



CHILDREN'S FACILITIES
CAPITAL PROGRAM
2019-20 MAJOR GRANTS
GUIDELINES



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This document is available on the internet at:
<https://www.education.vic.gov.au/childhood/providers/funding/pages/capitalprogram.aspx>



Minister's Foreword

The Andrews Labor Government is committed to making Victoria the Education State, and we know that this starts with the early years. We know that quality early childhood services give children a better start in life, and that's why we are making unprecedented investments in the early years.

In an Australian first, the Andrews Labor 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.

The CFCP will support families to have a choice in flexible, accessible and affordable early childhood education and care services. This includes kindergarten programs delivered in a range of settings, alongside other key services such as maternal and child health, early childhood intervention, playgroups and family services.

Major Grants under the CFCP create new, and upgrade existing, infrastructure for kindergarten programs and associated services. They are designed to support demand for high quality early learning environments, and are available to Victorian local councils, not-for-profit community organisations and schools for facilities that will offer funded kindergarten programs for three and four year old children.

I am proud to now be the Minister responsible for early childhood education. I encourage all eligible organisations to consider applying for this funding, and I look forward to seeing what exciting projects are proposed.



The Hon James Merlino MP
Minister for Education



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1. Children's Facilities Capital Program objectives

The Children's Facilities Capital Program (CFCP) supports high quality early years programs for Victorian children and their families.

The 2019-20 CFCP Major Grants will contribute to this goal by investing in new facilities, as well as significant upgrades of existing ones, to:

- increase sector 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; and
- establish early childhood infrastructure on or near school sites.

The Victorian School Building Authority (VSBA), is a division of the Department of Education and Training (DET) and is responsible for building, upgrading and maintaining schools, as well as supporting investment in early childhood infrastructure (through administration of the CFCP).

THREE-YEAR-OLD KINDERGARTEN AND GOVERNMENT'S ONGOING COMMITMENT TO SUPPORTING DEMAND FOR FOUR-YEAR-OLD KINDERGARTEN PROGRAMS

The Victorian Government remains committed to providing funding support to meet existing and growing demand for four-year-old kindergarten programs. This year's CFCP continues to invest in creating capacity for kindergarten in the year before school, and this will remain a priority going forward alongside the roll-out of universal kindergarten for all three-year-olds in the state.

Importantly, Government has made a landmark commitment that every Victorian child will have access to a three-year-old kindergarten program, 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. This year's State Budget includes \$283 million over four years provided in capital funding and \$156.6 million over five years in infrastructure grant funding to support the roll-out of this significant reform.

This is a transformative initiative for Victorian children and the sector, and Government has announced an iterative approach to implementation to enable time for infrastructure, workforce and other planning and implementation efforts to occur. Under the reform, Victorian children will have access to at least five hours of subsidised teacher-led kindergarten programs for three-year-olds by 2022, progressively scaled up to 15 hours per week over the next decade. Families will have:

- access of up to 15 hours of three-year-old kindergarten programs in six designated Local Government Areas (LGAs) in 2020 (Buloke, Hindmarsh, Northern Grampians, South Gippsland, Strathbogie and Yarriambiack);
- access of up to 15 hours in a further 15 LGAs in 2021 (Alpine, Ararat, Campaspe, Central Goldfields, Colac-Otway, Corangamite, East Gippsland, Glenelg, Hepburn, Indigo, Loddon, Murrindindi, Southern Grampians, Towong and West Wimmera); and
- access of five hours of kindergarten programs for three-year-olds state-wide in 2022, with this to then scale up to 15 hours by 2029.

The iterative nature of this roll-out means that this year's CFCP includes just a first instalment of funding to support the creation of capacity for kindergarten programs for three-year-olds – this investment will increase substantially in future years.

The Department is also working on a detailed infrastructure approach that will support infrastructure roll-out over the longer term. During 2019, the Department will be undertaking a detailed Capacity Assessment of all kindergarten services across the state that will inform this strategy and support Government to invest in the most effective ways possible, so that the right support reaches services.



2. What can (and cannot) be funded

Your project must be for a facility in Victoria that is, or will be, licensed to provide a funded kindergarten program.

There are items that you can and cannot include in project cost estimates supplied with your Major Grant application. The following table lists what the Department will and won't count when considering applications.

