



CHILDREN'S FACILITIES CAPITAL PROGRAM 2019-20 MINOR GRANT GUIDELINES



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<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 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 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.

The 2019-20 CFCP Minor Grants round supports modest but important infrastructure upgrades as well as the purchase of new computers, tablets and televisions to improve the quality of the learning environment at funded kindergarten services.

CFCP Minor Grants are available to Victorian local councils and not-for-profit organisations that offer funded kindergarten programs for three and four-year-old children. Minor infrastructure grants are also available to Victorian government schools offering a funded kindergarten program.

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 the provision of high quality early years programs for Victorian children and their families.

The 2019-20 CFCP Minor Grants will contribute to this goal by supporting small infrastructure upgrades and access to new information technology for licensed early years services delivering a Victorian Government funded kindergarten program for four-year-old and/or three-year-old children.

Minor Grant funding is available under two categories:

Minor Infrastructure – Grants for up to **\$50,000** (plus GST where applicable) towards the expansion, renovation or refurbishment of existing, licensed early childhood education and care facilities used for the delivery of a funded kindergarten program to improve the quality of the learning environment.

Minor Information Technology – Grants for up to **\$1,500** (plus GST where applicable) towards the purchase of desktop computers, laptops, tablets, and televisions to support administration or delivery of educational programs at the service.

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 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. 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. Who can Apply

Applications are invited from the following licensed early years services delivering a Victorian Government funded kindergarten program:

Eligible Organisations:

A Victorian Local Government Area (Council)
Not-for-profit community organisations
Early Years Management Organisations
Victorian government schools
Victorian non-government schools

Ineligible Organisations:

For-profit organisations

Grant Type	Grant Description
Minor Infrastructure	Up to \$50,000 (GST exclusive) towards the expansion, renovation or refurbishment of existing, licensed early childhood education and care facilities used for the delivery of a funded four-year-old kindergarten program to improve the quality of the learning environment.
Minor Information Technology	Up to \$1,500 (GST exclusive) towards the purchase of desktop computers, laptops, tablets, and televisions to support administration or delivery of educational programs at a service offering a funded kindergarten program.

CONDITIONS OF APPLICATION

- Services that received Minor Grants in 2017-18 and 2018-19 may apply for funding in the current round but may be prioritised below other applicants.
- Proposed works or purchases must be in relation to a licensed service that provides a Victorian Government funded kindergarten program for children in the year before school.
- Funding cannot be applied to corporate facilities.
- Organisations with outstanding acquittals for CFCP Major or Minor Grants will not be eligible for merit assessment.
- Applicants seeking to make their kindergarten more accessible and inclusive are encouraged to apply for funding through the Inclusive Kindergartens Facilities Program (IKFP). For further information on the IKFP, including who is eligible and how to apply, visit: <http://www.schoolbuildings.vic.gov.au/Pages/Inclusive-Kindergartens-Facilities-Program.aspx>.
- Applicants may apply for funding under either stream of the CFCP Minor Grants Program, but only a single eligible application per kindergarten service per stream will be considered.

Where multiple applications for Minor Infrastructure and Information Technology Grants are submitted from the same individual services and are in scope for funding, the Minor Infrastructure Grants higher value application will be automatically prioritised.

AUSPICE ARRANGEMENTS

Not-for-profit 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/auspicing.



If you want to make such an arrangement, you are responsible for identifying an auspice organisation and working with them to prepare their application. We will not make auspicings arrangements on your behalf. Auspice arrangements cannot be used by for-profit businesses to apply for any type of CFCEP grant.

DELIVERY OF PROJECTS

Applicants awarded funds through the CFCEP Minor Grants program will be responsible for project delivery and product purchasing. **Infrastructure projects** must be **acquired** within **eight months** and **information technology** purchases within **six months** of executing a Common Funding Agreement.

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 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.

3. Minor Infrastructure Grants

PURPOSE OF FUNDING

Minor Infrastructure Grants are for the expansion, renovation or refurbishment of existing, licensed early childhood education and care facilities used for the delivery of a funded kindergarten program for four-year-old and/or three-year-old children to improve the quality of the learning environment.

Eligible projects may include:

- Increasing the usable indoor and/or outdoor space to increase the number of approved places (licensed capacity). At least 3.25m² of indoor space and 7m² of unencumbered outdoor space is required per child for the delivery of a funded kindergarten program in the year before school.
- Renovation or repair of existing indoor or outdoor space to improve the ability of the service to deliver kindergarten services at a high standard.

