

CAPACITY BUILDING STREAM APPLICATION TIPS



This tip sheet will help you complete a strong Building Blocks grant application for the capacity building stream.

As part of your application, you will need to address up to seven key assessment criteria, depending on which grant you are applying for.

Building Blocks grants are awarded after a competitive process. Eligibility to apply for a grant does not guarantee the success of an application.

CAPACITY BUILDING STREAM PROJECT CRITERIA

Delivers a quality kindergarten program that responds to projected demand for funded kindergarten places

The project should help meet existing or future demand for funded Three and Four-Year-Old Kindergarten programs and align with local council's municipal plan. The applicant should show current infrastructure gaps and show how the project will increase licensed places with:

- local area population forecasts
- waiting lists or projections for existing services
- project reference in the Municipal Early Years Plan
- council verification of demand for extra places
- details of how existing infrastructure does not meet demand and facilities are being used efficiently.

This criterion is weighted at 25%. All six other criteria are weighted at 12.5%.

Supports the integrated delivery of early childhood and family services or establishes partnerships with services

Your application should demonstrate the established or planned partnerships between early childhood and family services, and any extra services that may be provided to support integration and meet community needs such as:

- evidence of existing/planned partnerships that enhance integration with other services
- evidence of partnerships with local Child Protection, Child First and Out of Home Care providers
- details of how services will integrate and coordinate service delivery to meet the needs of families
- relevant Australian Early Development Census data
- relevant sections of the latest National Quality Framework assessment or Quality Improvement Plan.

Improves access to high quality early childhood services for the local community

Your application should demonstrate how the project will improve accessibility for the local community, by including:

- details of how the location supports accessibility (i.e. proximity to users, transport, co-location)
- an analysis of the characteristics and needs of the local community and any current policies or strategies used to engage disadvantaged and vulnerable families
- photos of existing site, demonstrating need for works to be undertaken (if an expansion grant).

Project is co-located with a government school or supports the connections with local schools

Your application should demonstrate that the project is on, or next to, a government school, or has links with local schools. Consider including:

- details of the location of the existing or proposed facility (i.e. on, or adjacent to, a school site)
- partnership arrangements to support learning outcomes and transitions for children
- planning or partnership approaches to plan for co-located facilities on new school sites.

Improves or develops access for children of all abilities*

Your application should show how the project will facilitate access for children of all abilities by including:

- schematic design drawings and qualitative evidence that demonstrate decisions related to the seven principles of universal design. Information can be found in [Victorian School Building Authority's Building Quality Standards Handbook](#)
- current policies for children with disabilities or additional needs or professional development.

Promotion of environmentally sustainable design*

Your application should demonstrate how selected design standards will promote environmental sustainability with schematic design drawings and evidence to show decisions relating to:

- indoor environment quality – increased daylight, thermal comfort, natural ventilation, use of materials with low/no toxic chemicals, use of edible vegetation to increase oxygen levels
- energy efficiency – effective shading and glazing, appropriate building orientation, smart meters, LED lighting, automated lighting sensors, use of renewable energies
- water efficiency – re-use of water, avoiding use of mains for irrigation, installing smart meters

- stormwater management/ site permeability – minimise watercourse pollution, maximise stormwater capture and onsite rainwater re-use and storage
- building materials – use of recycled materials, future recyclability of materials, consideration of carbon footprint of the construction process and materials during design process
- transport – providing bike storage, access to showers and lockers at building
- waste management – material recycling targets, composting and green waste facilities
- urban ecology – maintaining or enhancing the ecological value, encouraging biodiversity and retention of endemic trees, promote edible gardens and weather resilient vegetation
- innovation – best practice sustainable design standards, introduction of new technology, passive design approach, climate change resilient design approach
- construction and building management – using contractors with environmental management accreditation, creating guides explaining building features, consideration of building materials.

Confirm the project is ready to commence construction

The project should show land ownership evidence and details to show timeframes will be met by:

- appointment of a project manager or architect
- detailed designs or construction tender documents
- consultation with key stakeholders.

**For Modular Kindergarten Facilities applicants will need to address these criteria in relation to other elements of the project such as landscaping, building orientation and furniture choice.*