What can be funded	What cannot be funded
<ul style="list-style-type: none"> project management costs planning and design costs site preparation, including clearing or demolition (if the project will be on DET land please contact VSBA before applying to confirm how these costs can be funded) construction and commissioning landscaping and car parking fittings, fixed equipment and furniture 	<ul style="list-style-type: none"> site acquisition and lease costs routine or cyclical maintenance works purchase of cars, buses and other vehicles ongoing administration or operational costs staff salaries and training toys, portable equipment and consumables cosmetic upgrades Removal of contaminants on project sites (e.g. asbestos/arsenic)

The CFCP will not fund projects that:

- are located outside Victoria;
- do not align with the program objectives;
- do not meet the requirements outlined in these guidelines;
- do not strongly meet the assessment criteria;
- have already started or been completed (i.e. retrospective funding); or
- are further stages of existing or completed projects.

3. Who can apply

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

- a Victorian Local Government Area (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; or
- a Victorian non-government school registered with the Victorian Registration and Qualifications Authority or Catholic Education Commission of Victoria.

There is strong competition for CFCP Major Grants and not all high quality applications are able to be funded. The Department invites eligible organisations to resubmit projects that have been unsuccessful in previous CFCP Major Grant rounds. We strongly encourage organisations who are resubmitting projects to contact the CFCP Grants team for feedback on their previous application, and to carefully address the program requirements, eligibility and assessment criteria described in these guidelines.

For-profit organisations cannot apply for any type of Major Grant.

AUSPICE ARRANGEMENTS

Not-for-profit community organisations in the process of becoming incorporated, or those without capacity to manage the funding, may arrange for an eligible organisation to apply on their behalf. This is known as an 'auspice' arrangement.



We directly fund the auspice organisation, and they agree to take the full legal and financial responsibility for the project. You can find more information about auspicings arrangements at www.nfplaw.org.au/auspicings.

If you would like to negotiate an auspice arrangement, you are responsible for identifying an auspice organisation and working with them to prepare the application. The Department will not make auspicings arrangements on your behalf.

Auspice arrangements cannot be used by for-profit organisations to apply for any type of CFCP grant.

NON-GOVERNMENT ORGANISATIONS

The Betrayal of Trust Report found that survivors of institutional child abuse were sometimes unable to identify an appropriate legal entity to sue.

The Royal Commission into Institutional Responses to Child Sexual Abuse also recommended that governments consider requiring organisations they fund to be insured against child abuse.

From 1 July 2019, non-government organisations funded by the Victorian Government to deliver services to children will be required, as a condition of funding to be:

- **incorporated separate** legal entities that can be sued in their own right in child abuse proceedings; and
- **appropriately** insured against child abuse.

The new requirements will improve the ability of child abuse survivors to bring a legal claim for compensation and ensure that successful claims can be paid.

LOCAL JOBS FIRST

The Local Jobs First Policy (LJF Policy) issued under the Local Jobs First Act 2003 supports businesses and workers by ensuring that small and medium size enterprises are given a full and fair opportunity to compete for both large and small government contracts, helping to create job opportunities, including for apprentices, trainees and cadets. The LJF Policy is implemented by Victorian Government departments and agencies to help drive local industry development.

The LJF Policy applies to grant projects where the value of the grant is above the threshold values of:

- \$3 million or more in metropolitan Melbourne, and
- \$1 million or more in regional Victoria, or
- any grant for a project valued at less than \$3 million that the Minister has declared to be a standard project.

Projects funded through the Children's Facilities Capital Program major grants will have to comply with the Local Jobs First Policy.

4. How to apply

Applications for 2019-20 CFCP Major Grants open Friday 7 June 2019 and close at midnight Friday 9 August 2019.

Applicants from within the 21 LGAs identified for early roll-out of up to 15 hours of funded three-year-old kindergarten programs across 2020 and 2021 will be prioritised for early assessment given the earlier commencement of Three-year-old Kindergarten in these areas.

Application forms can be accessed online at <https://vsba.smartygrants.com.au>. Applicants must be registered to use the Smarty Grants application system. Registration is a free and straight forward process.

All sections must be completed and the application form submitted to be considered for funding. Changes can be made to an application any time until it is submitted.

The Department will not consider late applications.



5. Project manager requirements for all major projects

- A qualified and experienced project manager must be identified at the time of application and appointed within **four weeks** of the funding announcement.
- The name and contact details (email, telephone number, including mobile) of the proposed project manager must be included in the application.
- The project manager must be appointed before the Common Funding Agreement can be executed.
- The project manager must submit a project plan within **four weeks** of being appointed to the project.
- Failure to follow these requirements regarding a project manager could ultimately result in the Department recommending to the Minister for Education to withdraw the funding commitment.



