

Funding guidelines

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Purpose of the funding

Community Hubs Australia (CHA) has received funding from the Federal government to reduce barriers for adults to learn and practise their English, along with childminding to support English classes in the hubs.

This funding is only to be used to pay providers to run adult English activity in the hub, and/or childminding to support English classes. For more information on what this funding can be used for, visit [Hub Toolbox](#).

In line with funding requirements, the application process collects the following:

- English provider details: name / organisation, ABN, a description of qualification or relevant skills and experience.
- Lesson plans for each planned English activity. To see an example of a lesson plan, visit Hub Toolbox.
- A quote for service delivery (English and/or childminding), signed by the Principal or school business manager. To see an example of a quote, visit Hub Toolbox.

Funding limit

The new funding limit is a maximum of \$3,000 per hub per term, to be used for English, childminding, or both. This amount is GST exclusive.

For example, a hub applies for \$1,000 for English and \$1,500 for childminding in Term 1. For Term 2, the same hub applies for \$2,700 for English and \$300 for childminding.

Submitting your application in Term 4, 2024

For Term 1 and Term 2, 2025 you have the option to apply for funding for English classes, childminding to support English, or both.

Applications for Term 1 and Term 2 2025, close with an extended deadline 5pm AEDT, Friday 6 December 2024.

For schools who received funding for Term 3 and Term 4, 2024, all reporting requirements will need to be completed before this application can be approved.

Applications will be reviewed as they are submitted. If your application is incomplete or missing elements, we will ask you to make amendments and resubmit the application for review. Hub leaders will be advised of the outcome before the end of Term 4.

Requirements as part of the funding

If your application is successful, the following information needs to be collected for each participant:

- Visa status, demographics and year of arrival (once only for each participant).
- Measure of English progress (once during the funded period). If your English facilitator does not have a measure of English progress, CHA will provide a template once your application for funding is approved.

English and childminding funding application Term 1 and 2, 2025

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If your application is successful, the following needs to be completed:

- Submit invoices with session details, for English and/or childminding activity once per term.
- Complete a 'hub leader program and expenditure summary' towards the end of Term 2, detailing how the funding was used and the outcomes achieved (including the number of participants attending English and the number of people using the childminding service on site).

Invoicing and payment

Hub leaders are responsible for submitting invoices for English and childminding funding. Invoices can be issued directly from the English and / or childminding provider, or from your school.

Invoices should be uploaded towards the end of each term and should only be uploaded for activities that happen within the term.

We will query invoices that do not match the approved application and Hub Portal activity information and session count. To know what to include on the submitted invoice/s, refer to the checklist and example on [Hub Toolbox](#).

If you have any questions, please contact Maia at maianelson@communityhubs.org.au.

Declaration *

☐ I have read and agree with the guidelines above. If this funding application is successful, I commit to completing all requirements outlined above.

Key contacts

* indicates a required field

Hub

School *

Organisation Name

State *

Local Government Area *

Applicant question

Are you (the applicant) the? *

- ☐ Business manager
- ☐ Hub leader
- ☐ Principal

Business manager or person responsible for school accounts

English and childminding funding application Term 1 and 2, 2025

Form Preview

*

First Name

Last Name

Email address *

Must be an email address.

Hub leader

*

First Name

Last Name

Email address *

Must be an email address.

Principal

*

First Name

Last Name

Email address *

Must be an email address.

Funding request

* indicates a required field

Funding type

Select what English funding your school is applying for in Term 1 and 2, 2025: *

- ☐ Term 1 English
- ☐ Term 2 English
- ☐ Term 1 and Term 2 English
- ☐ No English funding

Select what childminding funding your school is applying for in Term 1 and 2, 2025: *

- ☐ Term 1 childminding
- ☐ Term 2 childminding

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- ☐ Term 1 and Term 2 childminding
- ☐ No childminding

Before completing this funding application:

It is the hub leader's responsibility to speak to the English program facilitator, childminding provider, Principal and business manager before submitting a funding application.

The application will collect the following information:

- English provider details: name / organisation, ABN, a description of qualification or relevant skills and experience.
- Lesson plans for the school term/s, for each planned English activity.
- A quote for service delivery (English and/or childminding), signed by Principal or school business manager.

A measure of English progress must be used to assess participant learning. Will the English provider / facilitator use their own measure of progress or the one provided by CHA? *

- ☐ My provider / facilitator has a measure of English progress
- ☐ We will use the CHA measure of English progress
- ☐ Other:

Remaining English and / or childminding funds from Term 3 and Term 4, 2024

Remaining funds

'Remaining funds' only refers to the amount of funds that the school has not spent, from the funding that CHA paid your school for Term 3 and 4, 2024. This amount is calculated in the form 'hub leader program and expenditure summary Term 3 and Term 4, 2024'.

