

Before you begin

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

Prepare your application and gather required documents

- It is recommended to prepare responses in a Word document **before** starting your application on the portal. Please refer to the 'Preparing a Specific Project Grant' on page 11 of this guide to review the questions requiring longer answers.
- You should have any documentation to support your application available before starting. This might be consultation, research or a survey you have undertaken with your school community.
- Documents must be in one of the following file types; jpg, jpeg, png, doc, docx, pdf.
- File name should be limited to **30** characters and include the **name of the document** and the **year** e.g., Public Liability Insurance 2024

Completing your application

A Specific Project Grant application can be submitted once each year per Organisation. You can apply for this grant after you have submitted a Per Capita Grant application for the current year unless an exception is granted by the Community Languages Schools Program.

You can save and resume a draft application. You can also unsubmit an application prior to the application due date.

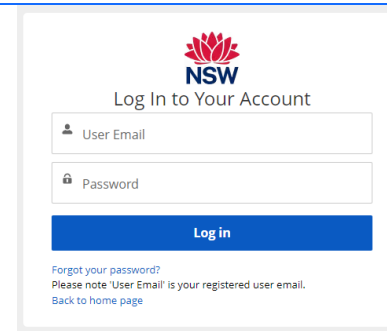
All fields marked with a **red asterisk (*)** are mandatory and must be completed. This applies throughout the portal.

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

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**.



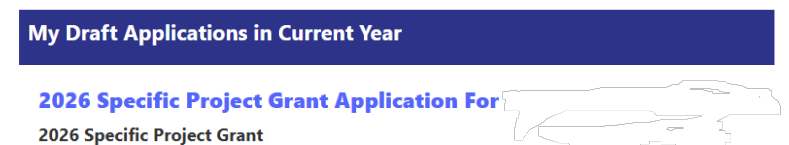
The form shows the NSW Government logo at the top. Below it is the heading 'Log In to Your Account'. There are two input fields: 'User Email' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom, there is a link for 'Forgot your password?' and a note stating 'Please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

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

Note: If you have already started an application, go to 'My Draft Applications in Current Year'. Click on the blue link. Then go to section 5 on page 3 of this user guide.



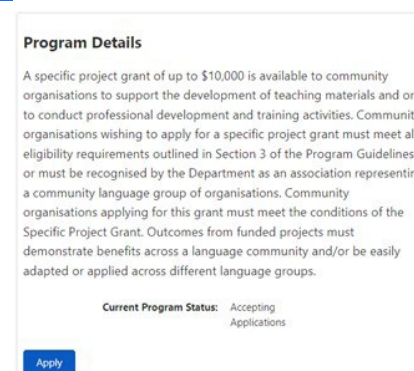
The tile has a dark blue background. At the top left, there is a red banner that says 'Accepting Applications'. The main heading is '2026 Specific Project Grant'. Below this, a paragraph states: 'This grant of up to \$10,000 is available to develop teaching materials or run training activities. The project should benefit other...'. At the bottom, there is a blue button that says '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 that says '2026 Specific Project Grant Application For 2026 Specific Project Grant'. To the right of the link is a small, stylized graphic of a landscape.

3. Review the **Specific Project Grant Program Details**.

Click **Apply** to proceed.



The page has a light grey background. The heading 'Program Details' is at the top. Below it, a paragraph describes the grant: 'A specific project grant of up to \$10,000 is available to community organisations to support the development of teaching materials and or to conduct professional development and training activities. Community organisations wishing to apply for a specific project grant must meet all eligibility requirements outlined in Section 3 of the Program Guidelines or must be recognised by the Department as an association representing a community language group of organisations. Community organisations applying for this grant must meet the conditions of the Specific Project Grant. Outcomes from funded projects must demonstrate benefits across a language community and/or be easily adapted or applied across different language groups.' Below this paragraph, there is a status indicator: 'Current Program Status: Accepting Applications'. At the bottom, there is a blue button that says 'Apply'.

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

Click **Next** to proceed.

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

Start Application Process

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

Cancel

Next

5. **Complete Your Application**

This application requires you to complete three sections:

- i. Organisation Information
- ii. Project Details
- iii. Upload Documents

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

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

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



Complete Your Application

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

Organisation Information

In this section, verify that data about you and your Organisation is correct.

SECTION STATUS:
Not Started

[Get Started](#)

Project Details

In this section, add the details about the Project

SECTION STATUS:
Not Started

[Get Started](#)

Upload Documents

In this section, upload the required documents needed to complete your application.

SECTION STATUS:
Not Started

[Get Started](#)

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, do not update them in this section (if you are applying before 30 April).

Update the Head of Organisation contact details in the Per Capita grant application in the portal.

