Queensland Kindergarten Funding

Guide for QGrants

Kindergarten Program Provider

**Annual Roll-Over Applications**

Long Day Care

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# Guide to QGrants Annual Roll-over applications – Long day care services

[QGrants](https://qgrants.osr.qld.gov.au/portal/) is a whole-of-government grants management system that operates as one portal for you to apply for Early Childhood (EC) grants and other grants across the Queensland Government.

This guide has been developed to assist long day care (LDC) services apply for approval as a Kindergarten Program Provider (KPP) under Queensland Kindergarten Funding (QKF).

It is strongly recommended that you review the [**‘What you need before you start’**](#_bookmark1) section, as there are a number of documents that need to be uploaded during the QGrants application process.

If you require assistance, you can contact the Department by email at [kindyfunding@qed.qld.gov.au](mailto:kindyfunding@qed.qld.gov.au%20)or you can call the Grants Management and Funding Team on (07) 3035 2244.

# What you need before you start

You will need to have the following information prior to commencing the application:

Insurance and Program Details

* Current public liability insurance details (Start and Expiry dates and value of insurance coverage)
* Number of approved kindergarten programs you run at the service
* Program name/s, Parent out of pocket cost per day and how many weeks per year the program will operate.

## Teacher Details

You will be required to list the name/s of the early childhood teacher/s delivering the kindergarten program/s.

The teacher delivering the kindergarten program must have an approved early childhood teaching qualification under the National Law.

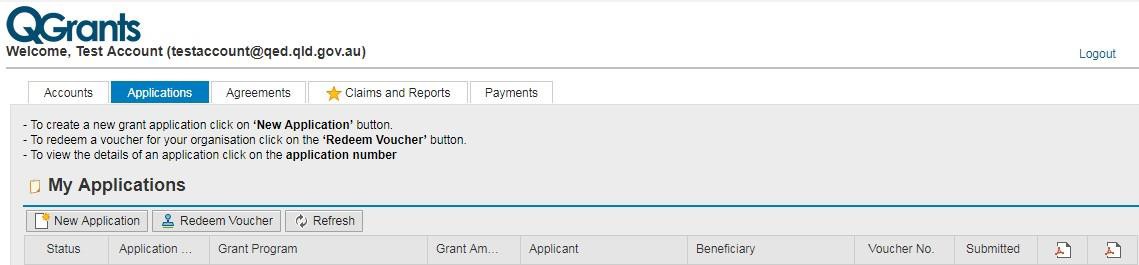
Services are responsible for assessing their teacher/s' qualifications and ensuring these qualifications meet the requirements of the National Law.

Information to help services and early childhood teachers determine if their qualification meets National Law requirements is available on the [ACECQA website](https://www.acecqa.gov.au/qualifications/nqf-approved).