OVERVIEW OF FUNDING AVAILABLE IN THE CHILDREN'S FACILITIES CAPITAL PROGRAM 2019-20 GRANT ROUND

Eligible Organisations:

- A Victorian Local Government Area (Council)
- Not-for-profit community organisations
- Not-for profit early years management organisations
- Victorian government schools
- Victorian non-government schools

Ineligible Organisations:

- For-profit organisations

Category	Maximum grant amount	Minimum co-contribution from applicant	Minimum requirements
Integrated Children's Centre Grants	40% of the total project cost, capped at \$2,000,000.	60% of the total project cost	<p>Integrated children's centres funded through the CFCP must provide:</p> <ul style="list-style-type: none"> • At least 66 approved places (licensed capacity), based on two rooms providing a funded kindergarten program for three and/or four-year-old children. This can be sessional and/or integrated with long day care. • Long day care (unless evidence is provided there is no unmet demand in the local area). • Maternal and child health services. • Allied health services for early years (e.g. speech pathologists). • Family services. • <u>One or more</u> of the following: <ul style="list-style-type: none"> - 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

Category	Maximum grant amount	Minimum co-contribution from applicant	Minimum requirements
New Early Learning Facility Grants	75% of the total project cost, capped at \$1,000,000	25% of the total project cost	<p>New early learning facilities funded through the CFCP must:</p> <ul style="list-style-type: none"> • Provide at least 66 approved places (licensed capacity), based on two rooms 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 at least one of the following: <ul style="list-style-type: none"> – Long day care – Maternal and child health – Playgroups • Be a completely new building and cannot be an extension or refurbishment of an existing facility.
Early Learning Facility Upgrade Grants	75% of the total project cost, capped at \$500,000	25% of the total project cost	<p>Early learning facility upgrades funded through CFCP:</p> <ul style="list-style-type: none"> • Are encouraged to increase the number of licensed capacity/approved places for a funded three and/or four-year-old kindergarten program; and/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 three and/or four-year-old kindergarten program. This can be sessional and/or integrated with long day care.



6. Integrated Children's Centre Grants

PURPOSE OF GRANT

Integrated children's centres are key hubs for the community, bringing together a range of professional services working together to deliver education, care, health and support services to children and their families. They 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.

Integrated service delivery is particularly important in establishing and maintaining engagement with vulnerable and disadvantaged families as their children move through the service system (e.g. from maternal and child health to playgroups and then formal early learning programs).

Integrated children's centres may be co-located with schools or community facilities such as neighbourhood houses, community centres or libraries.

PROJECT REQUIREMENTS

Integrated children's centres funded through the CFCP must provide:

- At least 66 approved places (licensed capacity), based on two rooms providing a funded kindergarten program for three-year-old and or four-year-old children. This can be sessional and/or integrated with long day care.
- 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.
- 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.

FUNDING AVAILABLE

Eligible organisations can apply for up to **40 per cent** of the total project cost, capped at **\$2 million** per grant (GST exclusive).

We will only consider project costs relating to early childhood infrastructure for an Integrated Children's Centre Grant. For example, if a proposed project also includes a library or sport and recreation facilities then the costs for these elements cannot be included in the CFCP grant application.

PROJECT COMPLETION

Integrated children's centres **must** be completed and acquitted within **24 months** of the funding being announced by the Minister for Education. Funding agreements must be signed by the most Senior Officer in the organisation no later than **four weeks** after official notification of a successful grant application.



7. New Early Learning Facility Grants

PURPOSE OF GRANT

New early learning facilities provide high quality early learning programs, including a funded kindergarten program for four-year-old and/or three-year-old children. The location and design of new early learning facilities should respond to the needs of local families and support partnerships with other local services for children and families.

PROJECT REQUIREMENTS

New early learning facilities funded through the CFCP must:

- Provide at least 66 approved places (licensed capacity), based on two rooms providing a funded kindergarten program for three-year-old and or 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.
- Be a completely new building and cannot be an extension or refurbishment of an existing facility.

FUNDING AVAILABLE

Eligible organisations can apply for up to **75 per cent** of the total project cost, capped at **\$1,000,000** per grant (GST exclusive).

