



# The Modern Language Teachers' Association of Queensland Inc.

Affiliated with the Australian and International Federations of Modern Language Teachers' Associations (AFMLTA & FIPLV)

PO Box 3727

South Brisbane BC

QLD 4001

ABN 11 338 967 805

## Guidelines for Special Project Funding

### Preamble

From time to time the MLTAQ may choose to use some accumulated funds to support members financially in a range of language activities. The amount available for this purpose will be determined by the MLTAQ executive at the beginning of each financial year.

All applications should be endorsed by a member of the relevant branch executive or network convenor, or the MLTAQ executive committee.

### KEY PRINCIPLES

1. General criteria to cover approval of any such expenditure of MLTAQ Inc. funds and a proforma for applications for such funding are provided below and must be followed.
2. Any support provided must be used to benefit individual financial members, students of members or the association as a whole.
3. Any recipients of funding must be accountable and provide feedback to the membership as required by the Executive .
4. If a student activity is involved, it must be organised by a branch/network of the Association as an MLTAQ event and open to students of members across the State or Branch area (ie. these activities must be advertised statewide through the MLTAQ LinQ and website).
5. Activities organised by a Branch or network must be intended to enhance language learning by students.

Members who are supported by the MLTAQ Inc. with special project funding are expected to provide feedback in one or more of the following examples, agreed to by the funding recipient, prior to confirmation of such support:

- A written report for the MLTAQ publications;
- A presentation of a workshop/report to members;
- A presentation at an Annual General Meeting;
- A presentation at a language specific meeting, in-service activity or similar;
- A presentation at a Branch or network meeting.

Teleconferencing is not considered an appropriate mode for such presentations.

Applications must be submitted to the MLTAQ secretary by the end of April for consideration by the executive. Applications after this date may be considered but only if funding is available.

## Criteria for Approval of Such Expenditure by the Executive

The following are some examples of how funding could be used. These examples are not finite or prescriptive.

### A. Financial support for teachers. (complete the form Page 8)

1. *To support membership* - Surplus MLTAQ Inc. funds routinely supplement Membership Fees in order to meet the cost of publications and AFMLTA Inc. capitation. This process benefits all members by avoiding regular rises in Membership Fees.
2. *To reimburse some or all of the costs of additional members attending national, but not state, conferences on behalf of the MLTAQ Inc.*
3. *To partly cover costs of presenter(s) at language specific or methodology in-service sessions,.*

It is essential that:

- some of the cost is covered by participants ;
- organisers expect a reasonable attendance by teachers, before such an in-service takes place.

MLTAQ Inc actively encourages practising teacher members to present at seminars and conferences, so that presenters speak from first-hand experience in classroom situations.

4. *To facilitate statewide visits/presentations.* If statewide visits/presentations are not possible, electronic presentations could be used for the same purpose
5. *To develop resources.* Members may be employed to develop resource packages/units/modules and accompanying curriculum guides. Considerable organisation would be needed and issues such as quality control and marketing could be problematic. In addition, there would be a real danger of duplicating work under way at other organisations.
6. *To promote the MLTAQ Inc.* Members may develop innovative strategies to promote the Association, its activities and the value of membership.

### B. Support for student activities (complete the form page 4).

1. *Support for student camps.*

These camps are to be run by networks or branches. Some of these activities are also seen as professional in-service activities for teachers acting as group leaders and hence some support may be considered.

It is considered appropriate to reimburse food and accommodation expenses to teachers who

are giving up their free time over the weekend, particularly where that Branch/network has run other student activities which bring profit to the Association (eg. Oktoberfest profits may be used to support teachers at the German Camp).

## *2. Support for activities run by Branches.*

These activities include language competitions, language concerts etc. Such support may be considered, provided that the organising teachers and teachers from schools involved are members of that MLTAQ Branch and:-

- the activity is wholly an MLTAQ Inc. activity and not a regional activity;
- reasonable efforts have been made locally to obtain prizes for excellence of student effort, participation, Lucky Door Prizes etc.;
- reasonable charge has been levied, eg. gold coin at entrance, sale of tickets etc. and financial support from all the schools involved has been sought;
- a proposed budget for the activity has accompanied any such request on the MLTAQ proforma 'Submission for Special Project Funding'.

It should be noted that some language camps/activities previously organised by MLTAQ Inc. are no longer held because of lack of teacher involvement. Some are now run by other language groups and at increased cost to students, (eg. The French Camp has been organised by the Alliance Francaise de Brisbane over recent years).

## **C. Financial support for the benefit of the Association as a whole. (see Page 4)**

Office bearers and members of the MLTAQ Inc. who are carrying out tasks on behalf of the Association should have additional support provided to assist with any time-consuming, repetitive work.