FUNDING AVAILABLE

Eligible organisations can apply for up to **\$50,000** (GST exclusive) per Minor Infrastructure Grant.

WHAT MAY BE FUNDED

The following items can be included in the total cost of minor infrastructure projects:

- planning and design costs;
- project management costs;
- site preparation, including clearing/demolition;
- construction and commissioning;



- fittings, furnishings and fixed equipment; or
- landscaping and car parking at the facility.

WHAT WILL NOT BE FUNDED

The following items cannot be included in the total cost of minor infrastructure projects:

- site acquisition;
- routine maintenance cosmetic upgrades;
- loose furniture and portable equipment (i.e. items that can be removed from the facility);
- purchase of cars, buses and other vehicles;
- toys and consumables;
- staff salaries and training; and
- ongoing administration costs.

ELIGIBILITY CRITERIA

Your application must clearly demonstrate that:

- Your organisation is eligible for funding.
- You have permission to complete the proposed works:
 - **For projects on government school sites**, your application should include:
 - o a completed and signed Department of Education and Training (DET) Nominated Authority Details form.
 - **For projects on other sites**, your application should include
 - o a title or rates notice as evidence of land and building ownership
 - o written permission on letterhead for the refurbishment from the landowner and building owner to complete the proposed works and enter into an agreement with DET
 - o a letter of support from council for your specific project that is on council letter head and is less than six months old.
- Proposed works are consistent with the grant and program description.

Ensure your application demonstrates how it complies with ALL eligibility criteria, or it may not be considered.

ASSESSMENT CRITERIA

1. **Demonstrate the current and future demand for the proposed works.**
2. **Demonstrate the short and long term benefits of the proposed works to the educational environment.**

NOTE: [Appendix A](#) to these guidelines provides guidance on responding to the assessment criteria.

SUPPORTING DOCUMENTATION

You **MUST** provide the following information and documents as part of your application:

- Applicant registered name, Australian Business Number (ABN) and address.
- Kindergarten registered trading name, ABN and address.
- Evidence of not for profit status.
- A valid ABN (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 i.e. PR-XXXXXXX.
<https://www.acecqa.gov.au/resources/nationalregisters>
- A valid Service Approval Number i.e. SE-XXXXXXX.
<https://www.acecqa.gov.au/resources/nationalregisters>

(Please note that the Provider Approval Number and the Service Approval Number are not the same number.)

- Approved Places (Licensed capacity) of the approved service.
<https://www.acecqa.gov.au/resources/nationalregisters>
- Evidence of land ownership which may be demonstrated by the following documents:
 - LANDATA Documents
 - Deed of Title
 - Council Rates.
- The evidence provided MUST include the applicant organisation name and the service address.
- Evidence of permission to conduct the intended works being either:
 - Ownership of the building and/or land intended to be modified as part of the proposed project, and permission in writing from the land/building owner to conduct the proposed works.
- Written consent from the landlord to carry out the project works (if applicable).
- Lease agreement, or head-lease and sub-lease agreements, with a minimum term of 5 years (if applicable).
- Auspicing agreement (if applicable), clearly setting out the terms of the arrangement.
- If the project is dependent on other co-contributions for completion, an authorised letter of approval confirming the amount from the co-contributor and evidence of funds available must be included.
- Two cost estimates from registered builders supporting total project cost.
- Schematic design of proposed works.
- Photographs and/or designs to allow contrast of a 'before and after' comparison.
- Current approved places (licensed capacity) at project commencement.
- Proposed approved places (licensed capacity) at project completion.

Department of Education-owned land:

Permission from the land/building owner MUST be evidenced by a completed Nominated Authority Form. Where the land is owned by DET, that nominated authority form must be signed by the Head of the School Council – generally the School Principal (for projects under \$50,000) or the Victorian School Building Authority Property Team Manager (for projects over \$50,000). Please note that this refers to the TOTAL project cost rather than the amount requested in your application.

The following documents **may** be provided to further support your application:

- Corporate policies pertaining to children with disabilities or additional needs.
- Corporate policies pertaining to teacher professional development.
- Professional development plan for teaching staff.
- Corporate policies pertaining to child engagement.
- Peer reviewed research supporting the defined benefits of intended works to your organisation.

PROJECT COSTS

Applicants must provide at least two appropriate cost estimates from a building professional registered for a trade that is consistent with the scope of the proposed works.

Quotations and cost estimates MUST include:

- The trading name of the organisation providing the cost estimate or quotation.
- ABN.



