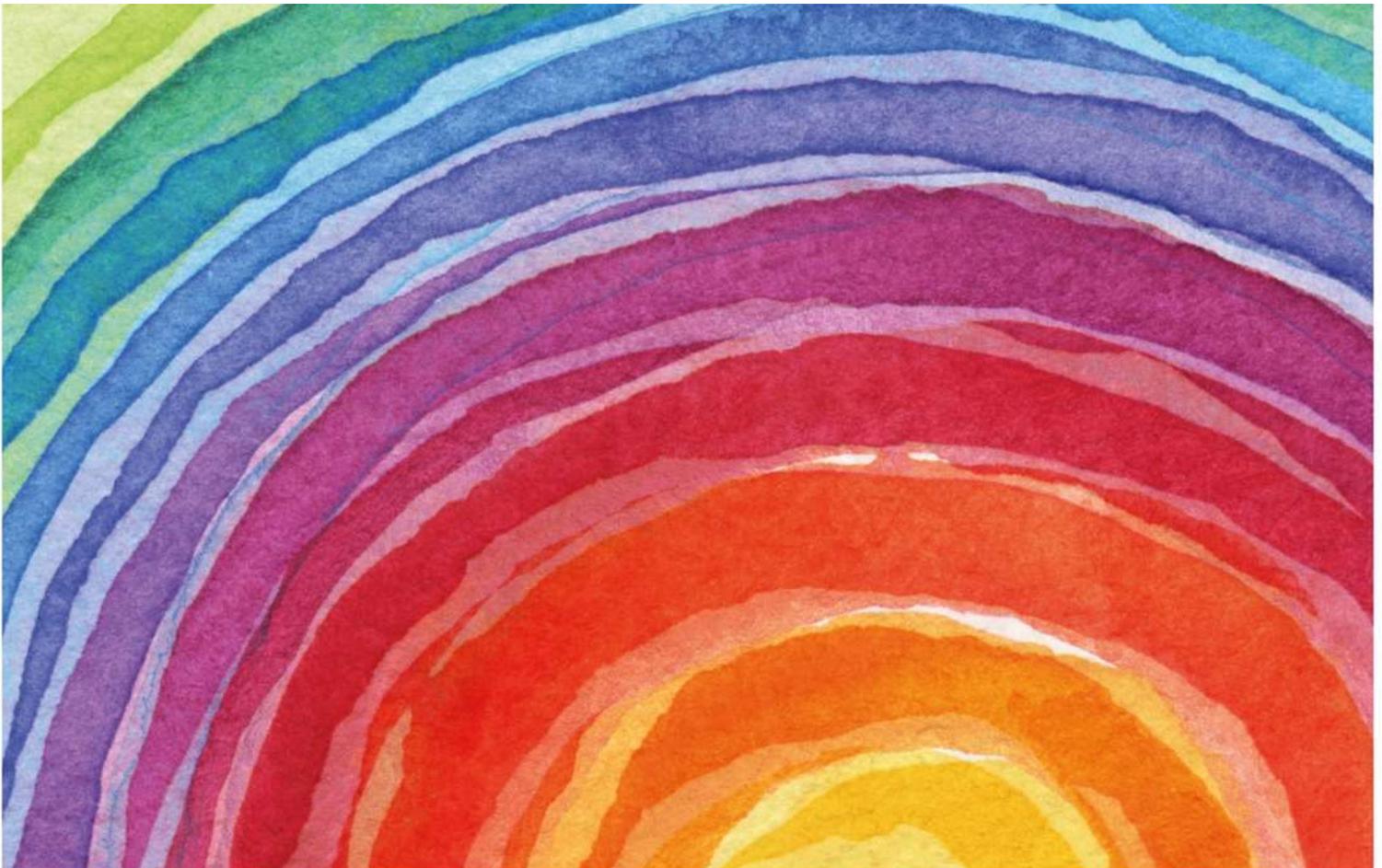


Early Years Services – Lodging an application for funding

# QGrants User Guide



# Introduction

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QGrants is a grants management system (GMS) that operates as the portal for applying and managing Early Years Services grants. QGrants user guides are available on the Department of Education (the department) [website](#) for all key functions including:

1. Registering organisations and contacts
2. Lodging an application for funding
3. Submitting a claim to provide a report or receive a payment
4. Managing your information and contacts

This QGrants user guide explains how to lodge an application for funding. Before applying for funding, please ensure that your:

- Organisation is **eligible** and has completed all required documentation. All relevant information is provided within the Funding Information Paper (where applicable).
- Organisation and Contact Officers are correctly registered in QGrants. The QGrants Registration Guide can be accessed at: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management/how-to-use-qgrants>

If you require assistance at any time, please call 13 QGOV (13 7468) or email [eyes@ged.qld.gov.au](mailto:eyes@ged.qld.gov.au). If you require assistance regarding a financial query, please call 07 3513 6740.

