|  | CHILDREN’S FACILITIES CAPITAL PROGRAM  2019-20 MAJOR GRANTS Frequently Asked Questions |
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## Program Overview

#### What is the Children’s Facilities Capital Program?

The Victorian Government is committed to support local governments and other service providers to invest in early childhood infrastructure. As part of this investment, the Children’s Facilities Capital Program (CFCP) supports high quality early years programs for children and their families by investing in new facilities, as well as significant upgrades of existing ones.

In an Australian first, the Victorian Government has made a landmark commitment that every Victorian child will have access to a kindergarten program a year earlier, giving them the skills and experience they need to be ready for school. As part of our $5 billion, ten-year commitment to delivering 15 hours a week of subsidised kindergarten to all three-year-old children by 2029, we are investing $1.68 billion to support the building and expansion of almost 1,000 kindergarten facilities across the state.

The 2019-20 State Budget provides $473.2 million over five years for early childhood infrastructure, which is the largest investment in early years infrastructure in Victoria’s history. This includes:

* $33.6 million over three years for the Children’s Facilities Capital Program (CFCP) Major and Minor Grants and for the Inclusive Kindergarten Facilities Program;
* $156.6 million over five years in infrastructure grant funding to create sector capacity for Three-year-old Kindergarten; and
* $283 million over four years in capital funding to support the roll out of Three-year-old Kindergarten.

This year’s CFCP continues to provide funding support for existing and growing demand for four-year-old kindergarten programs – we remain committed to supporting children in the year before school. This year’s CFCP will also provide the first instalment of funding to support the roll-out of Three-year-old Kindergarten. This roll-out is iterative and funding will increase in future years as the implementation scales up.

This goals of the CFCP major grants are to:

* increase our capacity to deliver kindergarten programs for three and four year old children
* promote integrated service delivery, so families can access early childhood education and care, health and development and family services at one location
* improve access to local and responsive early childhood services for children from vulnerable and/or disadvantaged families
* establish early childhood infrastructure on or near school sites.

#### Who runs the grant program?

The CFCP is administered by the Victorian School Building Authority (VSBA).

The VSBA is a division of the Department of Education and Training (DET) established in 2016 to oversee the design and construction of new schools and early childhood centres, as well as the modernisation and upgrade of existing ones. For more information on the VSBA visit [www.schoolbuildings.vic.gov.au](http://www.schoolbuildings.vic.gov.au)

Successful grant applications are formally approved by the Minister for Education.

#### How do I apply for a CFCP grant?

The VSBA uses an online application system to accept grant applications for the CFCP.

You can create and submit your application at [vsba.smartygrants.com.au](https://vsba.smartygrants.com.au/)

Applicants have to register to use the online system, if they are not already registered.

The application form is easy to complete, and a help guide and FAQs for using the online application system are available at [applicanthelp.smartygrants.com.au](http://applicanthelp.smartygrants.com.au/).

#### When do applications for the CFCP 2019-20 Major Grant round open?

7 June 2019

#### When do grants for the Children’s Facilities Capital Program 2019-20 close?

9 August 2019 at midnight (Australian Eastern Standard Time)

#### What types of projects are supported through the program?

CFCP major grants support three types of projects:

###### Integrated Children’s Centre Grants

Integrated children’s centres bring together a range of services (including kindergarten programs for 3 and 4 year old children) which deliver education, care, health and support services to children and their families. These key hubs for the community can provide a focal point for new communities in growth areas, but are equally valuable in improving the accessibility, quality and integration of early childhood services in established metropolitan and regional areas.

###### New Early Learning Facility Grants

These projects create new neighbourhood-level infrastructure for delivery of kindergarten programs for three and four year old children and other early learning services.

New facilities are located in areas with unmet demand for kindergarten programs, and are designed to meet the needs of local families and support partnerships with other local services for children and families.

###### Early Learning Facility Upgrade Grants

These projects renovate or refurbish existing facilities that are licensed to provide a kindergarten program for three and four year old children, to increase the number of places and / or improve the quality of the learning environment.

Small infrastructure upgrades **up to $50,000** (ex GST) for existing kindergartens are supported through CFCP minor grants. Minor grants are run separately to CFCP major grants, and further information is available at <https://www.schoolbuildings.vic.gov.au/Pages/CFCP-Minor-Grants.aspx>

#### How much funding is available for each grant type?

| Grant type | Maximum grant amount |
| --- | --- |
| Integrated Children’s Centre Grant | **40 per cent** of the capital investment in the early childhood related component of the project **up to** **$2 million** |
| New Early Learning Facility Grant | **75 per cent** of the total project cost **up to $1,000,000** |
| Early Learning Facility Upgrade Grant | **75 per cent** of the total project cost **up to $500,000** to eligible organisations who wish to upgrade an existing early learning facility to meet demand for a three and/or four year old kindergarten program  An exemption to the percentage of applicant contribution may be approved at the discretion of DET if the service is located in area where there is a high level of disadvantage and there is clear evidence that the service does not have the financial capacity to meet the required 25 percent co‑contribution. |

#### What are the expected components for an integrated children’s centre?

Integrated children’s centres funded through the CFCP **must** meet **all** of the following requirements:

* Have at least 66 approved places (licensed capacity), based on two rooms for providing a funded kindergarten program for three and or four year old children. This can be sessional and/or integrated with long day care.
* Provide all of the following services:
  + Long day care (unless there is no unmet demand in the local area)
  + Maternal and child health services
  + Allied health services for early years (e.g. early childhood intervention services)
  + Family services
* Provide flexible, multi-purpose spaces and other services that meet the needs of the local community, including one or more of the following services:
  + Supported playgroups or community parent-led playgroups
  + Parenting groups or programs
  + Occasional care
  + Family day care program coordination
  + Counselling services
  + Community meeting spaces
  + Outside school hours care
  + Adult education programs

#### What are the expected components for a New Early Learning Facility?

New early learning facilities funded through the CFCP must:

* Have at least 66 approved places, based on two rooms for providing a funded kindergarten program for three and four year old children. This can be sessional and/or integrated with long day care.
* Provide at least one of the following early childhood services:
  + long day care
  + maternal and child health services
  + playgroups.