- Itemisation of individual costs (including GST) to demonstrate all expenditure is eligible under the Program Guidelines.

Applicants must provide more than one quotation or cost estimate in order to demonstrate value for money. It is important to ensure that you clearly identify the preferred quotation or cost estimate.

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

4. Information Technology Grants

PURPOSE OF GRANT

Information Technology Grants support the purchase of desktop computers, laptop computers, tablet computers and televisions for use in the delivery of educational programs or administration at the service.

These grants are for existing, licensed early childhood education and care facilities used for the delivery of a funded kindergarten program for children in the year before school.

FUNDING AVAILABLE

Organisations can apply for up to **\$1,500** (GST exclusive) per Information Technology Grant.

WHAT MAY BE FUNDED

Funding may be requested support purchase of one or more of the following items:

- Desktop computers.
- Laptop computers.
- Tablet computers.
- Televisions.

Funding may also be requested for accessories so long as:

- the majority of the proposed purchase is desktop computers, laptop computers, tablet computers and/or televisions;
- the accessory relates to the major purchase; and
- the accessory is for use as part of the learning program or for administrative use.

Accessories may include (but are not limited to):

- Cables and adaptors.
- Consumables (e.g. data charges for tablets).
- Devices for streaming content to a television being purchased through the grant.
- Data projectors and projector screens.
- Digital cameras.
- Docking stations.
- Keyboards and mice.
- Modems, routers or access points for Wi-Fi or cabled networking.
- Printers, photocopiers and multi-function devices.
- Protective cases, covers and laptop bags.
- Software and apps (including cards for online app stores).
- Wall brackets for TVs.

Applications solely for software items will **not** be considered.



PROJECT COSTS

Applicants must provide at least two quotes for the proposed purchases, showing the trading name of the organisation providing the cost estimate or quotation and an itemised list of individual costs to demonstrate all expenditure is eligible under the program guidelines.

Screenshots of online store shopping carts are an acceptable alternative to a quote.

Applicants are required to provide more than one quotation or cost estimate in order to demonstrate value for money.

ELIGIBILITY CRITERIA

Applicants will be required to provide information to satisfy all eligibility requirements.

Applicants **must** provide:

- A registered kindergarten name.
- A valid provider approval number that can be found on the ACECQA Website. i.e. **PR-XXXXXXXX**.
<https://www.acecqa.gov.au/resources/national-registers>
- A valid service approval number that can be found on the ACECQA Website. i.e. **SE-XXXXXXXX**.
<https://www.acecqa.gov.au/resources/national-registers>
- The licensed capacity/approved places can be found on the ACECQA Website.
<https://www.acecqa.gov.au/resources/national-registers>

ASSESSMENT CRITERIA

1. **Demonstrate the current and future demand for the proposed purchases.**
2. **Demonstrate the short and long term educational benefits of the proposed purchases.**

NOTE: [Appendix B](#) to these guidelines provides guidance on responding to the assessment criteria.

SUPPORTING DOCUMENTATION

Applications for an Information Technology Grant **must** include:

- Two independent quotations and/or catalogue printouts.

CONTRACT REQUIREMENTS

Applicants will be required to provide proof of quotation, order and purchase through the contract management system.

5. Application Information

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

You can apply online at <https://vsba.smartygrants.com.au>. You must be registered to use the SmartyGrants application system, and registration is a free and straight forward process.

You can make changes to your application any time until you submit your application.

You must complete all sections of the application form and submit the completed form to be eligible for consideration.

The Department will not consider late applications.



FUNDING CO-CONTRIBUTIONS

Where provided, co-contributions need to be supported by written confirmation on the organisation's letterhead and signed by a person authorised to make the financial commitment.

Grant funding provided through other sources may only be counted as a co-contribution if you can provide written evidence that the funding has been approved for your project – a copy of your application is not sufficient.

Financial co-contributions must be supported by evidence of capacity to contribute in the form of a registered accountants statement.

Infrastructure projects must be **acquitted** within **eight months** and **information technology** purchases within **six months** of executing a Common Funding Agreement.

PROJECT COSTS

For Minor Infrastructure Grants, applicants must provide at least two appropriate cost estimates from a building professional registered for a trade that is consistent with the scope of the proposed works. Quotations and cost estimates **must** include:

- The trading name of the organisation providing the cost estimate or quotation.
- The Building Professional ABN.
- Itemisation of individual costs to demonstrate all expenditure is eligible under the Program Guidelines.

Applicants are required to provide two quotations or cost estimates in order to demonstrate value for money. When providing quotations, please ensure that you clearly identify the preferred quotation or cost estimate.