- Do not select **Edit** in this section.
- Go to the Per Capita grant application in the portal.
- Update the Head of Organisation contact details there.
- Return to this section once the details have been updated.
- Select **I verify the above information is correct**.
- Click **Verify & Save** to proceed.

If you are applying after 30 April:

You may update the Head of Organisation contact details directly in this section by selecting Edit and following the prompts.

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

7. Project Details

Enter the details for the project you are submitting the application for.

Project Name – Enter the title of your project, for example, *Year 2 Spanish Workbook*.

Project Type – Enter the type of your project, for example, *online interactive workbook, hardcopy workbook*.

Purpose – Choose an option from the drop-down list.

Complete all required fields.

Have you been supported by a Specific Project Grant (SPG) previously? – If you choose YES, add all previously approved Specific Project Grants details in the table.

Click **Add** to enter details for each year you have been granted a Specific Project Grant.

Project Details

* Project Name

* Project Type

* Purpose

* Total Amount Requested ⓘ

Will the funded product be freely available online?

- ☐ Yes
☐ No

* Name/s of community languages schools involved.

Please answer the following questions. Recommended to use maximum of 3000 characters for each answer.

Have you been supported by a Specific Project Grant (SPG) previously?

- ☐ Yes
☐ No

Please answer the following questions. Recommended to use maximum of 3000 characters for each answer.

Have you been supported by a Specific Project Grant (SPG) previously?

- ☒ Yes
☐ No

If yes, provide details in the table below. Add all previously approved Specific Project Grants.

Add

* Amount Granted

* Project Title

* Year Of Grant

8. Consultation and research

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

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

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

* What were the findings/results from the consultation?

* What research have you undertaken to find out if teaching and learning resources or professional learning are already available in your language that meet the needs you have...

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

9. Describe the project in detail

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

Describe the project in detail.

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

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

10. Project benefits

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

Describe how this project will benefit students and teachers.

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

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

11. Project plan

Enter the details for each step of the project plan. Click **Add** for each additional project plan activity/step.

Note: You need to add all activities/steps one by one in order. For example, step 1, step 2, step 3, etc.

If there is more than one responsible person, use a **comma** to separate the names.

A maximum of **250 characters** are allowed for each of the following fields:

- What needs to be done?
- Relevant experience
- How will you do it?

Add Delete

* Activity/Step ⓘ
1

* What needs to be done? ⓘ

* Proposed Start Date

* Proposed End Date

* Responsible person/s

* Relevant experience ⓘ

* How will you do it? ⓘ

* Cost ⓘ

Maximum of 250 characters in each of these fields.

Next

12. Income and Expenditure

A pop-up box will display relating to **Income and Expenditure**.

Note: Some fields may not be applicable for your application. Only enter data into the fields that are relevant to your application.

The total amount for **Income and Expenditure** will be automatically calculated based on the amounts entered in the fields.

Tick the **I verify the information above is correct** checkbox and click **Submit** to proceed.

Income and Expenditure

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

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

☐ I verify the information above is correct

Previous Submit

13. Upload Documents

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

Click **Add** if you need to upload another document.

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

Click **Submit** to proceed.

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

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

If you received a grant previously, any future grants will not be released until the following have been submitted to the Community Languages Schools Program:

- Specific Project Grant Acquittal Report
- Any resources developed

✓ Upload the Documents

Add

Document Type

Other

Upload File

Upload Files

Or drop files

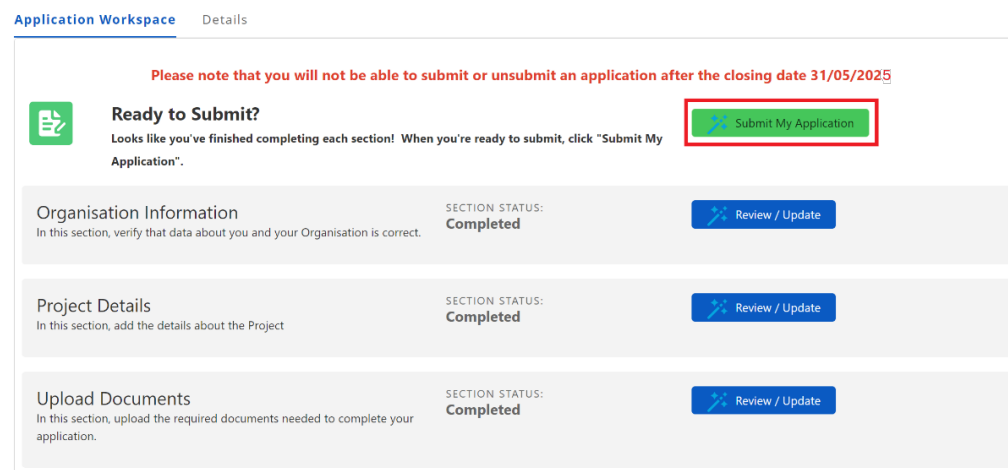
☐ I verify the information above is correct

Submit

14. Submit your Application

Once all three 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.



