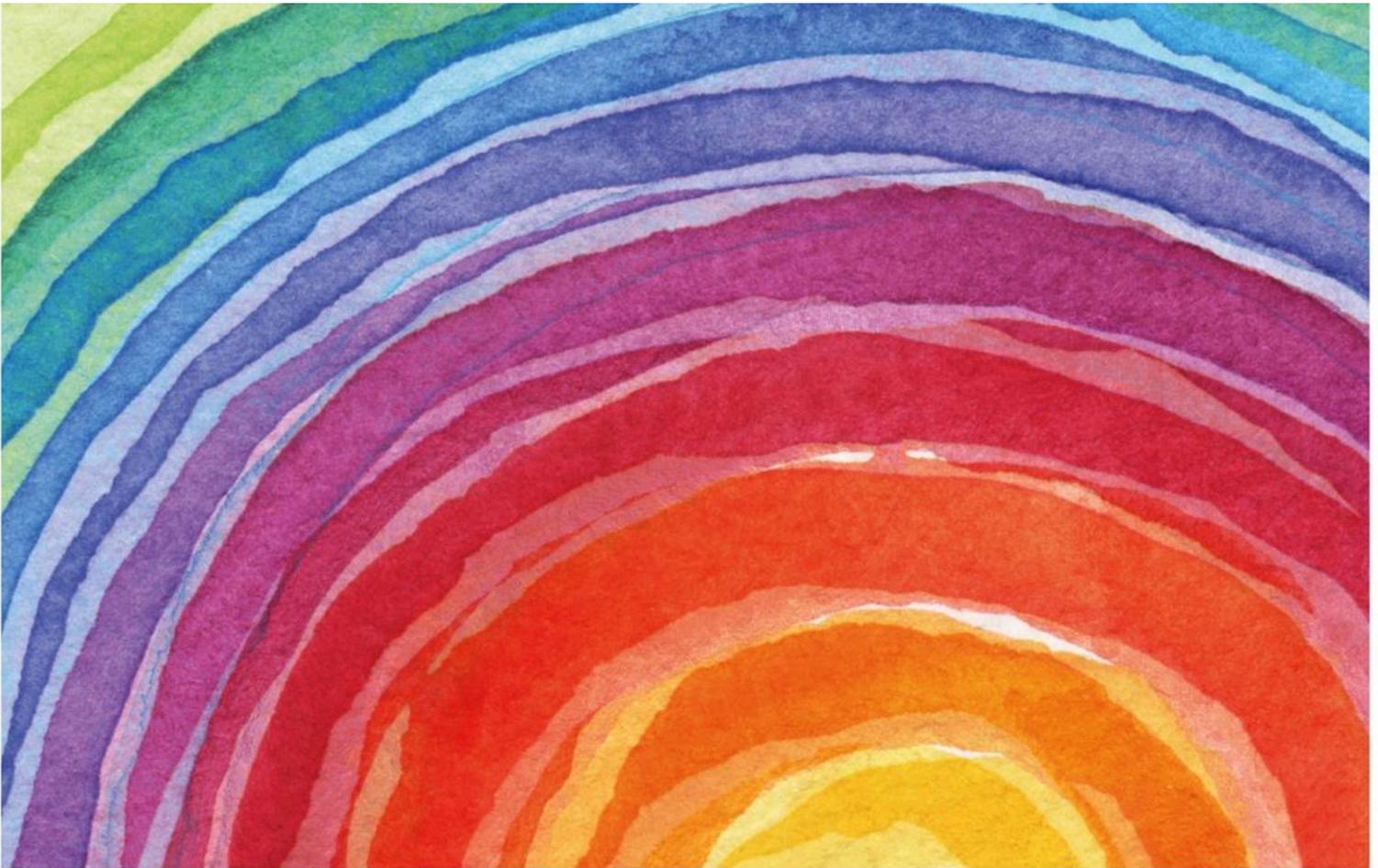


GRACEMERE - MOUNT MORGAN EARLY YEARS PLACE

FUNDING INFORMATION PAPER

2021



1. Snapshot of the Funding	
Purpose of funding	The purpose of the grant is to operate an Early Years Place serving the learning and development needs of children aged from birth to eight years and their families in Gracemere and Mount Morgan.
Funding category	Integrated Service Delivery (ISD)
Funding available	Annual funding of \$300,000 (GST exclusive) is available from 1 January 2022 to 31 December 2024. Non-recurrent funding of up to \$50,000 (GST exclusive) is available to establish the new service.
Who can Apply?	Not for profit and/or local government entities
Opening date	20 July 2021
Closing date	3 September 2021

2. Purpose

The Department of Education (the department) in partnership with the early years sector, schools, families, communities and other agencies provide the building blocks for giving every child a great start in life.