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

ESSENTIAL REQUIREMENTS FOR MINOR INFRASTRUCTURE AND MINOR IT GRANT APPLICATIONS

- Provision of two project contacts including address, phone and email details.
- Provision of all applicant organisation details including postal and actual address.
- Provision of project details including address and whether on a school site or not.
- Provision of Service Approval Number and Provider Number.
- Proof of not-for-profit status if applicable.

ADDITIONAL ESSENTIAL REQUIREMENTS FOR MINOR INFRASTRUCTURE GRANT APPLICATIONS

- Proof of land and building ownership.
- Proof of permission to build.
- Letter from council supporting project.
- Council letter must be on letter head and less than six months old.
- Evidence of project cost including two quotes for projects.
- Evidence of schematic design for projects.
- Evidence of agreement of co-contribution on letterhead and signed by an authorised person.
- Evidence of available funds for co-contribution.
- Pre-project photos.
- Post-project photos on acquittal.

ESSENTIAL REQUIREMENTS FOR MINOR IT GRANT APPLICATIONS ONLY

- Quote for IT equipment to be purchased.

6. 2019-20 Minor Grant Timeline

Applications open
Applications close
Execution of funding agreements
Acquittal of Information Technology Grants
Acquittal of Minor Infrastructure Grants

7. Assessment Process

The Department will:

- check all applications against the eligibility criteria to confirm whether applications are eligible for assessment;
- assess all eligible applications for merit against the assessment criteria; and
- refer highly ranked applications to other parts of DET to:
 - assess potential risks and issues with applicant organisations and proposed works
 - review the proposed works to ensure compliance with relevant legislation and standards
 - review the proposed works for alignment with the program principles.

In addition to value for money, funding recommendations will be based on the extent to which each application meets eligibility and assessment criteria for the relevant grant category. Please read the details for Minor Infrastructure and Information Technology Grants for further information.

PRIORITISING FACTORS

Our selection of projects to be recommended for funding will be primarily based on ratings against the assessment criteria. However, other factors may be taken into account including:

- The distribution of approved projects across applicants, local government areas and different regions of the state.
- Upgrades to infrastructure that will increase the number of kindergarten places available in areas experiencing high population growth.
- The availability of funding, noting that the number and value of eligible, highly-rated projects may exceed the total available funding.
- The socioeconomic profile of the service area as indicated by data from:
 - the Australian Bureau of Statistics, Socio Economic Indexes For Areas (SEIFA) <http://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa>; and
 - the Australian Early Development Census (AEDC) <https://www.aedc.gov.au/data/data-explorer>.

PAST PERFORMANCE

The Department will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. Poor past performance will be taken into account when assessing applications and may be reason for projects not being supported.

This assessment will include consideration of whether organisations have:



- taken the appropriate steps to implement any previous projects funded through CFCP (within appropriate timeframes);
- overdue projects funded by the Department and whether they have requested a variation; and/or
- completed projects funded by the Department and whether they have submitted required final acquittal documentation.

8. Funding Conditions

Early childhood facilities funded through CFCP must be operated by an organisation that is licensed to provide kindergarten services in Victoria, and offer a funded kindergarten program for four-year-old and/or three-year-old children.

Organisations approved for CFCP Minor Grants must enter into a Short Form Common Funding Agreement. Applicants are encouraged to review the standard agreement template before submitting their application to ensure that they understand the obligations of receiving CFCP funding. The agreement template is available online at: www.education.vic.gov.au/ecsmanagement/capitalprogram.

- Organisations will be paid 100 percent of the grant funds on execution of the Common Funding Agreement.
- Organisations that receive a CFCP Minor Grant must complete an acquittal form on completion of the project or purchase, and submit this form and satisfactory supporting evidence to the Department for approval. Organisations will be notified of the acquittal form details.
- **Infrastructure projects** must be acquitted within **eight months** and **information technology purchases** within **six months** of executing a Common Funding Agreement.

The Department reserves 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.

The Victorian Government contribution must be acknowledged in all communications and publicity in relation to projects receiving a CFCP Minor Grant.

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.

MINOR INFRASTRUCTURE GRANTS ACQUITTAL

Minor Grant acquittal requirements are to be uploaded on to the iTWOcx Project Reporting System:

- Acquittal form
- Evidence that confirms payment of the works/purchase of equipment, including the **GST** component.
 - This could be a paid tax invoice; tax receipt; financial transaction report; or general ledger extract etc.
 - The document must include the vendor, date of transaction, the description of services and be certified (signed) by an appropriate and authorised delegate who can attest the cost as being true and correct (name, position, signature and date to be clear).
- Evidence of any Department approved scope changes or time extensions
- Before and after photographs (Minor Infrastructure Grants only).

