove
* Treasurer	Name: Dafny Duck Email: da@gmail.com Mobile: 0423567987	Edit Remove
* Secretary	Name: Cinderella Cinderella Email: cin@gmail.com Mobile: 0423567465	Edit Remove
* Public Officer	Name: Wood Pecker Email: wp@gmail.com Mobile: 0423981230	Edit Remove
* Coordinator of Language Program	Name: Speed Racer Email: sr@gmail.com Mobile: 0423456872	Edit Remove
Committee Teacher	Name: Email: Mobile:	Edit
Parent	Name: Email: Mobile:	Edit
Other	Name: Email: Mobile:	Edit

☒ I verify the above information is correct.

Close

Verify & Save

8. Community Language School Locations

Community Language School Locations information will be pre-populated from your organisation's Expression of Interest application.

Click **Remove** if your organisation is no longer operating at a location.

Click **Edit** for each school location to review/update all fields including updating the class details and schedule.

New school locations must meet the **2km eligibility rule**.

You can add new locations directly in your application. These locations will be assessed as part of the application assessment process.

If the location you wish to add is not listed in the portal, please contact the Community Languages Schools Program in writing at commlang@det.nsw.edu.au for assistance.

To add a new face to face location - Click **Add Community Language School Location** and go to section 10 of this user guide.

Please review the eligibility criteria found in the [Program Guidelines](#).

Community Language School Locations

Please review/update the details of the Community Language School Locations listed below.

Location	Status	
 Burwood PS	Completed	Edit Remove

[+ Add Community Language School Location](#)

New Community Language School Locations must meet the 2km eligibility rule.

9. Review & Edit School Location details

The Date Established is the only editable field on this page.

Click **Save & Next** to proceed.

Community Language School Contact Person

Click **Edit details for (name of school location contact person)** to review and update contact person details.

Complete/update required fields.

Note: The **FIRST NAME** and **LAST NAME** fields are **locked**. If there are any spelling errors, contact the Community Languages Schools Program at commlang@det.nsw.edu.au for assistance. DO NOT create a new contact.

Tick the checkbox to indicate if the **School Location Contact Person details can be shared with the public**.

Click **Save & Next** to proceed. Then go to section 13 of this user guide.

OR

Click **Search for a different contact** if the listed Location Contact Person details are incorrect. Then go to section 11 of this user guide.

Steps

- Location Details**
- Contact Person
- Class Details
- Schedule

Community Language School Location Details

Location Name
Chatswood PS

* Date Established
27/07/2011

Community Language School Location Name
Artarmon

Cancel

Save & Next

Community Language School Location Contact Person

You can use your current contact or search for a different contact.

Edit details for Shereen
Elsayed

Search for a different contact

Community Language School Location Contact Person

Cancel Changes

Community Language School Contact Person Information

Review the following details and click next to save.

The FIRST NAME and LAST NAME fields below are locked. If there are any spelling errors, contact the Community Languages Schools Program at commlang@det.nsw.edu.au for assistance. DO NOT create a new contact.

10. Add a new Community Language School location

To add a new face to face location - Click **Add Community Language School Location**.

Start typing the name of the location in the **Location Name** search bar and a drop-down list of school location names will appear. Select the correct location name.

To search for official school names, use the [NSW Public School Finder](#) or the [NESA list of registered non-government schools](#).

Note: If the location you wish to add is not listed in the portal, please contact the Community Languages Schools Program in writing at commlang@det.nsw.edu.au for assistance.

Enter the **Date Established** using the calendar icon.

Click **Save & Next** to proceed.

Community Language School Location Information

Community Language School Locations

Please review/update the details of the Community Language School Locations listed below.

Location	Status	
✓ Burwood PS	Completed	Edit Remove

[+ Add Community Language School Location](#)

New Community Language School Locations must meet the 3km eligibility rule.

☒ I verify the above information is correct.

☒ All details for each Community Language School Location must be reviewed/updated before proceeding to the next stage of the application.

[Close](#)
[Verify & Save](#)

Community Language School Location Details

Community Language School Location Details

* Location Name

Carlingford PS

Camden PS

Annangrove PS

Wheeler Heights PS

Albert Park PS

Brisbania PS

* Date Established

If a location is not listed, please contact the Community Languages Schools Program.