Evidence shows that early childhood experiences and high-quality interactions lay the foundation for a person's long-term, success, health and wellbeing. Child-centred approaches bring together services, families and communities to collectively create a better future for our next generation of Queenslanders.

The department is inviting organisations to apply to operate an Early Years Place (under the Integrated Service Delivery - ISD Funding Category) to support children and their families within the communities of Gracemere and Mount Morgan in central Queensland.

The Integrated Service Delivery (ISD) Funding Category aims to achieve the following outcomes, including:

- Increased parents'/carers' awareness of and engagement with their child/children's learning, wellbeing and development;
- Increased secure attachment between children and their parent/carer;
- Increased parental capabilities and confidence in parenting and parenting self-efficacy;
- Improvement in the rate of children developmentally on track;
- Increased community connection and families, parents, children accessing the right services at the right time, including kindergarten; and
- Increased local access to a range of family and early years programs that reflect the current context of Queensland families and are available in a range of formats to support differing needs and requirements.

The department is inviting eligible organisations to apply for funding to provide comprehensive, locally responsive and connected services that support child and parent/carer wellbeing, enhance positive child learning and development and build parenting capacity within the identified communities.

3. Funding Details

The department will provide a grant of \$300,000 per annum to operate an Early Years Place serving the learning and development needs of children aged from birth to eight years and their families in Gracemere and Mount Morgan.

Annual Funding

Funding of \$300,000 (GST exclusive) will be available and may be expended on:

- Staffing and operational costs for the organisation to:
 - establish and operate the new Early Years Place; for example, a Coordinator and early childhood staff;
 - support delivery of programs and activities within the local communities; and
 - develop partnerships and stakeholder engagement activities to ensure responsiveness to early childhood development and learning needs, including referral pathways within the local communities.
- Organisational costs including Auspicing Fees and Business Planning Costs. Note that this item is to be no more than 10% of the total funding amount being requested.

Payments will be made in six monthly instalments, paid upon finalisation of the Service Agreement and completion of ongoing reporting requirements.

Establishment funding

Funding of \$50,000 will be available as a one-off grant and may be expended on:

- assets and resources to outfit premises; for example, furniture, computer and supplies and resources to support programming and activities.

The establishment funding will be made in one instalment upon the finalisation of the Service Agreement.

4. Service Model

An application to establish and deliver (including through partnerships with other agencies) an Early Years Place across the communities of Mount Morgan and Gracemere must address the following key elements:

Staffing

- Appointment of an appropriately qualified and experienced Coordinator or Centre Manager with responsibility for ensuring delivery of a broad range of early childhood learning and development programs and activities. Other qualified staff may include but is not limited to an Early Childhood Teacher, Community Development Worker and/or administrative support.

Service delivery

- Development of partnerships with appropriate organisations and government agencies delivering programs and activities across the Gracemere and Mount Morgan areas to support early learning and development and enhance parenting outcomes for children; for example, the delivery of child and maternal health services within the Early Years Place, as appropriate. The establishment of appropriate partnerships will be required to support the delivery of the proposed mix of services.
- Delivery of complementary programs and activities including: parent engagement and early childhood development services; child focused activities, for example supported playgroup; and family support services including referral to specialist services.

Mode of service delivery

- No capital funding will be provided and co-location of activities and programs with schools or organisations delivering compatible or complementary early childhood learning and development programs is encouraged.
- Service delivery through outreach and home-visiting is also encouraged.

Note: Register your interest in your Application, or by phone to 07 33286677, for co-location of programs and activities with an appropriate school. The department will support negotiations between the successful applicant and nominated schools. Please do not contact the school/s directly.

Community engagement and capacity building

- Collaboration with local community members to ensure that the design and delivery of services and activities responds to the needs of the Gracemere and Mount Morgan communities and informs continuous improvement in service delivery.
- Strong engagement with the Connect 4 Children planning initiative will be required in the Gracemere area.
- Establishment of a local reference or advisory group to support establishment of the Early Years Place. Initial support (for up to six months) will be provided from the department (Central Region) to establish and co-convene the group.