This Information can be found in iTWOcx on the CFCP home screen:

Register > 100: Project Procedures & Guidance > Procedure 03 Minor Infrastructure and IT Grants – Project Acquittal.

9. Further Information

General Enquiries

Grants and Early Childhood Infrastructure Unit, Victorian School Building Authority, Department of Education and Training

Email: childrens.capital.program@edumail.vic.gov.au

Phone: (03) 7022 2650

Application Enquiries (SmartyGrants)

SmartyGrants Service Team

Email: service@smartygrants.com.au

Phone: (03) 9320 6888

Prospective applicants are also encouraged to discuss infrastructure projects 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 Departmental regional office telephone numbers are:

NORTH-EASTERN VICTORIA		NORTH-WESTERN VICTORIA	
Benalla	8392 9500	Bendigo	5440 3111
Glen Waverley	8392 9300	Coburg	9488 9488
SOUTH-EASTERN VICTORIA		SOUTH-WESTERN VICTORIA	
Dandenong	8765 5600	Ballarat	5337 8444
Moe	5127 0400	Footscray	8397 0300
		Geelong	5225 1000



Appendix A – Assessment Criteria: Minor Infrastructure Grants

Assessment criteria	Response should demonstrate	Suggested Supporting Information
1. Demonstrate the current and future demand for the proposed works	Consistency of early childhood population over time and going forward: <ul style="list-style-type: none"> In the service. In the service's catchment area. 	Total student numbers over previous 10 years and forward projections for the next 10 years.
		Service and LGA level – waiting list Information .
	Potential benefits to disadvantaged groups identified by SEIFA data.	External information supporting demand in the catchment area – from Local Governments Areas (LGAs).
		Current care cohort in scope of identified SEIFA groups/categories.
	Potential benefits to disadvantaged groups identified by AEDC data.	Prevalence of identified SEIFA groups/categories in catchment area.
		Current care cohort in scope of identified AEDC groups/categories.
		Prevalence of identified AEDC groups/categories in catchment area.
2. Demonstrate the short and long term benefits of the proposed works	The evidence basis informing the development of the proposal.	Prevalence of Health Care Card or NDIS funded children in care cohort.
		Quality audit or review findings suggesting the proposed works.
	That the proposed works or purchases have been informed by the evidence and meet Departmental requirements.	Evidence of demand linked to the previous criterion response.
		Evidence of the current inadequate condition of the existing facility.
		A project plan, change management strategy or similar working developing the response from the identified demand.
	An understanding of the intended benefits of the proposed works.	Schematic design drawings evidencing that the proposed works will meet identified demand.
		Positive impacts on child learning.
		Links to quality area standards and elements in scope of the proposed works.
		Reference to the indoor and outdoor space requirements.
	How the proposed works will deliver the intended benefits.	Any relevant inclusive design considerations.
		Strategies for filling additional places created.
	How the ongoing benefits of the proposed works will be maintained.	Program modifications to leverage additional functionality of renovated spaces.
		Asset management, maintenance, plans and strategies.
		Professional development considerations for existing staff to support new programs.
		Links to any internal policies defining teaching practice in scope of any facility improvements.
	Potential benefits to community or other organisations utilising the facility.	Evidence identifying other community organisations utilising the facility.
		Evidence of benefits for MCH and other in scope linked services.
		Evidence of consultation with relevant community organisations .



Appendix B – Assessment Criteria: Information Technology Grants

Assessment criteria	Response should demonstrate	Suggested Supporting Information
1. Demonstrate the current and future demand for the proposed purchases	<p>Consistency of early childhood population over time and going forward:</p> <ul style="list-style-type: none"> • In the service. • In the service's catchment area. 	<p>Total student numbers over previous 10 years and predicted numbers for the next 10 years.</p> <p>Facility and LGA waiting list Information.</p>
2. Demonstrate the short and long term benefits of the proposed purchases	An understanding of the intended benefits of the proposed purchases.	<p>Evidence linking the proposed purchases to positive impacts on child learning.</p> <p>Reference to relevant administrative or service requirements.</p> <p>Strategies for optimising the effectiveness of the proposed purchase(s).</p> <p>Links to any internal policies defining teaching practice in scope of any proposed purchase(s).</p>