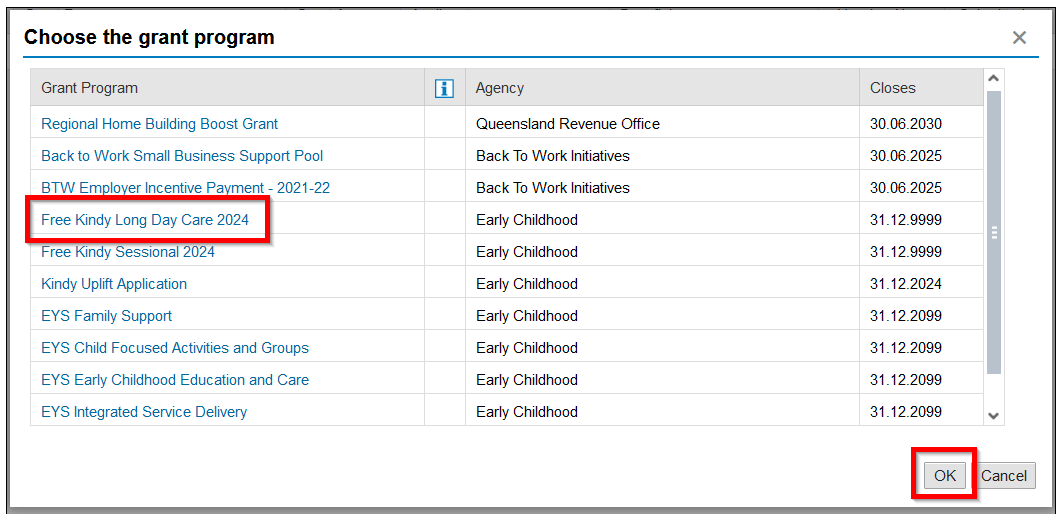
# Accessing QGrants and getting started

**Step 1:** Log into QGrants using the login email and password: <https://qgrants.osr.qld.gov.au/portal>.

**Step 2:** At the welcome screen select the **Applications** tab and click on **New Application.**



**Step 3:** Click on the **Free Kindy Long Day Care 2024** grant program from the pop-up box. Click on **OK** to continue. **Note:** You may need to scroll down to be able to click on the correct grant program.



# Lodging an Annual Roll-Over application

To lodge a KPP Annual Roll-Over application, you must complete all the steps of the application process.

## Accounts

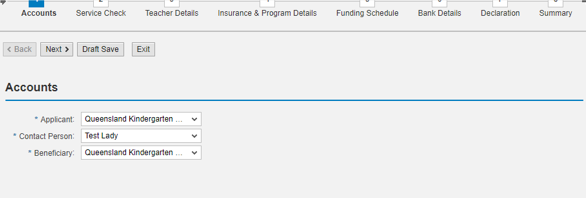
First you must select the **Applicant** from the drop-down menu. The applicant is your Approved Provider (Organisation/Legal Entity) name.

Select a **Contact Person** for the application from the drop-down menu.

Select the name of the Long Day Care service from the **Beneficiary** drop down menu.

If you are unable to find the Applicant Name, the Contact Person or the Beneficiary Name, you will need to exit the application and ensure that you are linked to the correct accounts on the Accounts tab. If you are not linked to the accounts, you will not be able to submit a roll-over application for the service.

Click **Next** to continue.



**Note:** If you receive an error message, you must email [kindyfunding@qed.qld.gov.au](mailto:kindyfunding@qed.qld.gov.au) or call (07) 3035 2244 with the applicant account ID and the error details. You will not be able to proceed with the application until the error has been resolved.

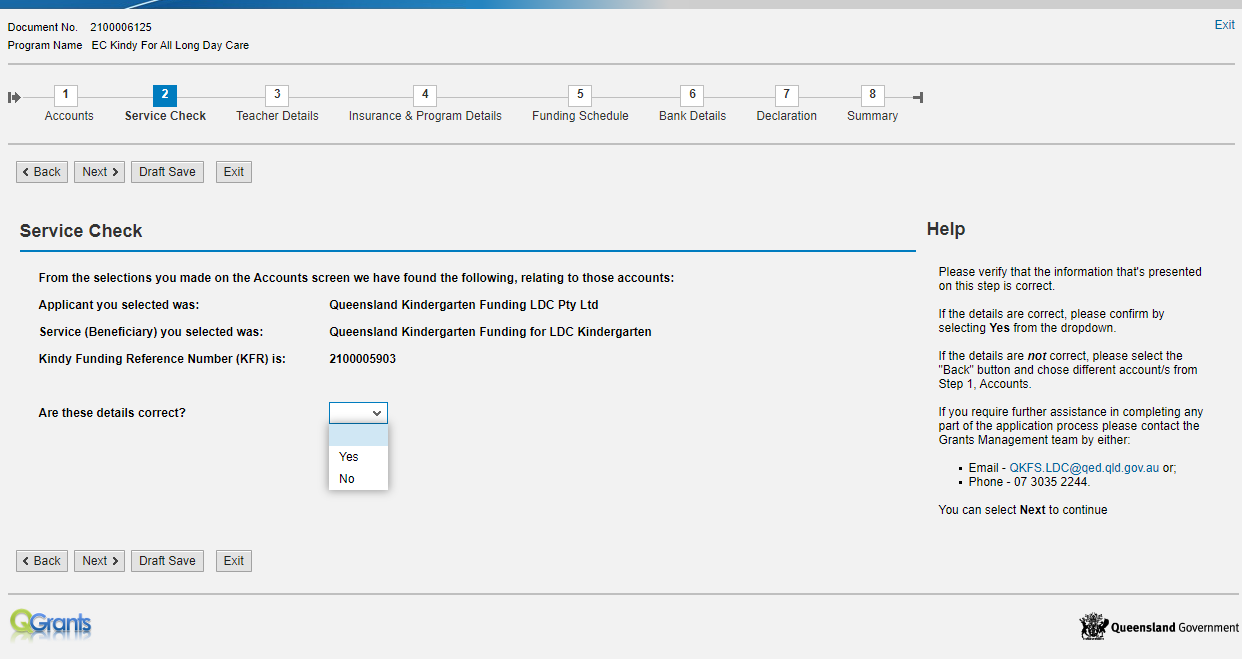
## Service check

Check the Applicant, Service (Beneficiary) accounts and the Kindy Funding Reference Number (KFR) are correct.

