

## Appendix 1 – Application process to become an approved kindergarten program provider

To be eligible for and receive Queensland kindergarten funding subsidies, a service must have obtained approved kindergarten program provider status. Service providers must lodge an application to become an approved kindergarten program provider through the Queensland Government's QGrants Portal.

### Application assessment

An application made by an approved provider to become an approved kindergarten program provider will be assessed and approved based on eligibility criteria. Kindergarten program provider approvals are issued periodically throughout the year. Once approved, service providers are eligible to receive funding from the beginning of the next payment cycle.

An application to become an approved kindergarten program provider may be rejected based on the grounds outlined in Appendix 2.

Approved kindergarten program provider status does not transfer with a service. If the approved provider of an approved kindergarten program provider changes, either through the transfer of a service approval or an application for a new service approval, the new approved provider must make an application for that service to be an approved kindergarten program provider.

Where the approved provider has existing service/s that are approved kindergarten program providers, they must make an application for any new service, as each service is required to be an approved kindergarten program provider.

Approved kindergarten program provider status does not automatically apply to all services that are subject to the approved provider's operations or service approvals.

An approved provider must hold the service approval for a new or transferring service prior to making an application to become an approved kindergarten program provider.

### Lodging an application

Approved providers must register in QGrants before applying to become an approved kindergarten program provider.

The approved provider, being the entity who can be legally bound, will enter into an agreement for the provision of the funding. QGrants is separate to the:

- National Quality Agenda ITS, which allows approved providers under the National Quality Framework to submit applications and notifications to the Queensland Regulatory Authority
- Australian Government's Child Care Management System, which is required to account for Child Care Subsidy funding.

Once registered for QGrants, approved providers are able to:

- manage their accounts
- approve access requests to their information
- submit an application to become an approved kindergarten program provider
- link their approved kindergarten program providers.

The Guide for QGrants Registration outlines the registration process in detail and may be accessed [here](#).

## Submitting a kindergarten program provider application

Once registered with QGrants, an approved provider can proceed to apply for a service provider to become an approved kindergarten program provider.

Information regarding submission of applications may be accessed below at [sessional kindergartens](#).

Approved providers must read the 'Before you start the Application' section in the relevant guide for their service provider, which outlines documents they will need to complete the application, including the program delivery template.

For assistance with the application process or to claim funding, contact the grants support team on:

- Phone: 07 3035 2244
- Email: [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@qed.qld.gov.au).

## Approval process

Successful applicants will be advised in writing and provided with an approval certificate and a range of materials to promote the approved kindergarten program.

Approved kindergarten program providers and approved providers must **not** promote their kindergarten programs as being government approved, or use the 'kindy tick' identifier, until the application for the service to become an approved kindergarten program provider has been approved.

Unsuccessful applicants will be advised in writing of the reasons their application to become an approved kindergarten program provider was not approved. Review options are outlined in the [Customer Complaints Management Framework](#).

To remain an approved kindergarten program provider and remain eligible for funding, the approved kindergarten program provider must continue to meet national and Queensland eligibility requirements.