A new early learning facility cannot be located on a site that is currently used by a licensed children’s service and cannot be an extension or refurbishment of an existing facility.

#### What is required for an Early Learning Facility Upgrade?

Early learning facility upgrades must increase the number of approved places or improve the quality of the learning environment at existing facilities that are licensed for early childhood education and care.

Renovated and refurbished facilities must be used to deliver a funded kindergarten program for three and four year old children. This can be sessional and/or integrated with long day care.

Applicants are also encouraged to consider the potential for renovated facilities to support the provision of other early childhood services.

## Definitions

#### What do we mean by Three and Four-Year-Old Kindergarten?

All projects submitted for CFCP Major Grant funding must provide a kindergarten program for three and or four year old children.

Funded kindergarten programs must:

* Be planned and delivered by a qualified early childhood teacher (who is registered with the Victorian Institute of Teaching).
* Align with the Victorian Early Years Learning and Development Framework, available at [www.education.vic.gov.au/childhood/providers/edcare/Pages/veyladf.aspx](http://www.education.vic.gov.au/childhood/providers/edcare/Pages/veyladf.aspx)
* For four-year-old kindergarten programs, offer at least:
  + 15 hours per week for 40 weeks of the year, or
  + 600 hours per year.
* Funded three-year-old programs are eligible where they align with the roll-out of funding under Government’s Three-year-old Kindergarten commitments,

For more information on kindergarten funding, please consult the Kindergarten Funding Guide at [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)

#### What are approved places, and how are they different to kindergarten places?

Approved places (licensed capacity) are the maximum number of children that a service can educate and care for at any one time.

Kindergarten places (and long day care places) refer to how you will use the approved places at your facility to deliver particular programs.

For existing services, approved places will be listed on the Australian Children’s Education & Care Quality Authority register at [www.acecqa.gov.au/resources/national-registers](http://www.acecqa.gov.au/resources/national-registers) and will be shown on your service approval certificate. For services operating under the *Children’s Services Act 1996* this is referred to as ‘licence capacity’ and is listed on the register at [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcs.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcs.aspx).

CFCP guidelines and application forms previously used the term licensed capacity in reference to approved places.

Depending on how program delivery is structured for the service, kindergarten places could be higher than the approved places. For example

* If two separate four year old kindergarten programs are scheduled for different times of the day or week then the number of four year old kindergarten places may be up to twice the number of approved places for the service.
* If all approved places at the facility will be used for long day care and an integrated kindergarten program will be offered for a portion of the long day care places, then the number of kindergarten places will be less than the approved places.

CFCP applications must state the approved places proposed for the service as well as the number of places that you propose to offer for four year old kindergarten, three year old kindergarten, and long day care.

Applications for New Early Learning Facility Grants and Integrated Children Centre Grants must propose at least 66 approved places, and these must be used for delivery of a funded kindergarten program for three and/or four year old children (see Question 11 for a definition of funded kindergarten program).

Approved places are subject to provision of sufficient indoor and outdoor space, with a minimum of 3.25m2 of unencumbered indoor space and 7m2 of unencumbered outdoor space (open to the sky) required per child. More information on what counts as ‘unencumbered’ space can be found at [www.education.vic.gov.au/childhood/providers/regulation/Pages/indooroutdoor.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/indooroutdoor.aspx).

The approved places will be confirmed at the completion of the project as part of your registration as a kindergarten service provider. Please contact the Quality Assessment and Regulation Division at DET if you have specific questions about this process:

Email: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au)

Phone: 1300 307 415

Keep in mind that a ratio of one educator to 11 children applies for children aged 36 months and above, in accordance with the National Quality Framework. For further information, please see [www.acecqa.gov.au/nqf/educator-to-child-ratios](http://www.acecqa.gov.au/nqf/educator-to-child-ratios)

#### What is a schematic design drawing?

A schematic design drawing is a sketch plan giving a general view of the proposed design. These drawings generally include a site plan and floor plans, and larger projects often involve the production of elevations, illustrative sketches and computer renderings.

Detailed drawings help to explain what you propose to do, demonstrate that your project is ready to commence, and support the number of places proposed in your application (for example, by showing the area in square meters for indoor learning areas and outdoor space to be created through the project).

Drawings submitted with your application should clearly show each component of the proposed works and match the scope of works described in your application.

#### Who is a licensed quantity surveyor?

Quantity surveyors are specialised building professionals that estimate and manage the cost of construction projects.

Having your costings prepared by a licensed quantity surveyor helps to demonstrate that your project is ready to commence.

