Under $10,000

School Readiness Funding 2-Year Cycle Planning Templates – 2025-26

**[SERVICE NAME]**

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| **SUMMARY** |
| **Total School Readiness Funding (including DE Allied Health)** | $  | **Plan Status** |  |
| **Total Funding for Items** | $  | **Total DE Allied Health Sessions** | N/A |
| **Estimated Expenditure for Items** | $  | **Estimated DE Allied Health Sessions Accessed** | N/A |
| **Remaining Funding for Items** | $ | **Remaining DE Allied Health Sessions** | N/A |

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| **COLLECT DATA (**information**)**Collect and collate data / information at a community/child, educator and/or service level to provide a picture of the recurrent learning and development needs of children and families that typically attend your service. You can add one or more data sources, but each data source selected must be different. Services receiving under $10,000 are only required to provide a minimum of **one source of data** to inform goals. If appropriate, it may also streamline your planning to focus on data sources from within your service. |
| **Data source (add others as required)** | **Findings from data (character limit in KIMS is 1500)** |
| Child Observations |  |
|  Local school |  |
| Educator professional learning plans |  |
| Quality Improvement Plan (QIP) |   |
| Australian Early Development Census (AEDC) |  |
| Other (service) |  |

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| **QUESTION AND ANALYSE**Please summarise your data from the “collect data” section above identifying the overall needs of your service at the relevant level e.g. Community/Child, Educator and/or Service levels. As stated above, services receiving under $10,000 only need to focus on **one** of the three data levels below.  |
| **Level** | **Issues and needs (character limit in KIMS is 1500)** |
| Service Level |  |
| Educator level |  |
| Community/Child Level |  |

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| **SELECT PRIORITY AREA AND DEVELOP GOALS** |
| Consider your data and analysis to identify which priority area(s) you will focus on in your School Readiness Funding Plan. Broad goals have been developed for your service to select from and are available from a drop-down list in KIMS. There is also an option for you to develop and input your own goals if you wish. You will need to answer the additional questions in the table below to ensure the goal is specific and relevant to your service.Services with allocations of $10,000 and under are encouraged to select **one priority area** and select **one goal** relevant to your services data and needs. |
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| **Priority Area** | **Goal(s) for the 2-year cycle (character limit in KIMS is 1,500 words)** | **What will be the specific focus for your service? (i.e. does it relate to a specific cohort/number of children, educators, families? How does it link to the data and analysis captured within the plan?** | **What does achieving this goal look like at your service and how will it benefit the children, service and/or local community? (what does it look, sound and feel like?)** |
| **Communication (Language, Literacy and Numeracy)** |  |  |  |
| **Wellbeing (Social, Emotional and Executive Function)** |  |  |  |
| **Access, Inclusion and Participation**  |  |  |  |

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| **MENU ITEMS**Please refer to the *School Readiness Funding: Planning Guide* for comprehensive support to complete this section, including examples of the level of detail required.A detailed description of the menu items which can be filtered by cost and outcome areas, can be accessed by clicking here: [Menu Items](https://www.vic.gov.au/school-readiness-funding-menu)You should choose a balance of items and supports menu items that address the identified needs of your service over the two year period. For example, if you select a range of training programs, consider the timelines and capacity of educators to attend. How will learnings be meaningfully implemented into practice?Finally, please enter the estimated cost\* of the menu item, the year and term you will be utilising this menu item in (multiple terms can be selected), and the outcome and measure of success. If you intend to pool funding or partner with other services to access menu items, you should enter your service’s contribution to the item in the ‘Estimated Cost’ field. Indicate details of pooled funding in the ‘Details/comments’ field. For more information on pooling funding (maximise funding through collaboration) visit the [Department’s website](https://www.vic.gov.au/school-readiness-funding#maximising-your-funding-through-collaboration) or speak to your [Early Childhood Improvement Branch](https://www.vic.gov.au/contact-early-childhood-improvement-branch).Backfill/additional hours can be used to replace educators or to cover additional hours of work. Indicate the number of hours and the estimated cost of backfill in the optional ‘Backfill’ fields. Then, in the details/comments field, you should outline your calculations to clearly justify your workings. This will help the Early Childhood Improvement Branch to better understand the indicated costs and assist with the plan approval process. \*Please note that the *Remaining Funding for Items* must be ‘$0’ in order to submit the plan for approval.**Planning for allocations under $10,000 –**Servicesmay also streamline their planning process through the following ways:* Minimise the number of menu items to ensure maximum impact.
* Access backfill or additional hours to ensure effective implementation of menu items.
* Ensure you utilise the $500 administration and planning allowance to support the planning process.
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| **Priority Area** | **Menu Item** | **Cost**  | **Timeline**  | **Backfill Hrs / Additional Hrs**  | **Backfill /Add. Hrs Cost ($)** | **Outcome & Measures of success****(character limit in KIMS is 1500)** | **Details/Comments****(character limit in KIMS is 1500)** |
| ***Access, Inclusion & Participation*** |  |  |  |  |  |  |  |
| ***Communication (Language, Literacy & Numeracy)*** |  |  |  |  |  |  |  |
| ***Wellbeing (Social, Emotional & Executive Function)*** |  |  |  |  |  |  |  |