PROJECT COMPLETION

New early learning facilities **must** be completed and acquitted within **18 months** of the funding being announced by the Minister for Education. Funding agreements must be signed by the most Senior Officer in the organisation no later than **four weeks** after official notification of a successful grant application.

8. Early Learning Facility Upgrade Grants

PURPOSE OF GRANT

Early Learning Facility Upgrade Grants are for increasing the licensed capacity of, renovating, or refurbishing existing facilities that are licensed to provide a kindergarten program for three-year-old and/or four-year-old children.

PROJECT REQUIREMENTS

Early learning facility upgrades must increase licenced capacity/approved places or improve the quality of the learning environment at existing facilities that are licensed to provide a funded four-year-old and/or three-year-old kindergarten program.

Renovated and refurbished facilities must be used to deliver a funded kindergarten program for four-year-old and/or three-year-old children. The programs 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.



FUNDING AVAILABLE

Eligible organisations can apply for up to **75 per cent** of the total project cost, capped at **\$500,000** per grant (GST exclusive).

PROJECT COMPLETION

Early learning facility upgrades **must** be completed and acquitted within **12 months** of the funding being announced by the Minister for Education. Funding agreements must be signed by the most Senior Officer in the organisation no later than **four weeks** after official notification of a successful grant application.

9. Required information for all Major Grant categories

CFCP is a highly competitive funding program, and organisations need to ensure that their applications include clear and convincing supporting documentation to increase the chances of being successful.

Applicants must supply the following:

- 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.
- Authorised written confirmation of funding amounts from all other funding organisations, including contributions from the Federal Government, Victorian Government, local government or other sources.
- Authorised written confirmation of funding amounts from applicant and all other funding organisations including contributions from the Federal Government, Victorian Government, local government or other sources.
- Total project cost and plan:
 - 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.
- Professional schematic design drawings.
- 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.
- 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 the land is owned by DET, you should complete a Land Use Proposal Form. The land use proposal form can be found on the following link:
<https://www.education.vic.gov.au/childhood/providers/funding/pages/capitalprogram.aspx>
- A letter of support for this project from the CEO of the Local Government Area (or authorised delegate), dated within three months of the 2019-20 CFCP application closing date.
- Supporting evidence to demonstrate that your organisation is financially viable.
- If an auspice arrangement is proposed, written confirmation from the auspicings party is required.
- 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.

Applicants are also encouraged to provide the following information to support your application:

- Service policies pertaining to child engagement, children with disabilities or additional needs, or professional development:
- Photos of existing site 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.

All supporting information must be directly relevant to the application. Only attach policies or strategies that make explicit reference to the project or the existing service.

Further details can be found in **Attachment 1** (in relation to eligibility and program criteria) and **Attachment 2** (in relation to assessment criteria).

A checklist of information you will need to provide with your application is included in the Frequently Asked Questions, available on the DET website at www.education.vic.gov.au/ecsmanagement/capitalprogram.

10. Assessment

Once the closing date for applications has passed, the Department will:

- check to confirm that applications meet the eligibility requirements;
- assess all eligible applications against the assessment criteria; and
- refer applications to other parts of DET for advice on alignment with program principles, compliance with regulatory requirements, and potential risks and issues.

The Department may also undertake further project cost assessment in instances where project costs are particularly complex or clarification is required.

ASSESSMENT CRITERIA

In addition to value for money, our funding recommendations will be based on the extent you can demonstrate that your project addresses the assessment criteria outlined in **Attachment 2**. These criteria reflect the objectives of CFCP funding and relate to both the construction of the facility and operation of the service.

Further information about the assessment criteria, including advice on responses and supporting evidence, can be found in the Frequently Asked Questions available on the DET website at: <https://www.education.vic.gov.au/childhood/providers/funding/pages/capitalprogram.aspx>



PRIORITISING FACTORS

In addition to 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.
- Demonstrated need for additional infrastructure capacity to enable delivery of funded three-year-old kindergarten programs as part of the iterative roll-out of Government's Three-year-old Kindergarten commitment. With respect to proposals seeking to add capacity for the new three-year-old kindergarten roll-out, the Department will consider how proposals relate to the identified iterative roll-out approach which includes funding for up to 15 hours of three-year-old kindergarten programs in 21 selected LGAs across 2020 and 2021, and then the provision of funding for an initial 5 hours state-wide from 2022.
- 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 data including Victoria in Future population forecasts, the Australian Early Development Census, and the Socio Economic Indexes for Areas.