The Victorian Building Authority maintains a register of licensed quantity surveyors that you can search online at [consumer.etoolbox.buildingcommission.com.au/Pages/Search.aspx](https://consumer.etoolbox.buildingcommission.com.au/Pages/Search.aspx)

#### What do we mean by an experienced project manager?

It is a requirement for all CFCP major projects to appoint a project manager that has suitable experience in delivering similar types of projects. A project manager will develop project plans, monitor the project to ensure milestones are met, coordinate contractors and oversee budgets. This may be someone in your organisation or an industry professional.

## Eligibility

#### Who can apply for a major grant?

Your organisation can apply if it is one of the following:

* a Victorian Local Government Authority(Council)
* a not-for-profit community organisation that is a legal entity (for example an incorporated association, incorporated cooperative or Indigenous corporation)
* a Victorian Government school
* a non-government school registered with the Victorian Registration and Qualifications Authority

The applicant must be either the land/building owner or provide evidence of permission from the land/building owner to undertake the proposed capital works.

#### Can I apply if I am a private provider?

Yes, provided that you can demonstrate that you are a not-for-profit organisation. You can find information on not-for-profit status at [www.ato.gov.au/Non-profit/Getting-started/](http://www.ato.gov.au/Non-profit/Getting-started/) and <https://www.acnc.gov.au/>

Businesses and for-profit organisations cannot apply for any type of major grant.

#### Can I apply this year if my project was unsuccessful in previous years?

Yes. Organisations that are still seeking support for projects that were unsuccessful in previous CFCP major grant rounds are strongly encouraged to submit an application in the current round.

We strongly encourage organisations who are resubmitting projects to contact us for feedback on their previous application, and to carefully address the program requirements, eligibility and assessment criteria described in the 2019-20 CFCP Major Grants Guidelines.

#### Can I apply if I have previously received a CFCP grant for the same facility?

Yes, if you can demonstrate that:

* demand has increased in the local area since your original successful application
* the new proposal will further increase the capacity of the service to meet demand for kindergarten places.

#### Can I apply for more than one CFCP major grant for my facility?

No, only one CFCP major grant application can be submitted for any one facility.

#### Can I apply for projects at more than one location?

Yes, you can apply for more than one project but you must indicate the relative priority of each project in your applications. We will take this priority into account when considering the distribution of approved projects across applicants, local government areas and different regions of the state.

#### Can I apply for a CFCP major grant as well as funding from another grant program?

Yes, your project can include funding from grant programs administered by organisations other than the VSBA. You must list these in your budget and advise whether the funding has been confirmed or what date it is expected to be confirmed.

#### Can I apply for funding from more than one program administered by the VSBA?

Yes, you can apply for funding through the CFCP as well as other programs administered by the VSBA provided that there is no overlap in the scope of works proposed to be funded through each program. For example, if you propose to deliver a multi-purpose community facility on a school site and you submit a major grant application through CFCP for the early learning component of that facility, then any funding requests through other programs administered by the VSBA cannot include funding for the early learning component.

Please visit [www.schoolbuildings.vic.gov.au/Pages/About-Us.aspx](http://www.schoolbuildings.vic.gov.au/Pages/About-Us.aspx) for a listing of the VSBA’s funding and grant programs.

#### Can I apply for both CFCP major and minor grants to upgrade my facility?

Depending on the proposed scope of works, applicants seeking to upgrade an existing facility should consider which of the Early Learning Facility Upgrade, or Minor Infrastructure grants is the most appropriate fit for their project.

Minor Infrastructure grants are not intended to supplement the funding available through an Early Learning Facility Upgrade grant. In the event that an applicant is approved for an Early Learning Facility Upgrade and either a Minor Infrastructure grant for the same facility, the total funding provided through CFCP will remain capped at $500,000 for that facility.

#### Can I apply if my organisation is incorporated but isn’t registered for GST?

Yes. All incorporated not-for-profit organisations (including organisations that aren’t registered for GST) are able to apply for a grant under the CFCP so long as their project meets the program requirements.

If your organisation is not registered for GST, you will need to include GST in your budget and cost estimates. Any grant payment you receive will not add or include an allowance for GST.

Different payment arrangements are required for organisations that are not registered for GST, and these will be discussed with successful applicants where required.

#### How do I show that our non-government organisation meets the requirements to be an incorporated separate legal entity and appropriately insured against child abuse?

If your organisation already receives funding from the Department, it is likely to already be required to comply with the Betrayal of Trust requirements and so you wouldn’t need to do anything to meet this requirement.

If you are unsure whether your non-government organisation meets the requirements or not, you can contact the Children’s Facilities Capital Program team at the VSBA (Email: [childrens.capital.program@edumail.vic.gov.au](mailto:childrens.capital.program@edumail.vic.gov.au) or phone: (03) 7022 2650).

If you are advised that you are required to provide evidence that your non-government organisation meets the requirements, you can provide an insurance certificate to meet the insurance requirement and DET will be able to determine if your organisation is incorporated or not.

#### Can I apply if I have already entered into a building contract for the project?

No, funds are not available from CFCP for retrospective assistance.

To remain eligible for funding, applicants must not enter into a contract for any works proposed in their application prior to being informed of the application outcome.

#### Can I apply if I don’t own the land or building?

Yes, provided you can demonstrate that the owner of the property supports the project and gives consent for you to undertake the project.

If the local council or a third party owns the land, you can provide a copy of a current lease with an end date at least 10 years after the proposed date for completion of the project. If the current lease will end earlier than this, provide a letter from the land owner stating they intend to allow the facility to operate as a kindergarten for at least 10 years after completion of the project. You may also need to provide written approval from the land owner to undertake the works, if required under your lease.