## **Security warning for banking details**

**Contact Officers linked to an Organisation's account will be able to change the organisation's banking details through the application process. If a bank account is changed, all Contact Officers linked to the Organisation's account will be notified of this change.**

# How to lodge an application in QGrants

If your organisation is registered in QGrants, you can lodge an application for funding. This process needs to be completed by either the Authorised Officer or Contact Officer(s) linked to your QGrants Applicant (Legal Entity) Account. Please note that if an application is lodged by a Contact Officer, the funding application form must still be signed by the Authorised Officer for your organisation (e.g. Chairperson, CEO).

**Note: Contact Officers submitting applications on behalf of an Authorised Officer will be able to edit the organisation's banking details. If a bank account is changed, all Contact Officers linked to an Organisation's account will be notified of the change.**

## Log In

- Please log into QGrants at <https://qgrants.osr.qld.gov.au/portal>
- If you have forgotten your password, you can reset your password on the QGrants homepage.
- Please note, you will not be able to log into QGrants unless you are correctly registered in QGrants. The QGrants Registration Guide can be accessed at: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management/how-to-use-qgrants>

**QGrants**

Welcome to QGrants, where you can apply for and manage selected  
Queensland Government grants

Email address

Password

Forgot your password or locked your account?

[Login](#)

[Register](#)

[Technical FAQs](#)



**Queensland  
Government**

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- On the welcome screen, select the 'Applications' tab and click on the 'New Application' button.

Accounts **Applications** Agreements ★ Claims and Reports Payments

- To create a new grant application click on 'New Application' button.  
 - To redeem a voucher for your organisation click on the 'Redeem Voucher' button.  
 - To view the details of an application click on the application number

**My Applications**

**New Application** Redeem Voucher Refresh

| Status | Application... | Grant Program | Grant Am... | Applicant | Beneficiary | Voucher No. | Submitted |  |  |
|--------|----------------|---------------|-------------|-----------|-------------|-------------|-----------|--|--|
|        |                |               |             |           |             |             |           |  |  |

- A pop up box will appear. From the list provided, click on the relevant EYS funding category and select 'OK'. If you are unsure of the correct EYS funding category, please refer to the Funding Information Paper for the grant (where applicable).

**My Applications**

**New Application** Redeem Voucher Refresh

**Choose the grant program**

| Grant Program                          | Agency                                   | Closes     |
|--|--|------------|
| Kindergarten Inclusion Support Scheme  | Early Childhood and Community Engagement | 31.12.2099 |
| SR Get in the Game                     | Department of Housing and Public Works   | 31.12.2019 |
| Pre Prep Kindergarten                  | Early Childhood and Community Engagement | 31.12.2099 |
| <b>EYS Family Support</b>              | Early Childhood and Community Engagement | 31.12.2099 |
| <b>EYS Child Activities and Groups</b> | Early Childhood and Community Engagement | 31.12.2099 |
| <b>EYS Early Childhood Education</b>   | Early Childhood and Community Engagement | 31.12.2099 |
| <b>EYS Integrated Service Delivery</b> | Early Childhood and Community Engagement | 31.12.2099 |
| <b>EYS Sector Support</b>              | Early Childhood and Community Engagement | 31.12.2099 |
| CGB Support – Administration           | Early Childhood and Community Engagement | 28.08.2020 |
| SRS Get Started Club Eligibility       | Department of Housing and Public Works   | 31.12.2099 |

**OK** Cancel

- You will now be presented with the first screen of the application process. This process includes seven steps and a summary page which are individually numbered in the following sections. Each screen contains 'Help' text which will assist you in completing questions.

## Step 1 – Account details

- All fields need to be completed to proceed.
- Please note, if no Accounts field appears in the drop down menu, you are not correctly registered. Please refer to the QGrants Registration Guide which can be accessed at: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management/how-to-use-qgrants> or call 13 QGOV (13 7468).
- **Applicant** – select Legal Entity / Organisation name (must have an ABN)
- **Contact** – select your account name
- **Beneficiary** – select either:
  - Service Account Name (existing or a proposed service); or
  - Organisation Account Name if funding is not for a specified service.
- Once all fields are completed, click 'Next' to continue.

Program Name : EYS Early Childhood Education Exit

1 Accounts 2 Funding 3 Insurance 4 Bank Details 5 Service Details 6 Attachment 7 Declaration 8 Summary

< Back Next > Exit

**Accounts**

\* Applicant: EMPIRE HOLDINGS (QLD) ↓

\* Contact Person: ↓

\* Beneficiary: ↓

< Back Next > Exit

**Help**

Accounts are required for the following entities:

- Applicant - Organisation / Legal Entity, account **MUST** have an ABN.
- Contact Person - Contact person for the application.
- Beneficiary - Existing or proposed service for the application.