Please verify this amount with your school business manager.

For example, your school invoiced CHA and was paid \$4,000 for Term 3 English. However, the English activity you ran in the hub amounted to \$3,000, due to teacher illness in the last weeks of Term. In this example, your school has \$1,000 of remaining funds. When applying for Term 1 and Term 2, 2025 English and / or childminding funding, your school would deduct \$1000 (remaining funds) from the amount you are applying for.

Note: 'Remaining funds', **does not** refer to funding applied for, but not invoiced or spent in Term 3 and 4, 2024.

Do you have remaining English program and / or childminding funding from CHA? If yes, please state how much.

\$
Must be a dollar amount.

English activity details

English and childminding funding application Term 1 and 2, 2025

Form Preview

Fill in one row per activity that CHA English funding is being requested in Term 1 and 2, 2025.

To complete all fields in the table follow the directions below:

- **English activity description** - Briefly describe the planned English activity, including; the type of English class being delivered, frequency of sessions per week and what participants you hope to engage.
- **English provider organisation / name** - For the planned English activity list the English provider organisation / name.
- **Qualification** - Confirm that the English provider holds a qualification or relevant skills and experience to teach English to adults.
- **Qualification description** - List what qualifications or relevant skills and experience the English facilitator holds to teach English to adults.
- **English provider ABN** - Enter the English provider's ABN and click 'Lookup' to verify the number. If the English provider is employed through the school, enter the school's ABN. ABN information will be available on the final review page.
- **English activity lesson plan** - For the planned English activity upload a copy of the lesson plan prepared by the English provider for the period of the funding. To see an example of a lesson plan, visit [Hub Toolbox](#).
- **English activity quote signed by school** - Upload the quote prepared by the English provider signed by Principal or school administration.
- **Term 1 / Term 2 English (GST exclusive)** - Detail the funding amounts separately for Term 1 and 2. If funding is not required for a particular term, leave the field blank.

To view the table in full screen, click 'Maximise'. To add more rows, click 'Add more' or '+'. To delete a row, click 'Delete'.

English activity description	English provider organisation / name	Qualification	Qualification description	English provider ABN	English activity lesson plan	English program quote signed by school	Term 1 English (GST exclusive)	Term 2 English (GST exclusive)
				Enter a valid ABN. ABN information will be available on final review page.			Must be a dollar amount and no more than 3000.	Must be a dollar amount and no more than 3000.
		confirm that the English facilitator holds a relevant qualification to and teach English to adults	confirm that the English facilitator holds a relevant qualification to and teach English to adults				\$	\$

English and childminding funding application Term 1 and 2, 2025

Form Preview

		to adults.					
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English activity invoice details

Invoices are submitted once per term by the hub leader, after the majority of the English activity has taken place.

Invoice submission per term (uploaded onto SmartyGrants by the hub leader) will be: *

- ☐ From the English provider / facilitator
☐ From the school

For any excursions planned for Term 1 and Term 2 English activity, English funding can only be used to cover the cost of the English facilitator's time to attend - not transport, entry fees or catering. *

- ☐ I agree

Childminding to support English activity details

Fill in one row per English activity that CHA childminding funding is being requested in Term 1 and 2, 2025.

To complete all fields in the table follow the directions below:

- **English activity description** - Briefly describe the planned English activity, including; the type of English class being delivered, frequency of sessions per week and what participants you hope to engage.
- **English provider organisation / name** - For the planned English activity list the English provider organisation / name.
- **Childminding provider organisation / name** - For the planned English activity list the childminding provider organisation / name.
- **Childminding provider ABN** - Enter the childminding provider's ABN and click 'Lookup' to verify the number. If the childminder is employed through the school, enter the school's ABN. ABN information will be available on the final review page.
- **Childminding for English activity quote signed by school** - Upload the quote prepared by the childminding provider signed by Principal or school administration.
- **Term 1 / Term 2 childminding (no GST applied)** - Detail the funding amounts separately for Term 1 and 2. If funding is not required for a particular term, leave the field blank.

To view the table in full screen, click 'Maximise'. To add more rows, click 'Add more' or '+'.

English activity description	English provider organisation name	Childminding provider organisation name	Childminding provider ABN	Childminding for English program quote	Term 1 childminding (no GST applied)	Term 2 childminding (no GST applied)
			Enter a valid ABN. ABN information will be available on		Must be a dollar amount and no more than 3000.	Must be a dollar amount and no more than 3000.

English and childminding funding application Term 1 and 2, 2025

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			final review page.			
					\$	\$

Childminding activity invoice details

Invoices are submitted once per term by the hub leader, after the majority of the English activity has taken place.