If the land is owned by DET, you should complete a Land Use Proposal Form (see Question 41 for further information).

#### Can I apply if my organisation doesn’t currently offer a funded kindergarten program?

Yes, if you meet eligibility requirements you can apply on the basis that you will deliver a funded kindergarten program for at least ten years once the project is complete.

#### Can I apply if I own an existing building and want to start a funded kindergarten program?

Yes, if you meet eligibility requirements you can apply for an Early Learning Facility Upgrade Grant on the basis that you will deliver a funded kindergarten program for at least ten years once the project is complete.

## Funding

#### What project costs will be considered for funding?

For all major infrastructure grant categories the following items can be included as part of the total cost of the project for the calculation of the maximum Victorian Government contribution:

* planning and design costs
* project management costs
* site prep, including clearing/demolition if needed (if the project will be on DET land please contact VSBA before applying to confirm how these costs can be funded)
* construction and commissioning

#### What won’t be considered for funding?

The CFCP **will not** fund projects that:

* are located outside Victoria
* do not align with the objectives of the program
* do not meet the requirements outlined in ‘What can be funded’
* do not strongly meet the assessment criteria
* have already started or been completed (i.e. retrospective funding).

There are items you **cannot** include in project cost estimates supplied with your major grant application. We will not count them to calculate the Victorian Government or applicant contributions. They are:

* site acquisition and lease costs
* purchase of cars, buses and other vehicles
* ongoing administration or operational costs
* staff salaries and training
* routine or cyclical maintenance works
* toys, portable equipment and consumables
* cosmetic upgrades.
* Removal of contaminates on project sites (e.g. asbestos/arsenic)

We won’t prioritise funding for facilities that have previously received a CFCP major grant unless you can clearly demonstrate that demand for kindergarten services has substantially increased in your local area since the previous project was completed.

#### Do my costings need to be prepared by a licensed quantity surveyor?

A cost plan prepared by a licensed quantity surveyor is required for all applications seeking more than $200,000. This is part of demonstrating to the VSBA that the project is ready to proceed and can be completed within the expected completion timeframes.

Applicants seeking a grant amount of $200,000 or less can provide quotations and cost estimates prepared by a registered building professional with qualifications applicable to the scope of the proposed works. Quotations and cost estimates must include:

* the trading name and ABN of the organisation providing the cost estimate or quotation; and
* an itemised list of individual costs that demonstrates the expenditure is eligible for funding through the CFCP (see Question 31 for further information).

At least three quotes or cost estimates must be provided for projects seeking grants of $200,000 or less. Applicants are strongly encouraged to provide additional quotations or cost estimates in order to demonstrate value for money.

The Construction Supplier Register may be used to identify building professionals with suitable expertise and experience to assess the costs of the proposed works. The Construction Supplier Register may be accessed at [www.dtf.vic.gov.au/Infrastructure-Delivery/Construction-Supplier-Register](http://www.dtf.vic.gov.au/Infrastructure-Delivery/Construction-Supplier-Register)

#### Do I have to contribute funds if I apply for an Early Learning Facility Upgrade Grant?

Yes, you will be expected to provide a co-contribution of 25 per cent of the total project cost. Eligible organisations can apply for up to 75 per cent of the total project cost, capped at $500,000 per grant (GST exclusive).

Exemptions may be made to the co-contribution requirement where a service is located in an area of significant disadvantage and there is clear evidence that the applicant does not have the financial capacity to meet the additional costs. Exemptions will be made at the discretion of the Minister for Education and the total funding available through CFCP will remain capped at $500,000 per grant.

#### Can I receive a partial grant if there are more applications than funds available, or there aren’t enough funds to cover my entire request?

No, in order to support the financial viability of proposed projects, proposals will not be partially funded.

#### Can I receive more funding if the project cost or funding from other sources changes?

No, the Department does not hold additional funding to meet cost overruns for capital works projects. If for some reason the project runs over budget or funding contributions change, the grant recipient must meet the additional costs.

## Application writing tips

#### Do you have any tips for writing my application?

The CFCP is a highly competitive funding program and organisations need to ensure that their applications make a clear and convincing case for why their project should be funded.

To increase the chances of your application being successful, we strongly recommend that you consider the following tips:

* Start working on your application as early as possible.
* Carefully read the 2019-20 CFCP Major Grants Guidelines (available on the DET website at: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/capitalprogram.aspx>

to ensure your project is a good fit for the program, particularly with respect to the program objectives, who can apply, what will and won’t be funded and assessment criteria.

* Review the Acknowledgement and Publicity Guidelines, Common Funding Agreement schedule template, standard terms and conditions, and other material available at: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/capitalprogram.aspx>

to ensure you understand what your obligations will be if you receive funding through the program. For example, if you are proposing to build a facility on DET land, make sure you contact the Children’s Facilities Capital Program team at the VSBA (Email: [childrens.capital.program@edumail.vic.gov.au](mailto:childrens.capital.program@edumail.vic.gov.au) or phone: (03) 7022 2650)

* Respond fully to each question on the application form.
* Ensure you include all necessary supporting evidence such as cost estimates / quotes, design drawings and evidence of authority to undertake the works.
* Ensure that all answers and supporting evidence are:
  + clear and concise;
  + factually correct; and
  + directly relevant to the application (for example, only attach policies or strategies that make explicit reference to the project or the existing service).
* Read through your prepared application to ensure it is ready. It can help to have someone else read the application before you submit.