From the drop down menu next to ‘Are these details correct?’ select ‘Yes’ or ‘No’.

**Note**: if the details are not correct, select **Back** and choose the correct Account/s.

Click **Next** to continue.

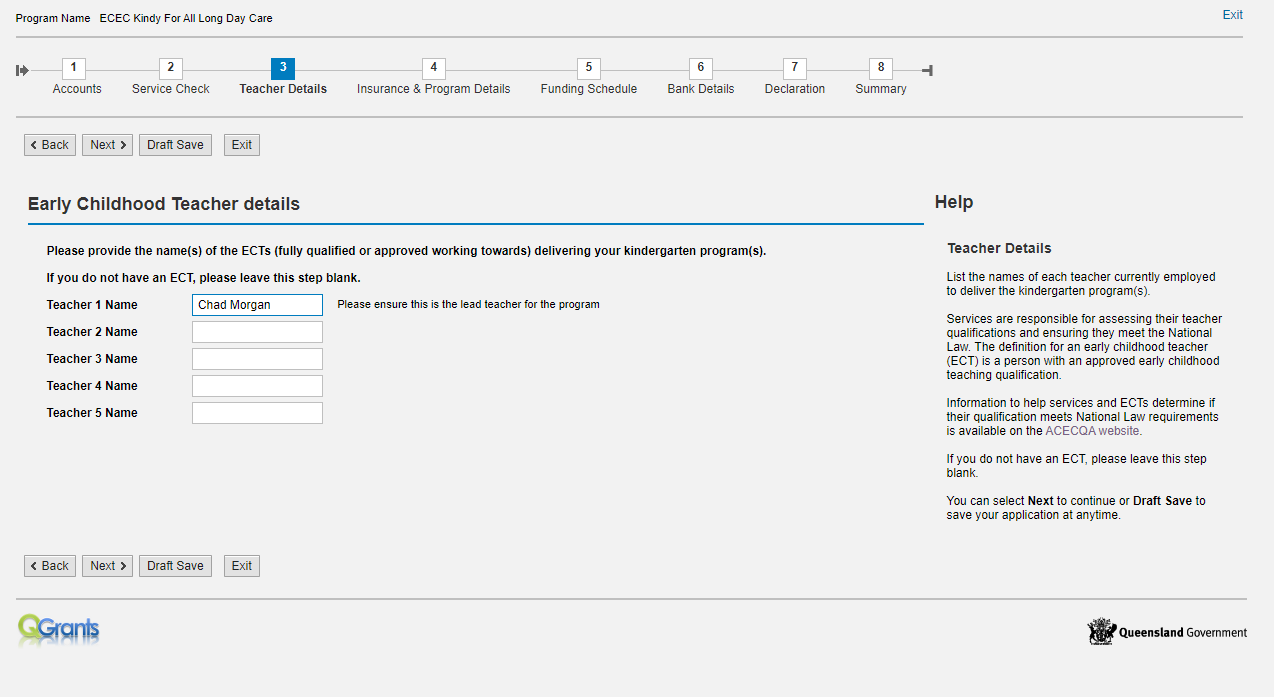


## Teacher Details

List the name of each early childhood teacher currently employed to deliver the kindergarten program.

The teacher delivering the kindergarten program must have an approved early childhood teaching qualification under the National Law or an exceptional circumstance approval for a ‘working towards’ teacher from the Department.

Services are responsible for assessing their teacher/s' qualifications and ensuring these qualifications meet the requirements of the National Law. For more information refer to the [**Before you start**](#_bookmark3) section.

 Click **Next** to continue.

## Insurance and Program details

***Insurance Coverage***

You must provide the Department with the details of your current public liability insurance (This can be obtained from your Insurance Certificate of Currency).