PAST PERFORMANCE

We will review your past performance and assess whether this is likely to have an impact on successful delivery of your project. This will include considering whether you have:

- taken appropriate steps to deliver previous projects funded through CFCP within appropriate timeframes;
- overdue projects funded by the Department and whether extensions have been requested and approved; and/or
- completed projects funded by the Department and whether you have submitted all documentation required to acquit the grant funding, including regular fortnightly reporting and acquittal within the contracted time frame.

Poor performance against these factors may result in projects not being recommended for funding or funding withdrawal.

RELATIONSHIP WITH OTHER FUNDS

There are a number of other grant programs that provide funding for the development of early childhood facilities and services. We need to be aware of other funding applications for your project. We reserve the right to consider grant applications made for other programs, offered by the Department of Education or other government departments, and to submit CFCP applications to other programs for consideration for funding under those programs where appropriate.

11. Funding conditions

Early childhood facilities funded through CFCP must:

- Be operated by an organisation that is licensed to provide kindergarten services in Victoria.
- Offer a funded four-year-old kindergarten program for children in the year before school, and/or a funded three-year-old kindergarten program.
- Operate as a kindergarten service for at least 10 years from when the project is completed.

To remain eligible for funding, you must **not** enter into a contract or commence any works proposed in your application before we inform you of the application outcome.



Organisations that receive a CFCP Major Grant must:

- Agree to the requirements outlined in these guidelines. Failure to do so may result in funding being withheld.
- Enter into a formal Common Funding Agreement with the Department.
- Follow the CFCP Acknowledgement and Publicity Guidelines, including liaising with the Department on events such as sod turns and openings, and erecting signage for projects.
- Comply with project monitoring and reporting requirements, including:
 - fortnightly status reports through an online reporting system to give a brief update on progress, updating proposed, forecast and actual dates for project milestones, flagging risks and issues, and providing the required evidence when payment milestones have been met
 - advising the Department in advance of key milestones including architect appointment, design completion, sod turn and construction completion and providing opportunities for public communication of these milestones
 - site inspections, meetings and teleconferences with Department staff or representatives if required
 - production of building contracts, receipts and/or invoices when requested.
- Submit an acquittal form and the required supporting evidence for approval by the Department upon completion of the project.

We encourage you to review the Acknowledgement and Publicity Guidelines, Common Funding Agreement schedule template and standard terms and conditions, and the example fortnightly progress report before submitting your application.

These documents will clarify your obligations for receiving CFCP funding. They are 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 funding agreement in exceptional circumstances. Using the standard Victorian Common Funding Agreement should minimise the need for legal advice; however, applicants pay any legal costs they incur in relation to the funding agreement (these costs may be budgeted into the total project cost and funded through the grant).

All projects are expected to adhere to relevant building guidelines and regulations:

<https://www.business.gov.au/planning/templates-and-tools/industry-factsheets/national-construction-code>

Additional conditions for projects involving government school sites are outlined in Section 12 of these guidelines.

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 must be requested as part of the application and the Department will only grant them if there is clear evidence to support the request.

ACQUITTAL REQUIREMENTS FOR MAJOR PROJECTS

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.



SERVICE APPROVALS

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 <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 or by contacting the Department’s Quality Assessment and Regulation Division on 1300 307 415 or by emailing licensed.childrens.services@edumail.vic.gov.au.

PROJECT EXTENSIONS

CFCP grant recipients must contact the Department immediately if they require a project extension. For an extension request of more than four weeks, we will require detailed evidence that explains the reason for the delay and demonstrates that the project will be completed within the additional time requested.

Project extensions are not guaranteed to be approved. Excessive delays may ultimately result in the Department recommending to the Minister to withdraw the funding commitment.

COST OVERRUNS – WHAT HAPPENS IF THERE IS A COST OVERRUN?

There is no additional funding available for project cost overruns. Cost overruns must be managed by the project manager and immediately reported to the Department through the reporting system.

Where cost overruns occur, the Department expects these to be managed by either:

- reducing the scope of the project to fit the available budget (this must be agreed to in writing by the Department – by requesting this through the reporting system); or
- the organisation being able to source additional funds towards the project.

12. Projects on DET land

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 to discuss the approach to land and project delivery, by phone on (03) 7022 2650 or by emailing childrens.capital.program@edumail.vic.gov.au.