#### Do you have any tips for preparing the project budget?

The budget needs to include all financial contributions (including the grant you are requesting) and key expenditure items related to the project.

The total project expenditure must match the total project income, including the grant amount sought, your organisation’s contribution and any other contributions.

Be accurate in your costings – you cannot ask for additional funds later because the project was not accurately costed at the start.

Only include income or expenditure items relevant to the project. If the cost is not directly associated with your project, it should not be in the project budget.

Ensure that the grant amount requested and financial contributions stated in your application match the supporting evidence provided.

Please ensure that your budget reflects your GST registration status:

* If you **are** registered for GST, **don’t** include GST in your estimates. If your application is successful, any grant payment you receive will add and include GST.
* If you are **not** registered for GST, **include** GST in your estimates. If your application is successful, any grant payment you receive will not add or include GST.

#### Do you have any tips on responding to the assessment criteria?

You need to provide sufficient information to convincingly demonstrate that the proposed works address a clear need and will deliver high quality outcomes that reflect the assessment criteria.

The following questions are provided as prompts to help you plan how you will address the assessment criteria in your application – please note that these are only a guide.

###### Responding to unmet demand for funded kindergarten and other early childhood services

* How much is the local population forecast to grow over the next 10 years, particularly for children aged 3 and 4? Data that you can review includes Victoria in Future (available at [www.planning.vic.gov.au/land-use-and-population-research/victoria-in-future-2016](http://www.planning.vic.gov.au/land-use-and-population-research/victoria-in-future-2016)).
* How many places are currently available through existing facilities in the area? Your council may have a list of facilities offering four year old kindergarten programs, or you can search the register of approved services at [www.acecqa.gov.au/national-registers/vic](http://www.acecqa.gov.au/national-registers/vic).
* What is the size of the gap between existing places and future population for the local area, and how many additional places will be provided through your project to close that gap?

**Note:** facility waiting lists may not be sufficient evidence of unmet demand for kindergarten places, as these can indicate a preference for where children are enrolled rather than a lack of available places in the area.

###### Improving the quality of the learning environment (early learning facility upgrades only)

* Do you have photos of the existing conditions that you can mark up with notes to describe what needs to be upgraded and why?
* Are there aspects of the service’s Quality Improvement Plan (particularly in relation to Quality Area 3) that support a need to upgrade the building?

###### Integrated delivery of services and partnerships

* What arrangements are in place for delivery of integrated services and partnerships, and what examples can you provide (e.g. letters of intent, service agreements, memoranda of understanding, membership lists and meeting minutes for cross-organisation groups)?
* If your project relates to an existing service, what were the results of the most recent national Quality Assessment Rating for Quality Area 6?

###### Improved access to services, particularly for disadvantaged and vulnerable families

* What services will be offered at the facility, and how have you involved the local community in determining what will be offered?
* In what ways do the services to be offered at the facility reflect the characteristics and needs of the local community?
* What indicators do you have of disadvantage and vulnerability for local children and their family, and how does the design of the facility and proposed services respond to this? You might like to review the Australian Early Development Census (available at [www.aedc.gov.au/data](http://www.aedc.gov.au/data)) and the Socio-Economic Indexes for Areas prepared by the Australian Bureau of Statistics (available at [www.abs.gov.au/websitedbs/censushome.nsf/home/seifa](http://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa)).

###### Co-location and connection with local schools

* Which government primary schools are adjacent or close to the facility?
* What arrangements are (or will be) established between the facility and local schools, and for what purposes?
* What examples can you provide with your application (e.g. flyers for excursions, transition programs, joint staff professional development plans, minutes of joint committees)?

**Note:** credit will also be given to projects that are co-located with non-government schools where it is demonstrated that the service is broadly accessible to, and used by, the local community.

###### Access for children of all abilities

* How does the design of the facility reflect the seven principles of universal design:
  + Equitable use
  + Flexibility in use
  + Simple and intuitive use
  + Perceptible information
  + Tolerance for error
  + Low physical effort
  + Size and space for approach and use

**Note:** information on universal design can be can be found at [universaldesign.ie/What-is-Universal-Design/The-7-Principles/](http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/). Section 3 of the VSBA’s Building Quality Standards Handbook also includes information that, while primarily designed for schools, may assist with design of your project: <https://www.education.vic.gov.au/Documents/school/principals/infrastructure/BuildingQualStandHdbk%202018.pdf>

Readiness to commence construction

* What is the timeline for delivering the project?
* How much preparatory work has been done?
* How advanced are your designs and costings?
* Will you need a planning permit, and has this been factored into your timeline?

#### What supporting information do I need to provide with my application?

Supporting documentation includes:

* a letter of support for the project from the CEO of the local council, dated within six months of the 2019-20 CFCP application closing date
* written confirmation of all other funding including contributions from the Federal Government and other Victorian Government grant programs, local government or other sources
* professional schematic design drawings
* project costs:
  + for projects with a total cost of $200,000 or more, provide a cost plan prepared by a licensed quantity surveyor
  + for projects with a total cost of less than $200,000, provide a licensed quantity surveyors report or at least three quotes or cost estimates on letterhead prepared by a registered builder with qualifications applicable to the proposed works
* for not-for-profit community organisations, evidence of not-for-profit status (such as a copy of your Australian Business Number, registration as a not-for-profit, certificate of registration as charity, or a certificate of registration as an incorporated association)
* for non-government schools and not-for-profit community organisations a signed certified accountant’s confirmation of the applicant’s last two years financial statements as evidence of financial viability
* evidence of land and building ownership and authorisation to build on the site and operate a facility for **at least 10 years after completing the project** must be provided. The type of evidence depends on who owns the land:
* If you own the land, you can provide a copy of the land title, LANDATA documents or council rates notice showing your organisation’s name and the service address.
* If the local government or a third party own the land, you must provide a copy of the title with project address and owners name as well as the current lease with an end date at least 10 years after completing the project.
* if the current lease will end earlier than 10 years from the date that the Common Funding Agreement is signed the applicant will need to provide a letter from the land owner stating they intend to allow the facility to operate as a kindergarten for at least 10 years after completing the project.
* signed, written approval (on letterhead if an organisation) from the land owner to undertake the works, is also required.
* where the land owner is not the building owner the applicant needs to provide evidence of title of building ownership and permission to undertake works and for the applicant to use the building to operate a kindergarten for 10 years after completing the project.
* if your project will directly affect service providers currently operating at the facility or providers of services in the area that would be relocated to the new facility, evidence that you have consulted with these providers such as letters of support or documented outcomes of consultation and engagement
* if an auspice arrangement is proposed, written confirmation from the auspicing party

Please ensure that you read the guidelines and application form carefully, and ensure that you submit all of the evidence requested. See page 20 for a documentation checklist.

#### What if I can’t address all of the program requirements or provide the required evidence?

You can request an Administrative Exemption against any of the requirements stated in the program guidelines.

To request an exemption, complete the Administrative Exemption section of the application form and provide documents to support your request.

Exemptions are subject to Ministerial approval.

#### What do I need to do if my project will be on land owned by DET?

If you propose to build or upgrade a facility on DET land, you must contact the CFCP team as early as possible during the development of your proposal, by phone on (03) 7022 2650 or by emailing [childrens.capital.program@edumail.vic.gov.au](mailto:childrens.capital.program@edumail.vic.gov.au).

Applications for projects on DET land must include a completed Land Use Proposal Form, which is available at: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/capitalprogram.aspx>

It is important to **start this process as early as possible**, and ensure that you:

* complete the applicant section on page 1 of the form
* get the form signed by the school principal and the president of the school council
* send the form to the Provision and Planning Manager in your local DET regional office, who will then return it to you if they approve it (this step can take up to four weeks)
* attach the completed form to your application.

You will need to enter into a lease agreement with DET in addition to the CFCP funding agreement. Grant recipients must not enter into a contract for any works proposed in their application or access a school site until the lease is executed.

We encourage you to review the standard lease template before submitting your application (this is available at <https://www.education.vic.gov.au/childhood/providers/funding/Pages/capitalprogram.aspx>

under guidelines and forms). We will only vary the conditions of the standard lease agreement in exceptional circumstances. Using the standard lease agreement should minimise the need for legal advice: however, applicants pay all legal costs that we and they incur to prepare, negotiate, execute and vary the lease agreement (these costs may be budgeted into the total project cost and funded through the grant).

## Submitting an application

#### Is there an Expression of Interest stage this year?

No, the application is a one-stage process. Applicants are required to demonstrate the merits and readiness of their project in relation to the criteria listed in the 2019-20 CFCP Major Grant guidelines.

#### Why are some questions on my form greyed out?

Some parts of the application form may not be relevant to your organisation or project. Depending on your answers to some questions, other parts of the online form may be greyed out – if that happens, you won’t need to answer those questions.

#### What do I do if I need help with the online application form?

Please contact SmartyGrants Support Desk:

Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

Phone: (03) 9320 6888

This service is available Monday to Friday, 9am to 5pm (Eastern Standard Time).

You can also find a help guide and FAQs at [applicanthelp.smartygrants.com.au](http://applicanthelp.smartygrants.com.au/)

#### How do I spell check or format my response in SmartyGrants?

Most internet browsers have in-built spell checking facilities that you can switch on or off by adjusting your browser settings.

You can manually create bullet points by using characters such as \* or – at the start of each line.

Copying text from Microsoft Word or other programs into SmartyGrants can result in unwanted changes in your application’s formatting. We recommend that you avoid copying text into your application if possible and only copy plain, unformatted text when necessary.

#### How often should I save my application form? Is there a timeout limit?

SmartGrants recommends that you click ‘Save Progress’ every 10 to 15 minutes when you are filling out the application form.

For security reasons you will be logged out of your application if 60 minutes has elapsed and you have not saved your progress or navigated between pages. If you are logged out of the system, you will lose any changes you have made to that page that have not been saved. To avoid this happening, simply click Save Progress periodically if you are spending a long time working on one page of the form.

#### Can I have more than one grant application open at the same time?

No. You should only have one application open for editing at any one time; otherwise you may have issues saving the new information into the system.

Before opening a new application or editing an existing application on the system, please save the current application and close it.

While it is only possible to have one application open to enter your responses at a time, once you complete your entry and close the form it is possible to open it in the preview view and copy your responses from the preview view into a different application.