When providing information regarding the proposed service delivery model, your organisation should identify:

- how the service model will target or be tailored to support different groups within the community including vulnerable families and/or Aboriginal and Torres Strait Islander families;
- any partners required to deliver or support the delivery of the proposed Early Years Place model; and
- possible outreach and/or home visiting approaches.

The Funding Guidelines for the operation of an Early Years Place, effective from 1 January 2022, are provided at **Attachment A**.

5. Eligibility Requirements

Organisations are eligible to apply if they meet the following eligibility requirements:

1. Hold appropriate insurance (or provide plans to obtain insurance) including a minimum of \$10 million in Public Liability Insurance and a minimum of \$5 million Professional Indemnity Insurance and Workers' Compensation Insurance.
2. Are either a not for profit organisation or a local government entity.

6. Selection Criteria

The department will convene an assessment panel to consider applications, submitted through QGrants, in accordance with the following selection criteria. Brief supporting evidence may be attached to the application as additional information.

Where assessment does not produce a conclusive outcome, organisations may be required to present their application and responses to selection criteria at a meeting (using TEAMS or in person) with the assessment panel.

Selection criteria	Indicators and supporting evidence
Service model is appropriate and meets the needs of the community	<ul style="list-style-type: none"> • Expected learning, development and wellbeing outcomes for children and their families are clearly outlined. • Demonstrated understanding of the needs of the target group/s and the communities of Gracemere and Mount Morgan. • Description of the proposed service model and the elements to be delivered to enhance multidisciplinary child focused and family inclusive activities, including but not limited to: <ul style="list-style-type: none"> ▪ design and operationalisation of the EYP model operating across two locations; ▪ implementation of evidence-based practice and programs; ▪ strategies and actions to promote service integration within the two locations; ▪ anticipated staffing number and qualifications/skills and structure for service delivery; ▪ community engagement strategies for planning and delivery of the activities; and ▪ nominate potential locations for service delivery (<u>identify your interest</u> for co-location of activities and programs in an appropriate school) in the Application, <u>do not contact the school directly</u>. • Demonstrated understanding of and/or experience in service coordination and early years service delivery, including the links between family and parenting support services, health, early childhood education and care and the transition to school.
Service delivery experience	<ul style="list-style-type: none"> • Demonstrated ability to tailor service delivery to the unique needs of children aged up to eight years living in the identified locations. • Experience in collaboration for cross-disciplinary practice. • Experience in/or understanding of early childhood learning and development practice. • Current service provision in the local area, neighbouring areas or similar geographic locations. • Demonstrated cultural capability in delivering early childhood programs and services to Aboriginal and/or Torres Strait Islander families and families from culturally and linguistically diverse backgrounds.

Selection criteria	Indicators and supporting evidence
Organisational capacity and experience	<ul style="list-style-type: none"> • Evidence of capacity to manage finances and administer funds to an auditable standard (including audited financial statements for the past three years). • Clearly identified governance arrangements, including key roles, management structures and recruitment strategies to deliver the required service elements. • A detailed annual and establishment budget. • Details of experience in performance reporting and measurement processes, evaluation systems and quality assurance processes provided. • Risk management approaches and strategies.
Referral pathways and processes including collaboration and ability to create partnerships	<ul style="list-style-type: none"> • Established referral processes or ability to establish referral processes clearly identified. • Examples of existing partnerships and/or established links with other service providers within the region. • Capacity to develop/contribute to local networks of service providers to support an effective and efficient service system.
Reflective practice, outcomes and review	<ul style="list-style-type: none"> • Experience in engaging in reflective practice methods including cross-disciplinary practice. • Strategy for ongoing program review and commitment to continuous improvement.

The Quarterly Periodic Financial Report template may provide additional information regarding appropriate line items for the proposed budget and can be found at <https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/financial-accountability-28-07-17periodic.pdf#search=periodic%20financial%20report>.

7. Funding Process

Assessment of applications will be undertaken by an approved Assessment Panel who will consider responses to the selection criteria in Section 6. If organisations have previously been funded by the department to deliver early years services, compliance with performance and financial reporting requirements will also be considered.