Applications for projects on DET land must include a completed Land Use Proposal Form, and must enter into a lease agreement with DET in addition to their CFCP funding agreement. Further information on these requirements can be found in the Frequently Asked Questions, available on the DET website at <https://www.education.vic.gov.au/childhood/providers/funding/pages/capitalprogram.aspx>

13. Further information

We encourage applicants to read the Frequently Asked Questions available on the DET website at: <https://www.education.vic.gov.au/childhood/providers/funding/pages/capitalprogram.aspx>

For further information regarding eligibility, program requirements and assessment criteria, please contact the CFCP team by phone on (03) 7022 2650 or email childrens.capital.program@edumail.vic.gov.au.

Prospective applicants are also encouraged to discuss their project with the Early Childhood Quality Participation and Access Manager in their area. Full DET regional office contact details are available online at <http://www.education.vic.gov.au/about/contact/Pages/regions.aspx>.

The main DET regional office telephone numbers are:

NORTH-EASTERN VICTORIA		NORTH-WESTERN VICTORIA	
Benalla	8392 9500	Bendigo	5440 3111
Glen Waverley	8392 9300	Coburg	9488 9488



NORTH-EASTERN VICTORIA		NORTH-WESTERN VICTORIA	
SOUTH-EASTERN VICTORIA		SOUTH-WESTERN VICTORIA	
Dandenong	8765 5600	Ballarat	5337 8444
Moe	5127 0400	Footscray	8397 0300
		Geelong	5225 1000

For assistance with the online application system, please contact the Smarty Grants Support Desk by phone on (03) 9320 6888 between 9am and 5pm Monday to Friday or email service@smartygrants.com.au. You can also find a help guide and Frequently Asked Questions at <http://applicanthehelp.smartygrants.com.au/>

14. Application Checklist

- Local government letter of support for project.
- For not-for-profit organisations – evidence of not-for-profit status:
 - Not-for-profit registration.
- For non-government schools and not-for-profit organisations:
 - signed copy of the last two years financial details provided by a certified accountant.
- Signed, authorised confirmation on letterhead of applicant contribution to the project.
- Written confirmation of funding amount from other funding bodies.
- Proof of land and building ownership.
- Title with land and building owner's name and property address.
- Land and building owner evidence of authority to build.
- Land and building owner evidence of lease or intention for the building to be used as an early years facility for 10 years after project completion.
- Completed land use proposal form if the property is owned by the Department.
- Schematic Designs.
- Qualified quantity surveyors report indicating a detailed cost analysis and total project cost.
- Three building quotes if the total project less than \$200,000.

Attachment 1 – Program Criteria

Program Criteria Requirements	Summary Detail of Criterion	Examples of evidence
<p>1. Information and data that confirms the eligibility of applicant organisation</p>	<p>Organisations will be required to demonstrate that they are eligible to apply for funding.</p> <p>Applicants must be:</p> <ul style="list-style-type: none"> • a Victorian local government area (Council); • not-for-profit community organisation,; or • Victorian government school or non-government school. 	<ul style="list-style-type: none"> • Not for profits are required to provide evidence of NFP status <ul style="list-style-type: none"> – Australian Business Number – Registration as a Not For Profit – organisation’s constitution as evidence of not-for-profit status – certificate of registration as an incorporated association – Evidence of the financial viability of the organisation including a registered Accountants signed authorization of financial statements for the last two years statements • Local government and government schools are exempt from providing evidence of financial viability.
<p>2. Indicative design, scope, cost, value of grant sought and commencement/completion dates</p>	<p>The proposed application must provide evidence of:</p> <ul style="list-style-type: none"> • the value of the grant sought from the Department of Education and Training; • the total financial contribution from the applicant; • the total financial contribution for each contributing organization,; • the total of financial commitments other than the Department; • the total Project Cost based on a licensed quality surveyors itemized report; and • anticipated construction start and completion dates. 	<ul style="list-style-type: none"> • Confirmation evidence of all other funding contributions • Schematic design drawings • Costings for the project: <ul style="list-style-type: none"> – 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 – 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).
<p>3. Land ownership or signed documents/lease confirming legal permission to undertake the works and operate the building as a licensed service for 10 years minimum</p>	<p>The applicant must demonstrate:</p> <ul style="list-style-type: none"> • authority to build on the site; and • authority to operate a facility for at least 10 years after completing the project. 	<ul style="list-style-type: none"> • If the applicant owns the land, this can be demonstrated by providing a copy of the land title, LANDATA documents or council rates notice showing both the applicant organisation name and the service address. • If the property is being purchased by the applicant, demonstrate that site ownership will be transferred to your organisation within 90 days of submitting the CFCP grant application. • This will need to be a legal agreement agreeing to the land transfer signed by both parties. • If council or a third party owns the land: <ul style="list-style-type: none"> – a tile demonstrating the land owner name and property address will be required – a current lease with an end date at least 10 years after the proposed date for completion of the project will be required – If the current lease will end earlier than this, provide a letter from the land owner stating their intent to allow the facility to