## Assessment of applications

#### What are the assessment criteria?

In addition to value for money, the assessment process will prioritise projects for funding based on the extent to which the applicant has demonstrated that their project:

* Responds to unmet demand for funded kindergarten places and other early childhood services (for early learning facility upgrades: this criterion includes how the project will improve the quality of the learning environment).
* Supports integrated delivery of early childhood and related family services and/or the establishment of partnership arrangements with other services
* Improves access to high quality early childhood services for the local community, particularly for disadvantaged and vulnerable families
* Co-located with a government school, or helps establish other connections with local schools
* Facilitates access for children of all abilities
* Is ready to commence construction

#### What other factors will be considered when assessing applications?

In addition to scores against the assessment criteria, a number of factors may be taken into consideration when selecting projects to be recommended for funding:

* The distribution of approved projects across organisations, local government areas and different regions of the state.
* New infrastructure in Melbourne's ten interface councils (Cardinia, Casey, Hume, Melton, Mitchell, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, and Yarra Ranges) to support fast-growing greenfield communities inside the urban growth boundary.
* The amount of funding available, noting that the number and value of eligible, highly-rated projects may exceed the total available funding.
* Relative need for the local area as indicated by Victoria in Future population forecasts, the Australian Early Development Census, and the Socio Economic Indexes for Areas.

#### If my application meets all of the criteria will my project receive funding?

Not necessarily. CFCP is a highly competitive funding program and the level of demand for eligible and highly rated projects is likely to exceed the total available funding.

All applications received will be assessed against the assessment criteria. A distributional balance of funding across Victoria will be taken into consideration in the allocation of grants from this program.

Priority will be given to services located in areas with high levels of disadvantage and vulnerable populations, and those with higher levels of children under five years old (as indicated by data such as the Australian Early Development Census and the Socio-Economic Indexes for Areas). Consideration will also be given to the geographic distribution of grants, with an objective to ensure all metropolitan, regional and rural areas have access to grants.

#### Do I need to include any information from the service provider in my application?

Yes, you should develop your application in consultation with the service provider. Applications need to include information about the licensed service capacity, enrolments and demonstrate collaboration and evidence of established partnerships. You must also include a letter of support as evidence that you have consulted with the service provider(s) affected by the project.

## Grant application outcomes

#### When will we find out if our application is successful?

It is anticipated that outcomes will be advised from two months of the application closing date; however, this will depend on the number of applications received.

All applicants will be advised of the outcome for their application.

#### Will we be given feedback if our application is unsuccessful?

Unsuccessful applicants can contact the CFCP team at the VSBA if they would like detailed feedback on their application.

#### When and how will grant funding be paid to successful applicants?

Funding cannot be released until DET and the applicant have executed a funding agreement.

Grants will be paid in instalments, subject to completion of the following milestones:

| Project milestone | Percentage of grant paid |
| --- | --- |
| Construction commences | 50% |
| Construction is complete (practical completion) | 40% |
| Grant acquittal approved by the VSBA | 10% |

You will need to supply evidence to demonstrate that these milestones have been met before payment is made. Evidence requirements are described in the Common Funding Agreement schedule template, available at: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/capitalprogram.aspx>

Payments will be made within thirty business days of the organisation providing accepted evidence that the milestone has been met. This evidence is submitted as part of online fortnightly reporting.

We reserve the right to cancel grants and recoup payments where there are unreasonable delays in executing grant agreements or completing proposed works, or where applicants make substantive changes to the scope of the project after we have approved funding.

## Project delivery

#### What are the reporting requirements for my project?

Grant recipients are required to submit fortnightly project progress reports through an online reporting system to give a brief update on progress, update proposed, forecast and actual dates for project milestones, flagging risks and issues and providing required evidence when payment milestones have been met.

#### How long will I have to complete my project?

You should plan to complete your projects and acquit the grant within the following timeframes:

| Grant type | Expected timeframe |
| --- | --- |
| Integrated Children’s Centre | Project completed and grant acquitted within **24** months of executing the funding agreement |
| New Early Learning Facility | Project completed and grant acquitted within **18** months of executing the funding agreement |
| Early Learning Facility Upgrade | Project completed and grant acquitted within **12** months of executing the funding agreement |

You can request additional time to complete the project by contacting the Children’s Facilities Capital Program team at the VSBA:

Email: [childrens.capital.program@edumail.vic.gov.au](mailto:childrens.capital.program@edumail.vic.gov.au)

Phone: (03) 7022 2650

#### Requests for extensions to projects are not guaranteed to be approved. Please see question 59 for more information.

#### What happens if the project runs over time?

CFCP grant recipients **must contact the VSBA immediately** if they require a project extension. Project extension requests of more than four weeks must include detailed evidence regarding the reason for the delay and to demonstrate that the project will be completed within the additional time requested.

We reserve the right to cancel the grant and recoup payments where there are unreasonable delays in the execution of grant agreements or completion of the proposed works, or where substantive changes to scope are made after funding has been approved.

#### What happens if the project runs over budget?

Grant recipients must meet any additional costs if their project runs over budget. We do not hold additional funding to meet cost overruns for capital works projects.

1. **What are the acquittal requirements?**

All successful applicants are required to complete the following requirements and upload the following information into the Department reporting system to complete their acquittal:

* Certificate of Final Completion.
* Certificate of Occupancy.
* Certified project expenditure list on letterhead and signed by an authorised registered accountant.
* The Department’s acquittal document, completed, signed and dated by two authorised representatives.
* Letter of service approval including licensed capacity/approved places.
* Photos of completed project.

## Operation of the facility

#### What are the main expectations for facilities built or upgraded with CFCP funding?

Early childhood facilities funded through CFCP must:

* be operated by an organisation that is licensed to provide kindergarten services in Victoria
* offer a funded kindergarten program for three and or four year old children
* operate as a kindergarten service for at least 10 years from when the new or upgraded facility is available for service delivery

#### Will I need to change the license for my facility once my upgrade is complete?

For new facilities and upgrades that increase the number of approved places, you will need to obtain approval for the service before completing the project acquittal. Notifications and applications may be submitted via the National Quality Agenda IT system at [public.nqaits.acecqa.gov.au](https://public.nqaits.acecqa.gov.au). Applications may take some time to consider and approve.