[Save & Next](#)

11. Search for a School Location Contact person

Before adding a School Location Contact Person, always search first to check if the contact already exists in the system.

Start typing their name in the **Search for Community Language School Contact Person** search bar.

Once you have located an existing contact, click **Edit Details** to review their details.

Complete/update required fields.

Tick the checkbox to confirm if **the School Location Contact Person details can be shared with the public.**

Click **Save & Next** to proceed. Then go to section 13 of this user guide.

OR

If there are no results found for that contact person, go to section 12 of this user guide to add a new School Location Contact Person.

Community Language School Location Contact Person

Search for an existing contact before creating a new contact.

Search Contact

* Search for Community Language School Contact Person

Cancel

Previous

Save & Next

Community Language School Location Contact Person

Search for an existing contact before creating a new contact.

Edit Details

Search Contact

* Search for Community Language School Contact Person

Shi Ha

Community Language School Contact Person Information

You can use your current contact or search for a different contact.

Please update this School Contact's details with all required information.

Community Language School Location Contact Person

Cancel Changes

Community Language School Contact Person Information

Review the following details and click next to save.

The FIRST NAME and LAST NAME fields below are locked. If there are any spelling errors, contact the Community Languages Schools Program at commclang@det.nsw.edu.au for assistance. DO NOT create a new contact.

* Title
Mrs

* First Name

* Last Name

* Email

* Mobile Phone

Alternate Contact Phone

* Address

(04)

Error: Address is required.

12. Add a new School Location Contact Person

If a School Location Contact Person is not found, click **Create a new School Location Contact Person**.

Complete all fields in the **New School Contact Person Information**.

Tick the checkbox to confirm if **the School Location Contact Person details can be shared with the public**.

Click **Save & Next** to proceed.

Community Language School Location Contact Person

[Cancel Changes](#)

[Create a new School Location Contact Person](#)

Search Contact

* Search for Community Language School Contact Person

There are no results with your search criteria. Please try again or [Create a new School Location Contact Person](#).

[Cancel](#)

[Previous](#)

[Save & Next](#)

Community Language School Location Contact Person

[Cancel Changes](#)

New School Contact Person Information

* Title

* First Name

* Last Name

* Email

* Mobile Phone

Alternate Contact Phone

* Address

* City/Suburb

* State

* Postal Code

☐ Can the School Location Contact Person details be shared with the public?

[Cancel](#)

[Previous](#)

[Save & Next](#)

13. Class Details

Complete required fields:

- Enter Class Start and End Dates for **current year** (using the calendar icon)
- Number of **Weeks** in each term
- Number of **Classrooms**
- Comments – provide further information if relevant.

Click **Save & Next** to proceed.

Community Language School Location Program Details

Complete your Community Language School Location Program Details.

Class Details

* Class Start Date: 02/02/2025 * Class End Date: 19/12/2025

Number of Weeks

* Term 1: 10 * Term 2: 10
* Term 3: 10 * Term 4: 10

* Number of Classrooms

2

Comments

Cancel

Previous Save & Next

14. Schedule

Enter the Start and End Times for all days that classes operate on. Class times **must be** outside of regular school hours.

Click **Save & Exit** to proceed.

Community Language School Location Schedule Details

Complete your Community Language School Location Schedule Details.

Community Language School Location Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time: 04:00 pm End Time: 05:00 pm	Start Time: End Time:	Start Time: End Time:	Start Time: End Time:	Start Time: End Time:	Start Time: 08:00 am End Time: 11:00 am	Start Time: End Time:

Cancel

Previous Save & Exit

15. Review School Locations

Check that the **Status** for each **School Location** shows as **Completed**.

Tick the **I verify the above information is correct** checkbox.

Click **Verify & Save** to proceed.

☒ I verify the above information is correct.

☒ All details for each Community Language School Location must be reviewed/updated before proceeding to the next stage of the application.

16. Community Language School Teacher List

Add your teachers. All teachers working at the community language schools must be added.

Click on the column headings to sort by **Status**, **First Name**, **Last Name** and **Email**.

Note: Working With Children Check status

Any organisation that has people who work or volunteer in child-related work in NSW must have a Working with Children Check (WWCC). Organisations must verify the WWCC details and keep records of anyone they have in child-related work.