Program Criteria Requirements	Summary Detail of Criterion	Examples of evidence
		<p>operate as a kindergarten for at least 10 years after completion of the project).</p> <ul style="list-style-type: none"> • If council or a third party owns the building: <ul style="list-style-type: none"> – you will need to provide a title or other legal document identifying the building ownership – you will also need to provide signed written approval from the land owner to undertake the works – a copy of the terms of the current lease also need to be included. • If the land is owned by the Department, complete and attach a Land Use Proposal Form (see section 11).
<p>4. Service providers that will be directly affected by the proposal have been consulted about the project</p>	<p>Applicants must demonstrate they have consulted with local service providers who will be directly affected by the project:</p> <ul style="list-style-type: none"> • service providers currently operating at the facility; and/or • service providers that would be relocated to the new facility. 	<ul style="list-style-type: none"> • Written, or demonstrable, communications between local service providers and the submitting party indicating that the applicant has consulted with the service provider directly affected by the plan.
<p>5. All required services for the grant type will be delivered</p>	<p>The proposed project must include dedicated licensed space for each of the services specified in the relevant category.</p> <p>Integrated children’s centre includes:</p> <ul style="list-style-type: none"> • a funded kindergarten program; • long day care; • maternal and child health; • allied health services for early years; • family services; and • a commitment to delivering these services (either directly or through another service provider). <p>New early learning facility includes:</p> <ul style="list-style-type: none"> • a funded kindergarten program; and • one of the following: <ul style="list-style-type: none"> – long day care – maternal and child health – allied health services for early years and family services); and – a commitment to delivering these services (either directly or through another service provider). <p>Early learning facility upgrade:</p> <p>Renovated and refurbished facilities must be used to deliver:</p> <ul style="list-style-type: none"> • a funded kindergarten program. This can be sessional and/or integrated with long day care. 	<p>Answers to assessment criteria:</p> <ul style="list-style-type: none"> • must demonstrate that the required services will be delivered; and • that there is demand for these services.
<p>6. Relative priority where an applicant is submitting multiple applications</p>	<ul style="list-style-type: none"> • Some applicants provide numerous submissions, especially in high-growth areas. • There is strong competition for CFCP major grants and not all high quality applications can be funded. 	<ul style="list-style-type: none"> • Organisations submitting more than one application must indicate the relative priority of each application.

Program Criteria Requirements	Summary Detail of Criterion	Examples of evidence
	<ul style="list-style-type: none"> The distribution of approved projects across applicants, local government areas and different regions of the state is also a consideration in determining successful funding outcomes. 	
7. Letter of support for your project from the local council	<ul style="list-style-type: none"> It is essential that the local council support this project as the proposed services will have a direct impact on communities within their boundaries. 	<ul style="list-style-type: none"> The letter must be on council letterhead, be signed by the CEO (or authorised delegate) and be dated within three months of the 2019-20 CFCP major grants round closing date.