Further information is available from the Australian Children’s Education & Care Quality Authority at [www.acecqa.gov.au](http://www.acecqa.gov.au) or by contacting DET’s Quality Assessment and Regulation Division on 1300 307 415 or by emailing [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au).

## Further assistance

#### Who can I contact for further information about the grant program?

Please contact, the Children’s Facilities Capital Program team at the VSBA:

Email: [childrens.capital.program@edumail.vic.gov.au](mailto:childrens.capital.program@edumail.vic.gov.au)

Phone: (03) 7022 2650

#### What do I do if I am having technical difficulties with the online application form?

Please contact SmartyGrants Support Desk:

Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

Phone: (03) 9320 6888

This service is available Monday to Friday, 9am to 5pm (Eastern Standard Time).

You can also find a help guide and FAQs at [applicanthelp.smartygrants.com.au](http://applicanthelp.smartygrants.com.au/)

#### Who do I contact about children’s service licensing and regulation?

Please contact the Quality Assessment and Regulation Division at DET:

Email: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au)

Phone: 1300 307 415

## Application checklist

**Please use the following checklist to keep track of what you will need to provide with your application:**

* A valid Australian Business Number (if your organisation does not have an ABN you should consider finding an organisation to auspice the grant on your behalf).
* A valid Provider Approval number (e.g. PR-XXXXXXXX) if the service is currently licensed or a provider has been selected for the new facility.
* A valid Service Approval number (e.g. SE-XXXXXXXX) if the service is currently licensed.
* The approved places proposed to be created through the project (and, for Early Learning Facility Upgrade Grants, the current number of approved places).
* The number of four year old kindergarten, three year old kindergarten and long day care places that will be offered as a result of the project.
* A letter of support for the project from the CEO of the local council, dated within six months of the 2019-20 CFCP application closing date. If the council owns the land, this letter can also include approval to undertake the works and a commitment to operate the facility as a kindergarten for at least 10 years after completion of the project (see below).
* Written confirmation of all other funding including contributions from the Federal Government and other Victorian Government grant programs, local government or other sources.
* Schematic design drawings.
* For not-for-profit community organisations, evidence of not-for-profit status such as a copy of your organisation’s constitution or certificate of registration as an incorporated association (we will verify this information by checking the [Australian Business Register](http://abr.business.gov.au/), [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association) and the [Australian Charities and Not-for-Profits Commission](http://www.acnc.gov.au/ACNC/FindCharity/Search_the_ACNC_Register/ACNC/OnlineProcessors/Online_register/Search_the_register.aspx?id=62135239366) as required).
* For non-government schools and not-for-profit community organisations, evidence of financial viability (such as audited financial statements for the previous two financial years).
* If your project will directly affect service providers currently operating at the facility or providers of services in the area that would be relocated to the new facility, evidence that you have consulted with these providers such as letters of support or documented outcomes of consultation and engagement.
* If an auspice arrangement is proposed, details of the auspicing party and written confirmation (e.g. a letter of intent or an auspicing agreement).
* if your organisation is submitting more than one application, indicate the relative priority of each application (number them in order, with one being the highest priority).

Project costings:

* For projects with a total cost of $200,000 or more, provide a cost plan prepared by a licensed quantity surveyor.
* For projects with a total cost of less than $200,000, provide at least three quotes or cost estimate prepared by a registered building professional with qualifications applicable to the proposed works (you can provide more than one quote or cost estimate to help demonstrate value for money).
* For all projects, include an itemised table of project costs including any eligible costs not included in the cost plan, quote or cost estimate (e.g. project management fees, external services, landscaping, non-portable equipment).

Evidence of authority to build on the site and operate a facility for at least 10 years:

* If you own the land, provide a copy of the land title, [Landata](https://www.landata.vic.gov.au/tpc_specify_property.aspx) title search or council rates notice showing your organisation’s name and the service address.
* If council or a third party owns the land, provide a copy of a current lease with an end date at least 10 years after the proposed date for completion of the project (if the current lease will end earlier than this, provide a letter from the land owner stating they intend to allow the facility to operate as a kindergarten for at least 10 years after completion of the project). You may also need to provide written approval from the land owner to undertake the works, if required under your lease. If council owns the land you can combine this with your council letter of support (see above).
* If the land is owned by DET, complete a Land Use Proposal Form (available at <https://www.education.vic.gov.au/childhood/providers/funding/pages/capitalprogram.aspx>) and have it approved by the Principal, School Council President and the DET regional Provision and Planning Manager before submitting your application.

**Applicants are encouraged to provide additional information to support their application, such as:**

* a site plan to illustrate what parts of the land or building will be changed by your project
* a project plan to support the dates nominated in the application for stages of the project
* service policies pertaining to child engagement, children with disabilities or additional needs, or professional development

For Early Learning Facility Upgrade Grants:

* photos of existing conditions
* additional quotations to demonstrate that the project cost represents value for money
* relevant sections of the latest National Quality Framework assessment or Quality Improvement Plan for the service
* peer reviewed research supporting the benefits of the intended project

**Note:** All evidence must be directly relevant to the application. For example, only attach policies or strategies that make explicit reference to the project or the existing service.