Important: A teacher's Working with Children Check (WWCC) expiry date must be later than the Grant closing date (30 April).

If a teacher's **WWCC expires before this date**, their record will remain in **Draft status** until the expiry date is updated.

The option **Verify & Save** will only appear when the **Status** for all records shows as **Complete** and the **I verify the above information is correct** checkbox is ticked.

Click **Edit** to review and update teacher details.

Click **Remove** to delete a teacher.

Community Language School Teacher List

Please review/update details for the teachers listed below or add a new teacher.

Select a School Location to display teachers
All School Locations

Showing 2 of 2 Teachers.

	Status	First Name	Last Name	Mobile	Email	WWCC	WWCC Expiry Date	Location Name
Edit Remove	Complete	Na	A	0449		WWC1	31/05/2027	Chatswood PS
Edit Remove	Complete	Sa	Sl	042		WWC0	06/02/2026	Chatswood PS

[+ Add Community Language School Teacher](#)

☐ I verify the above information is correct.

Close

Community Language School Teacher List

[Verify & Save](#)

Please review/update details for the teachers listed below or add a new teacher.

Select a School Location to display teachers
All School Locations

Showing 2 of 2 Teachers.

	Status	First Name	Last Name
Edit Remove	Complete	Na	A
Edit Remove	Complete	Sa	Sl

17. Edit Teacher Details

Click **Edit Details for this teacher** to review and update all required Teacher details fields including their current Working with Children Check (WWCC) number and expiry date.

Important: Working With Children Check status

Any organisation that has people who work or volunteer in child-related work in NSW must have a Working with Children Check (WWCC). Organisations must verify the WWCC details and keep records of anyone they have in child-related work.

A teacher's Working with Children Check (WWCC) expiry date must be later than the Grant closing date (30 April).

If a teacher's **WWCC expires before this date**, their record will remain in **Draft status** until the expiry date is updated.

Note: The **FIRST NAME** and **LAST NAME** fields are **read only**. If there are any spelling errors, contact the Community Languages Schools Program for assistance. **DO NOT** create a new contact.

Select the school location(s) for this teacher. More than one location can be selected.

Select Teacher Language Skills.

Click **Save & Exit** to proceed.

Community Language School Teacher Details

You can edit details of this teacher.

 Edit details for this teacher

Select School Location/s for this teacher.

Teacher School Location(s)

☐ Location Name

☒ Chatswood PS

☐ Camden PS

☐ Fairfield PS

☐ Carlingford PS

Cancel

Save & Next

18. Add a teacher

Click **Add Community Language School Teacher**.

Note: It is important to start typing in the **Search for Contact** bar for the blue **Create a New School Teacher** to appear.

Click **Create a New School Teacher**.

Complete required fields.

Select the school location(s) for this teacher. More than one location can be selected.

Select Teacher Language Skills.

Click **Save & Exit** to proceed.

The option **Verify & Save** will only appear when the **Status** for all records shows as **Complete** and the **I verify the above information is correct** checkbox is ticked.

Click **Verify & Save** to proceed.

 Add Community Language School Teacher

Community Language School Teacher Details

Search for an existing contact in your organisation before creating a new community language school teacher.

Search

* Search for Contact

Error: Search for Contact is required.

Cancel

Save & Next

Community Language School Teacher Details

Search for an existing contact in your organisation before creating a new community language school teacher.

 Create a New School Teacher

	Status	First Name	Last Name	Mobile	Email	WWCC	WWCC Expiry Date	Location Name
Edit	Remove	Complete		044	@gmail.com.invalid	WWC	31/05/2027	Chatswood PS
Edit	Remove	Complete		0421	@yahoo.com.invalid	WWC	06/02/2026	Chatswood PS

 Add Community Language School Teacher

☒ I verify the above information is correct.

Close

Verify & Save

19. Student Details Section

The student details page shows the number of students enrolled within each listed school location.

To add student details, click on the **Student List** for each location.

Community Language School Student Details

Community Language School Locations

Click on Student List to Add/Update Student Details

Location Name	Number of Students	
 Queanbeyan HS	3	Student List
 Queanbeyan South PS	0	Student List
 Chatswood HS	0	Student List

☐ I verify the above information is correct.

 Details for every student in all Community Language School Locations must be completed before saving.