The correct accounts will only be available if they are listed under your 'Accounts' tab in your QGrants homepage. To create a new account or link to an existing account, please refer to the Early Years Service Registration Guide

For assistance in completing the application process please call 13 QGOV (13 74 68) or email [eyes@qed.qld.gov.au](mailto:eyes@qed.qld.gov.au).

For assistance regarding a financial query, please call 07 3513 6740.

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## Step 2 – Funding

- Provide funding amount requested for the purpose of this application (your proposed budget).
- Only include funding details in relevant fields (*e.g. do not include anything under the capital budget if you are not requesting any funding for a capital project*).
- A description of recurrent funding fields is provided below:
  - Employee Budget – Salaries and wages, annual leave, fringe benefits tax, long service leave, salary sacrifice, sick leave, superannuation, termination payments, workers compensation and salaries – other.
  - Organisational Budget – Auspice fees, business planning costs, management fees, meeting expenses and volunteer costs.
  - Operating Budget – Administrative, property and energy, motor vehicle recurrent costs, travel and training and client related costs.
    - **Administrative** – Accounting Fees, Advertising and Promotion, Audit Fees, Bank Charges & Fees, Computer Expenses, Consultancy Fees, Fees and Permits, Insurance-General, Insurance-Public

Liability, Insurance-Professional Indemnity, Insurance-Volunteers, Postage, Freight & Courier, Printing and Stationery, Publications and Information Resources, Telephone and Fax charges.

- **Property & Energy** – Cleaning, Equipment Hire/Lease, Property Management Fees, Rates and Taxes, Rates Rental Property, Rent, Rent-Rental Properties, Repairs and Maintenance Equipment, Repairs and Maintenance Rental Property, Security Expenses, Staff Amenities, Tenancy & Property Supplies and Services, Utilities.
  - **Motor Vehicle Fuel and Oil** – Repairs and Maintenance, Motos Vehicle Insurance Premium, Registration, Motor vehicle Lease Payments.
  - **Travel & Training** – Employment Support and Supervision Costs, Training and Development Staff, Travel and Accommodation Staff.
  - **Client Related Costs** – Client Support Costs, Client Support Consumables
- Please note, Step 2 is the first step where you can **save your application as a DRAFT**. Please click 'Draft Save' at any point during Steps 2 to 7 to ensure your work is saved. If you click 'Exit' without saving, the information will be lost.
  - Click 'Next' to continue.

1 Accounts 2 **Funding** 3 Insurance 4 Bank Details 5 Service Details 6 Attachment 7 Declaration 8 Summary

< Back Next > **Draft Save** Exit

**Enter the amount of funding requested:**

| Recurrent Funding                 |      |
|-----------------------------------|------|
| Annual Employee Budget (\$)       | 0.00 |
| Annual Operating Budget (\$)      | 0.00 |
| Annual Organisational Budget (\$) | 0.00 |

| Non-Recurrent Funding           |      |
|---------------------------------|------|
| Total Non-Recurrent Budget (\$) | 0.00 |
| Total Capital Budget (\$)       | 0.00 |

**Help**

Only enter the amount of funding you are requesting for the relevant budget item. You do not need to complete all fields if they are not relevant to your application. Ensure the amounts entered in this section matches those in your application form.

Please enter the full numerical dollar amount eg. 10,000. Please do not use the "\$" symbol or words.

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For assistance regarding a financial query, please call 07 3513 6740.

### Step 3 – Insurance

- Please enter your insurance details.
- Click 'Next' to continue.

1 Accounts 2 Funding 3 **Insurance** 4 Bank Details 5 Service Details 6 Attachment 7 Declaration 8 Summary

< Back **Next >** Draft Save Exit

**Please provide insurance details:**

|  |   |      |
|--|---|------|
| Public Liability Insurance start date  | * | ..   |
| Public Liability Insurance expiry date | * | ..   |
| Value of insurance coverage (\$)       | * | 0.00 |

**Help**

Please provide insurance details which cover the beneficiary this application is for. If the proposed service is currently not operating, please enter details for the Organisation (legal entity).

Please use the date format DD/MM/YYYY

For assistance in completing the application process please call 13 QGOV (13 74 68) or email [eyes@qed.qld.gov.au](mailto:eyes@qed.qld.gov.au).

For assistance regarding a financial query, please call 07 3513 6740.

