

CAPACITY BUILDING STREAM ELIGIBILITY



This tip sheet will help you identify whether you are eligible to apply for a Building Blocks grant.

As part of your application, you will need to address up to five key eligibility 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 ELIGIBILITY CRITERIA

Information that confirms the eligibility of applicant

Applicants must be a Victorian local government authority, a not-for profit community organisation, or a registered Victorian government or non-government school.

Not-for-profits are required to provide evidence of status which could include their ABN, registration as a Not-For-Profit (ACNC Registration), organisation's constitution or certificate of registration as an incorporated association.

Not-for-profits must also provide evidence of their financial viability, including a registered accountant's signed authorisation of the last two years of financial statements.

Local government authorities and government schools are exempt from providing evidence of financial viability.

Indicative design, scope, cost, value of grant sought and commencement/completion dates

The proposed application must provide:

- schematic design drawings
- anticipated construction start and completion dates
- the value of the grant sought and total project cost
- the applicant's financial contribution (all applications are expected to contribute to the total project cost)
- the total financial contribution for each contributing organisation (including other grant funds)
- a cost plan prepared by a licensed quantity surveyor
- a soil assessment report, from a qualified soil hygienist
- 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).

Land ownership or signed documents/lease confirming legal permission to undertake the works and operate the building as a licensed service for at least ten years.

The applicant must demonstrate the authority to build on the site and to operate a facility for at least 10 years after completing the project.

Land ownership	Evidence required
Applicant owned land	<ul style="list-style-type: none">• Provide a copy of land title, LANDATA document or council rates showing both the applicant organisation name and the service address.
Council or third party owns land	<ul style="list-style-type: none">• Provide a title with the landowner's name and property address and the current lease with an end date at least ten years after the proposed project completion date.• If the current lease will end earlier than this, provide a letter from the landowner stating their intent to allow the facility to operate as a kindergarten for at least ten years after completion of the project.
A third party owns the building	<ul style="list-style-type: none">• Provide a title or other legal document identifying the building ownership, signed approval from the owner to undertake the works and a copy of the terms of the current lease.
The Department of Education and Training owns land	<ul style="list-style-type: none">• Complete and attach a Land Use Proposal Form (see Building Blocks Capacity Building Guidelines).• 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 grant application. This will need to be a legal agreement agreeing to the land transfer, signed by both parties.

Directly affected service providers have been consulted about the project

The applicant must demonstrate they have consulted with local service providers directly affected by the project, including providers currently operating at the facility and providers that may be relocated to the facility.

Evidence should include written, or demonstrable communications between local service providers and the applicant indicating that the applicant has consulted with service providers directly affected by the plan.

Letter of project support from the local council

It is essential that the local council support this project as the proposed service will have a direct impact on communities within their boundaries.

The letter must be on council letterhead, signed by the CEO (or authorised delegate) and dated within three months of the grant closing date.