



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 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.
6. Members who have not received funding previously will take preference over members who have received funding in previous years.

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 for consideration by the executive. Applications after this date may be considered but only if funding is available.

Applications are to be forwarded to secretary@mltaq.asn.au

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.

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

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.

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 May 2018.