Childminding invoice submission per term (uploaded onto SmartyGrants by the hub leader) will be: *

- ☐ From the childminding provider
- ☐ From the school

I acknowledge that: *

- ☐ Childminding funding will be used for childminding only, and not childcare.

Childminders do not require special qualifications like childcare workers. A childminder looks after the children of hub participants and should be in the same building as the parent who remains responsible for their child's behaviour, safety and wellbeing. Many hubs employ a hub participant as a childminder as a way of supporting them with paid employment. For many, it's their first job in Australia. A childcare worker holds full responsibility of the children they look after. Childminding funding can be used to pay for childminding, not childcare.

Summary of English and / or childminding funding request

The amounts below have been calculated and pre-populated based on the remaining funds entered for Term 3 and Term 4, 2024 and Term 1 and 2, 2025 amounts entered for English and / or childminding in the previous table/s.

'Total funding request' refers to the combined amounts for English and childminding for Term 1 and 2, 2025 and remaining funds.

Errors may appear if:

- The total Term 1 funding exceeds \$3,000 (GST exclusive for English, no GST applied for childminding)
- The total Term 2 funding exceeds \$3,000 (GST exclusive for English, no GST applied for childminding)
- The total funding request across both terms exceeds \$6,000

If an error displays, please amend amounts entered in the tables housed in the previous 'English activity details' section or the 'childminding to support English activity details' section.

Remaining funds * \$ This amount is calculated, to edit go to previous sections.	Total Term 1 English funding \$ This amount is calculated, to edit go to previous sections.	Total Term 2 English funding \$ This amount is calculated, to edit go to previous sections.	Total funding request (Max \$6,000) \$ This amount is calculated, to edit go to previous sections.
	Total Term 1 childminding funding \$ This amount is calculated, to edit go to previous sections.	Total Term 2 childminding funding \$ This amount is calculated, to edit go to previous sections.	

English and childminding funding application Term 1 and 2, 2025

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Total Term 1 funding (Max \$3,000)

This amount is calculated, to edit go to previous sections.

Total Term 2 funding (Max \$3,000)

This amount is calculated, to edit go to previous sections.

Summary of English funding request

The amounts below have been calculated and pre-populated based on the remaining funds entered for Term 3 and Term 4, 2024 and Term 1 and 2, 2025 amounts entered for English and / or childminding in the previous table/s.

'Total funding request' refers to the combined amounts for English and childminding for Term 1 and 2, 2025 and remaining funds.

Errors may appear if:

- The total Term 1 funding exceeds \$3,000 (GST exclusive for English, no GST applied for childminding)
- The total Term 2 funding exceeds \$3,000 (GST exclusive for English, no GST applied for childminding)
- The total funding request across both terms exceeds \$6,000

If an error displays, please amend amounts entered in the tables housed in the previous 'English activity details' section or the 'childminding to support English activity details' section.

Remaining funds

\$

This amount is calculated, to edit go to previous sections.

Total Term 1 English funding (Max \$3,000)

\$

This amount is calculated, to edit go to previous sections.

Total Term 2 English funding (Max \$3,000)

\$

This amount is calculated, to edit go to previous sections.

Total funding request (Max \$6,000)

\$

This amount is calculated, to edit go to previous sections.

Summary of childminding funding request

The amounts below have been calculated and pre-populated based on the remaining funds entered for Term 3 and Term 4, 2024 and Term 1 and 2, 2025 amounts entered for English and / or childminding in the previous table/s.

'Total funding request' refers to the combined amounts for English and childminding for Term 1 and 2, 2025 and remaining funds.

Errors may appear if:

- The total Term 1 funding exceeds \$3,000 (GST exclusive for English, no GST applied for childminding)
- The total Term 2 funding exceeds \$3,000 (GST exclusive for English, no GST applied for childminding)
- The total funding request across both terms exceeds \$6,000

If an error displays, please amend amounts entered in the tables housed in the previous 'English activity details' section or the 'childminding to support English activity details' section.

Remaining funds

Total Term 1 childminding funding (Max \$3,000)

Total Term 2 childminding funding (Max \$3,000)

Total funding request (Max \$6,000)

English and childminding funding application Term 1 and 2, 2025

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\$	\$	\$	\$
This amount is calculated, to edit go to previous sections.	This amount is calculated, to edit go to previous sections.	This amount is calculated, to edit go to previous sections.	This amount is calculated, to edit go to previous sections.

Declaration

* indicates a required field

I declare that: *

☐ I am authorised to submit this form on behalf of my school.

I declare that: *

☐ The school business manager/person responsible for school accounts and / or Principal has reviewed and approved this application.

Thank you for completing this form

Please continue to the next page to review and submit your application.