Attachment 2 – Assessment Criteria

Assessment criteria	Summary Detail of Criterion	Examples of evidence
<p>1. Responds to unmet demand for funded kindergarten places and other early childhood services</p> <p>Integrated children’s centres and new early learning facilities:</p> <ul style="list-style-type: none"> • How the proposed project will respond to unmet demand for four-year-old and/or three-year-old kindergarten provision and provide other early childhood services. • How the proposed project will increase Licensed Capacity/Approved Places. <p>Early learning facility upgrades:</p> <ul style="list-style-type: none"> • How the proposed project will increase Licensed Capacity/Approved Places. and/or • How the project will improve the quality of the learning environment. 	<p>Integrated children’s centres and new early learning facilities</p> <p>The proposed project should demonstrate:</p> <ul style="list-style-type: none"> • Existing/future demand for funded four-year-old kindergarten programs and other early childhood services in the local area. • Alignment with local government’s municipal plan for early childhood services and infrastructure. • Gaps in existing infrastructure provision. • How the proposed project will increase the four-year-old and/or three-year-old program licensed capacity and total licenced capacity post build. <p>Early learning facility upgrades</p> <p>The proposed project should demonstrate:</p> <ul style="list-style-type: none"> • Existing/future demand for funded four-year-old kindergarten programs and other early childhood services in the local area. • Alignment with local government’s municipal plan for early childhood services and infrastructure. • Gaps in existing infrastructure provision. • How the proposed project will increase the four-year-old and/or three-year-old program licensed capacity and total licenced capacity post build. and/or • The need for the upgrades proposed – how the quality of the learning environment will be improved. 	<ul style="list-style-type: none"> • Local area population forecasts: https://knowyourcouncil.vic.gov.au/councils • Waiting lists/enrolment projections for existing services. • Reference to the projector its need, in the Municipal Early Years Plan. • Council verification of demand for additional kindergarten places. • Evidence that existing infrastructure is insufficient/inadequate for meeting existing and long term demand.
<p>2. The proposed project will support the integrated delivery of early childhood and related family services and / or the establishment of partnership arrangements with other services</p>	<p>Integrated children’s centres and new early learning facilities</p> <p>The proposed project should demonstrate:</p> <ul style="list-style-type: none"> • Established or planned partnerships between early childhood services to work together to meet the needs of families and children. • Any additional services that will be provided to support greater integration and meet the local needs of the community. 	<ul style="list-style-type: none"> • A description of how the proposed co-location of services will be used to maximise integration and coordination of service delivery to best meet the needs of families, particularly vulnerable families. • Australian Early Development Census data. • Evidence of specific partnerships that are, or will be, in place with other organisations that enhance integration with other services, e.g. MOUs, partnership arrangements and governance structures. • Evidence of partnerships with local Child Protection, Child First and Out of Home Care providers.

Assessment criteria	Summary Detail of Criterion	Examples of evidence
<p>3. The proposed project will improve access to high quality early childhood services for the local community, particularly for disadvantaged and vulnerable families</p>	<p>Integrated children's centres, new early learning facilities and early learning facility upgrades</p> <p>The proposed project should demonstrate:</p> <ul style="list-style-type: none"> • Accessibility for all in the local community. • An understanding of, and specific response to, the characteristics and needs of the local community. • How services will respond to the particular needs of vulnerable/disadvantaged families. 	<ul style="list-style-type: none"> • Details of how the location of the new / upgraded facilities supports accessibility (i.e. proximity to service users, transport, co-location) • Analysis of the characteristics and needs of the local community, in particular disadvantaged and vulnerable cohorts • Evidence of current policies used by the service or service provider and / or strategies to engage disadvantaged and vulnerable families
<p>4. The proposed project is co-located with a government school or supports the establishment of other connections with local schools</p>	<p>Integrated children's centres, new early learning facilities and early learning facility upgrades</p> <p>How proposed project:</p> <ul style="list-style-type: none"> • Is co-located on, or adjacent to, a government school site and/or has established links with government schools locally. 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. • Has evidence of connections with local schools. 	<ul style="list-style-type: none"> • The location of the existing or proposed facility, i.e. on, or adjacent to, a school site • Evidence of partnership arrangements to support learning outcomes and transitions for children • Details of planning / partnership approaches for the planning of co-located facilities on new school sites, e.g. in growth areas
<p>5. The proposed project facilitates access for children of all abilities</p>	<p>Integrated children's centres, new early learning facilities and early learning facility upgrades</p> <ul style="list-style-type: none"> • Applicants will be requested to demonstrate how their potential project will improve or develop access for children of all abilities. 	<ul style="list-style-type: none"> • Schematic design drawings which demonstrate access points. • Written or demonstrable evidence through assessment criteria questions.
<p>6. Confirmation the project is ready to commence construction</p>	<p>Integrated children's centres, new early learning facilities and early learning facility upgrades</p> <p>The proposed project should demonstrate:</p> <ul style="list-style-type: none"> • The above assessment criteria have been met. • Substantial evidence has been provided about land ownership and other aspects that demonstrate the project will be completed within expected timeframes. 	<ul style="list-style-type: none"> • Evidence of Land ownership. • Evidence of Building ownership. • Letter of Council Support. • Schematic Designs. • A registered Quantity Surveyors Report. • A Registered Accountants signed summary of the last two years financial statements. • All applicable documents have been provided. • The project has effectively met the assessment criteria.