The following funding process will be used to determine the successful organisation to operate the integrated Early Years Place in Gracemere/Mount Morgan.

Step 1	Lodge a completed Application form in QGrants (<i>refer to Section 9 for further detail</i>).	3 September 2021
Step 2	Assessment of applications	September 2021
Step 3	Funding decision recommended	September/October 2021
Step 4	Successful and unsuccessful organisations notified	October 2021
Step 5	Service agreement between the department and the successful organisation negotiated and finalised.	Effective from 1 January 2022
Step 6	Service delivery commencement (phased start-up) supported by an Implementation Plan	February 2022
Step 7	Progress Report submitted to the department	29 April 2022

During the assessment process, organisations may be asked to provide further information to clarify their application. These written requests will be made to the organisation's nominated contact officer and written responses will be required within the timeframe specified in the request.

8. Conditions of funding

Funding is provided under the *Community Services Act 2007*.

To receive funding, the successful applicants will be required to enter into a Service Agreement with the department and will be legally responsible for complying with the requirements and conditions of the service agreement.

Service Agreement – Standard Terms and Conditions are available at:
<http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdateServiceAgreementStandardTerms.pdf>
https://www.hpw.qld.gov.au/_data/assets/pdf_file/0006/4020/updateserviceagreementstandardterms.pdf

The successful organisation will also be required to report on performance measures using the department's outcomes framework, which will support clear reporting about the outcomes for families with children aged birth to eight years. Performance and Financial Reporting will align with standard reporting to the department for Early Years Places (Integrated Service Delivery Funding Category) with an additional requirement to submit a Progress Report on 29 April 2022.

Further information on this framework, including supporting guidelines, templates and forms, is available at:
<https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/early-years-services-funding>.

9. Lodging Applications – QGrants

To apply for funding, please complete the Application Form for the *Gracemere/Mount Morgan Early Years Place*, which is available on the department's website at: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding>.

When applying, choose Integrated Service Delivery from the list of grant programs.

All completed Application Forms, including any attached supporting documentation, must be lodged by **5.00pm, 3 September 2021** via the department's grants management system, QGrants <https://qgrants.osr.qld.gov.au/portal/>.

For more information on QGrants, including a step by step process for how to register and lodge a grant application, please refer to: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management>.

If your organisation is having problems accessing or using QGrants please call the department on 30352244 for assistance.

10. Information and Assistance

A funding information session will be held via teleconference on:

Thursday, 29 July 2021 from 10:30am to 11:30am.

A further funding information session will be conducted on:

Tuesday, 10 August 2021 from 10.30am to 11.30am in Rockhampton.

These sessions will provide an overview of the funding criteria and process your organisation will need to undertake to lodge an application. Please call the department on 07 33286677 to register your attendance.

Further information, including all funding documentation, is available on the department's website at: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding>.

For further information regarding the establishment of the Early Years Place in Gracemere and Mount Morgan, please send your initial email request to eccegrantsadministration@qed.qld.gov.au and an officer from the department will contact you within one working day.

If your organisation is having problems accessing or using QGrants, please call the department on 07 3035 2244 for assistance.

11. Glossary of Terms

Application	The document completed by the organisation, including supporting evidence, that is submitted to the department and reviewed by an Assessment Panel to determine the successful applicant and the awarding of the grant funding.
Communities	A group of individuals who live in the same geographic area, or the area in which they live and/or a group of people with a common background or with shared interests/values.
Early childhood development	Early childhood is defined as the period from prenatal development to five years of age. Early child development (ECD), including health, physical, social/emotional and language/cognitive domains strongly influences basic learning, school success, economic participation, social citizenry and health.
Grant	<p>Funding provided to a third-party recipient as a contribution to the cost of delivering an activity which is intended to:</p> <ul style="list-style-type: none"> - assist the recipient to achieve its goals; and - promote one or more of the department's policy objectives. <p>A Service Agreement will contain terms and conditions about the use of the funds and expected outcomes.</p>
Organisation	The legal entity applying for funding.
QGrants	QGrants is a grants management portal which allows organisations to apply online for early years service grants.
Service Agreement	A legally enforceable agreement between the department and a supplier with enforceable obligations and milestones. The department uses the Queensland Government's Standard Terms and Conditions.
Service Providers	Organisations funded by the department to deliver a service to support children and their families.
The department	The Department of Education