[Close](#)

[Verify & Save](#)

20. Students at School Location Name

There are two ways you can add students to a School Location:

Add Individual Student – If you choose this option, you can add details for each student individually on the portal.

Add Multiple Students – Please refer to the [Add Multiple Students user guide](#) on our website.

Students at Chatswood PS

Please review Student Details below or add New Students.

No students have been added to this School Location yet.

You can add students individually or add multiple students. It is important to refer to the User Guides on the Community Languages Schools Program website for detailed instructions.

[+ Add Individual Student](#)

[+ Add Multiple Students](#)

21. Add new Individual Student

Note: Students must turn 5 on or before 31 July this year.

Note: It is important to start typing in the **Student Search** bar for the blue **Create a New Student** to appear.

Click **Create a New Student**.

Community Language School Student Details

Search for a student before creating a new student.

[+ Create a New Student](#)

Student Search

* Search by first name, last name or both names

Alma

There are no results with your search criteria. Please try again or [Create a New Student](#).

[Cancel](#)

22. New Student Details

Complete required fields.

To add the student's mainstream school, start typing the official name of the student's mainstream school in the **Mainstream School** search bar.

To search for official school names, use the [NSW Public School Finder](#) or the [NESA list of registered non-government schools](#).

Ensure all entered fields are correct and that spelling is accurate.

Click **Save & Exit** to proceed.

Complete this process for each new student.

Community Language School Student Details

[Cancel Changes](#)

New Student Details

* First Name

* Last Name

* Date of Birth

* Gender

* Term 1 Attendance

* Parent / Carer Contact Number

* Mainstream School

* Mainstream Year Level

[Cancel](#)

[Save & Exit](#)

23. Student List

The students will now show in your school location list.

Click on the column headings to sort by **First Name**, **Last Name** and **Mainstream School**. You can also type in the search bar to search by first name and last name.

Ensure that all student records are correct, and **Status** shows as **Complete**.

If any student record shows as **Draft** you will need to edit and update all required fields before you can proceed to verify this information.

Please review Student Details below or add New Students.

1 Students

	Status	First Name	Last Name	Date of Birth	Term 1 Attendance	Mainstream School	
Edit	Remove	Complete	Ba	Y	18/11/20	10	Fort Street PS

[+ Add Individual Student](#)

[+ Add Multiple Students](#)

[Close](#)

24. Repeat sections 21 – 22 of this user guide for each School Location.

Tick the **I verify the above information is correct** checkbox.

If a green tick appears next to **Details for every student in all Community Language School Locations must be completed before saving**, click **Verify & Save**.

The **Student Details** section status will now show as **Completed**.

Community Language School Locations

[Click on Student List to Add/Update Student Details](#)

Location Name	Number of Students	
 Burwood PS	2	Student List

☐ I verify the above information is correct.

 Details for every student in all Community Language School locations must be completed before saving.

[Close](#)

[Verify & Save](#)

25. Upload Documents

Upload any **Renewed Documents** by clicking the **Upload files** button and selecting the file from your device or by dragging and dropping the file to the **drop files** field.

Please **only upload renewed documents**, for example renewed **Public Liability Insurance** and renewed **Workers Compensation documents**.

A **minimum of one document upload** is required to complete this section.

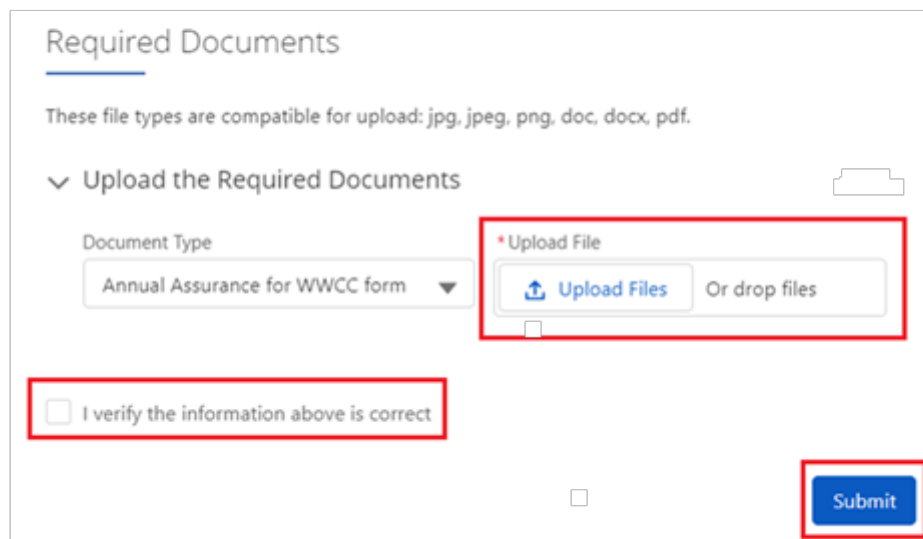
All documents can only be uploaded using the Teacher's Qualifications Document Type option.