## Step 4 – Bank Details

- Select existing bank account for your organisation. Any previous bank accounts entered into QGrants will be automatically populated during this step.
- If this is the first time your organisation is submitting an application or your organisation has a new or different bank account required for the service, click on 'Create a New Bank Account' tab.
- Click on the bank account for the application and click 'Next' to continue.

The screenshot shows the 'Bank Details' section of the QGrants application. At the top, there are navigation buttons: '< Back', 'Next >', 'Draft Save', and 'Exit'. Below this, the 'Bank Details' header is visible. A red box highlights the 'Create new bank account' tab. A modal window titled 'Create bank details' is open, containing three required fields: '\* BSB:', '\* Account Number:', and '\* Account Name:'. The background shows a table with columns 'Select', 'BSB', 'Account No.', and 'Account Name'. Two rows are visible, both with BSB '484-799' and 'Empire' in the account name column. To the right of the form is a 'Help' section with text: 'If details for more than one account have previously been provided, please select the appropriate account (one account only). If the correct bank account for this application is not listed, please select 'create new bank account' and enter required details. For assistance in completing the application process please call 13 QGOV (13 74 68) or email eys@qed.qld.gov.au. For assistance regarding a financial query, please call 07 3513 6740.'

### Security warning for banking details

Contact Officers linked to an Organisation's account will be able to change the Organisation's banking details through the application process. If a bank account is changed, all Contact Officers linked to the Organisation account will be notified of this change.

## Step 5 – Service Details

- **When will service delivery commence** – *Mandatory field*. Please select from the drop down menu:
  - Known – If a proposed date has been identified (an estimated date is sufficient).
  - Unknown – If this field is not relevant or a proposed date cannot be provided.
- **Service delivery commencement date** – If 'Known' was selected in the previous field, please include date (an estimated date is sufficient).
- **Proposed Service Name** – Please only include if the service name is different from your 'Beneficiary Account' name.
- **Organisation Type** – *Mandatory field*. Please select from the drop down menu.
- Click 'Next' to continue.

## Please provide following details:

|                                      |   |                      |
|--------------------------------------|---|----------------------|
| When will service delivery commence? | * | <input type="text"/> |
| Service delivery commencement date   |   | <input type="text"/> |
| Proposed Service name:               |   | <input type="text"/> |
| Organisation Type:                   | * | <input type="text"/> |

## Help

Please select your answers from the drop down list. You must complete all mandatory questions (\*) in order to proceed further with your funding application.

Organisation Type is referring to the type or class of the Legal Entity applying for the funding:

- Private for Profit
- Not for Profit
- Non State School
- Government Entity

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For assistance regarding a financial query, please call 07 3513 6740.

## Step 6 – Attachment

- **Specified Attachments** – Please upload the completed, signed Application Form.
- Please note only **one** document can be uploaded under Specified Attachments. All other required documents should be uploaded under Optional Attachments.
- **Other Attachments** – Please upload any other documentation for the application.
- Click 'Next' to continue.

## Specified Attachments

| Description        | File Name | Action   | Delete   |
|--------------------|-----------|--|--|
| * Application Form |           |  Upload |  Delete |

## Optional Attachments

 Upload |  Delete

| Description  | File Name |
|--|-----------|
|  Click "upload" to attach documents |           |

## Step 7 – Declaration

- Review the terms and conditions and click on the box to complete the declaration.

Click 'Next' to continue.

**QGrants**

Program Name : EYS Early Childhood Education Exit

1 Accounts   2 Funding   3 Insurance   4 Bank Details   5 Service Details   6 Attachment   7 Declaration   8 Summary

< Back   Next >   Draft Save   Exit

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**Declaration**

[Click to read terms and conditions](#)

I have read the guidelines relating to grant funding. The information supplied in this submission is, to my knowledge, true and correct.

---

**Help**

You must view the Terms and Conditions by clicking on the link before proceeding. The Terms and Conditions will open in another window.

If you are unable to view the Terms and Conditions, the pop-up blocker on the web browser may be turned on.

To view the Terms and Conditions, right click the information bar and select 'download' or copy and paste the link into the new web browser.

By selecting the checkbox you indicate that you have read the Terms and Conditions and the information supplied in this application is true and correct.

For assistance in completing the application process please call 13 QGOV (13 74 68) or email [eyes@qed.qld.gov.au](mailto:eyes@qed.qld.gov.au).

For assistance regarding a financial query, please call 07 3513 6740.

### Step 8 – Summary

- Review your application and press the 'Back' button if you need to change any details.
- If all required details have been included, click 'Submit'.
- A summary of your application will then be generated. You can access a copy of this summary at any stage in the 'Application' tab of your QGrants account.
- Select 'Exit' from the top right side of the screen. You will now return to the Applications page of QGrants.