Examples of such tasks include:

- Representation of MLTAQ Inc by a member at a forum (e.g. AITSL Professional Standards for Teachers Forum)
- Conference Organisers requiring secretarial and other conference tasks;
- Competition Organisers requiring administrative assistance;
- Treasurers requiring assistance in the processing of large number of cheques (?? Using Paypal/new website, is this relevant?), (for instance for Language Competition prizes or preparing for an Audit).

These guidelines for special funding were last officially modified at the MLTAQ Executive meeting in July 2010.



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## Submission for Special Project Funding - Event

(to be used by MLTAQ Inc. Branches and Networks only)

This form is to be used to request funding to assist with the organization of an event intended for either a group of students or a group of teachers.

<b>Contact Person</b> (project organiser/coordinator)	
Telephone	
Fax	
Email	
<b>Postal Address</b>	

### Name of the MLTAQ Inc. Branch or Network

(NB Submissions must come from a branch or network; submissions from individual members will not be considered):

### Name and Outline of Project/Activity

(Please indicate whether this is a Branch/network organised or Branch/network supported activity)

Number of students involved (approx): \_\_\_\_\_

Possible number of schools involved (if known): \_\_\_\_\_

### Names of teachers involved (as much as possible)

Names	Branch/network Member Yes / No

### Brief summary of expected outcomes: (please add pages if necessary)



# Proposed Budget

Name of Project: \_\_\_\_\_

## Expected Sources of Income – Amount/Comment

Funding	\$
Schools	\$
Region	\$
Sponsorship	\$
Government	\$
Sale of Tickets	\$
Entry Fee	\$
Other	\$
<b>Estimated Total</b>	\$

## Expected Expenditure

Type/ reason	Amount
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$
<b>ESTIMATED TOTAL</b>	\$

**Amount of funding sought from MLTAQ Inc.**

\$ \_\_\_\_\_

Detail how this is to be expended:

# Profile of Project Organiser(s)

Please use a separate sheet for each person.

Are you a financial member of the MLTAQ Inc.?	Yes	No
Current Membership Number (if known)	Yes	No
Do you regularly attend Branch/network meetings?	Yes	No
Do you hold (or have you held) an Executive position in your Branch or network?	Yes	No
<b>Have you ever attended an MLTAQ State Conference? If so, please state when:</b>	Yes	No

**Briefly outline the extra-curricular language activities in which you have been involved during the past three years.** (eg, school, regional, MLTAQ Inc. events or involving your students in MLTAQ Inc. events such as competitions, language specific evenings, Oktoberfest etc.)

**Mention any special circumstances that may provide additional information in support of your submission.**

\_\_\_\_\_  
**Signature:** (Project Organiser / Convenor)    **Date:** \_\_\_\_\_



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## Submission for Special Project Funding - Personal

(to be used by members of MLTAQ Inc. Branches or networks only – to be approved by the relevant president or network convenor(s))

This form is to be used for a person wishing for assistance to attend a **conference (eg AFMLTA or other national conference), seminar or workshop.**

<b>Person</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Postal Address</b>	

<b>Are you a current financial member of the MLTAQ Inc.?</b>	<b>Yes</b>	<b>No</b>
<b>Current Membership Number (if known)</b>	<b>Yes</b>	<b>No</b>
<b>For roughly how many years have you been a member?</b>		
<b>Do you regularly attend Branch/network meetings?</b>	<b>Yes</b>	<b>No</b>
<b>Do you hold (or have you held) an Executive position in your Branch or network?</b>	<b>Yes</b>	<b>No</b>
<b>Have you ever attended an MLTAQ State Conference?</b> If so, please state when:	<b>Yes</b>	<b>No</b>
<b>Have you ever asked for MLTAQ funding before for any conference, seminar, workshop?</b> If YES ,please give details (eg whether it was granted, how much, for what)	<b>Yes</b>	<b>No</b>

**Please give the name and date of the event for which you request funding. (If you have a flyer advertising the event please attach a copy)**

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**Please outline the costs likely to be incurred in the event (eg registration fees, travel expenses, Accommodation etc)**

ITEM	EXPENSE
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
<b>ESTIMATED TOTAL</b>	\$
<b>Amount of funding sought from MLTAQ Inc.</b>	\$

**Are you seeking assistance with costs from any other source? If so give full details**

**Brief summary of expected outcomes**

**Include in this section whether you will be involved in the organization of this event or whether you are one of the presenters.**

**After the event please indicate how you might pass on any knowledge you have gained either to the executive, branch, network or the MLTAQ as a whole. (TICK) If you already have something in mind please indicate in the space below.**

	Presentation at a future conference or seminar
	Article for MLTAQ Journal (or Babel)
	Article for LinQ
	Publication for MLTAQ website
	Other – please indicate what?

**Mention any additional information in support of your submission.**

\_\_\_\_\_  
**Signature:**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature:** (Branch President or Secretary or Network Convenor or Executive member)

**Date:** \_\_\_\_\_

**Costs will be reimbursed upon received evidence of the nominated activity to share learnings.**