Tick the **I verify the information above is correct** checkbox.

Click **Submit** to proceed.

Note: You can only upload these file types: jpg, jpeg, png, doc, docx, pdf. You can upload multiple files.

If you wish to remove a document that you have uploaded to the Upload Documents section incorrectly, please contact the Community Languages Schools Program.



Required Documents

These file types are compatible for upload: jpg, jpeg, png, doc, docx, pdf.

✓ Upload the Required Documents

Document Type
Annual Assurance for WWCC form ▼

* Upload File
 Or drop files

☐ I verify the information above is correct

26. Submit your Application

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

Note: Applications cannot be submitted after the Grant application closing date.


Ready to Submit?
 Looks like you've finished completing each section! When you're ready to submit, click "Submit My Application".

[Submit My Application](#)

Organisation Information In this section, verify/update the details of the Head of Organisation.	SECTION STATUS: Completed	Review / Update
Committee and other Contact Details In this section, verify/update the details of Committee Members and other Contacts.	SECTION STATUS: Completed	Review / Update
School Locations In this section, update the details of all schools operating under this Organisation.	SECTION STATUS: Completed	Review / Update
Teacher Details In this section, update the details of all teachers in each School Location.	SECTION STATUS: Completed	Review / Update
Student Details In this section, update the details of all students in each School Location. IMPORTANT: The School Locations section must be completed before the Student Details section can be attempted. The School Locations section status should first display as "Completed".	SECTION STATUS: Completed	Review / Update
Upload Documents In this section, upload the required documents needed to complete your application.	SECTION STATUS: Completed	Review / Update

27. Ready to Submit?

Review the **Declaration** and **Certification**.

Tick the **Please confirm that you are applying for an Establishment Grant** checkbox.

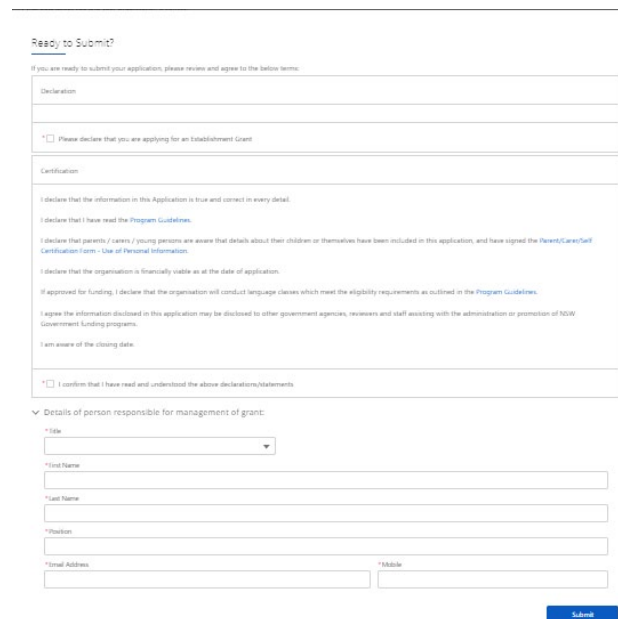
Tick the **I confirm that I have read and understood the above declarations/statements** checkbox.

Complete the **Details of person responsible for management of grant**.

Click **Submit** to proceed.

Once the application has been successfully submitted, a **Your Application has been submitted** message will display.

Click **Finished**.



28. The submitted application details can be reviewed under the **Application Workspace > Details** tab.

To update/withdraw your application, click **Unsubmit My Application**.

To resubmit the application, click **Submit My Application**.

Note: You will not be able to unsubmit your application after the Grant application closing date.