Application Workspace Details

Please note that you will not be able to submit or unsubmit an application after the closing date 31/05/2025

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 that data about you and your Organisation is correct. SECTION STATUS: **Completed** **Review / Update**

Project Details
In this section, add the details about the Project. SECTION STATUS: **Completed** **Review / Update**

Upload Documents
In this section, upload the required documents needed to complete your application. SECTION STATUS: **Completed** **Review / Update**

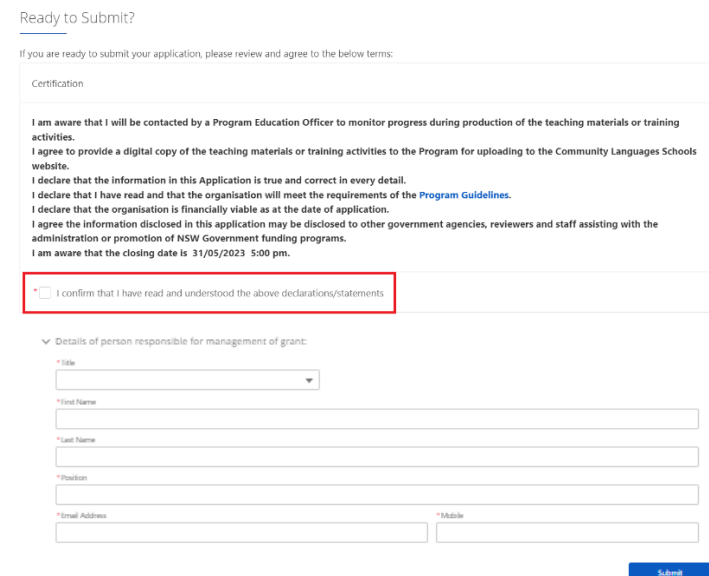
15. Ready to Submit? page

Review the **Certification**.

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

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

Click **Submit** to proceed.



Ready to Submit?

If you are ready to submit your application, please review and agree to the below terms:

Certification

I am aware that I will be contacted by a Program Education Officer to monitor progress during production of the teaching materials or training activities.

I agree to provide a digital copy of the teaching materials or training activities to the Program for uploading to the Community Languages Schools website.

I declare that the information in this Application is true and correct in every detail.

I declare that I have read and that the organisation will meet the requirements of the **Program Guidelines**.

I declare that the organisation is financially viable as at the date of application.

I agree the information disclosed in this application may be disclosed to other government agencies, reviewers and staff assisting with the administration or promotion of NSW Government funding programs.

I am aware that the closing date is 31/05/2023 5:00 pm.

☐ I confirm that I have read and understood the above declarations/statements

Details of person responsible for management of grant:

*Title

*First Name

*Last Name

*Position

*Email Address *Mobile

Submit

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

Click **Finished**.

Your Application Has Been Submitted

Congratulations! Your application has been submitted.

Your application will be reviewed by the Community Languages Schools Program. You can monitor the status of your application here in the Portal.

Finished

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

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

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

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



Your Application Has Been Submitted

Congratulations! You submitted your application.

Unsubmit My Application

Organisation Information

Organisation name

Parramatta Arabic School Inc

Information about the Organisation is verified from the Portal?

true

Preparing a Specific Project Grant application

The following questions are provided as a guide to assist organisations prepare for submitting an application via the portal. It is recommended to prepare responses on a Word document **before** starting an application.

Write a maximum of 3000 characters for each of the following eight questions.

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

1. How did you consult with your community, teachers, and students about the need for this project?
2. What were the findings/results from the consultation?
3. What research have you undertaken to find out if teaching and learning resources or professional learning are already available in your language that meet the needs you have identified?
4. If they already exist, why are these resources or professional learning not suitable for your school and language needs?

Describe the project in detail

1. What will you produce at the end of this project? Please provide specific details.
2. What do you aim to achieve at the end of this project? Please provide specific details.

Describe how this project will benefit students and teachers

1. How will this project be used by students and teachers?
2. How will other community languages schools benefit from this project?

List each step of the project plan. Including dates, responsible person/s, their experience, and qualifications relevant to the project and detailed estimated cost.

A maximum of **250 characters** are allowed for each of the following fields:

- What needs to be done?
- Relevant experience
- How will you do it?