To be eligible for KPP status, you must have at least $10 million of public liability insurance for the specific service address that covers the full calendar year.

***Program Information***

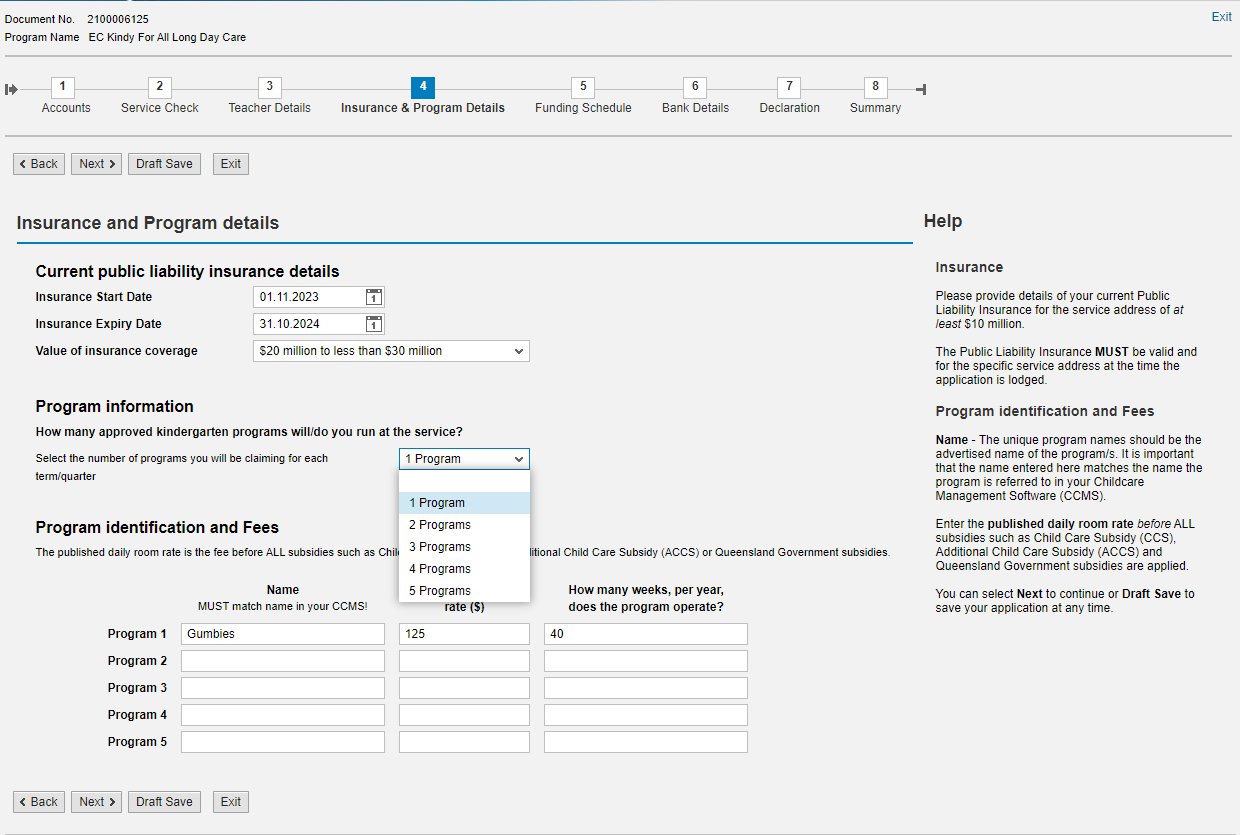
You must provide the number of kindergarten programs you will be running in the current calendar year. You are not locked into this number. If you wish to increase or decrease the number of programs, please email [kindyfunding@qed.qld.gov.au](mailto:kindyfunding@qed.qld.gov.au) to update this information on your agreement.

***Program Identification and Fees***

You must provide the following details;

* name/s of your program/s. These names MUST match the name in your CCMS.
* Published daily room rate before all subsidies such as Child Care Subsidy (CCS), Additional Child Care Subsidy (ACCS) and Queensland Government subsidies are applied.
* the number of weeks you intend to deliver your kindergarten program/s. Services can claim up to a maximum of 40 weeks of QKF subsidies within a calendar year.

Click **Next** to continue.



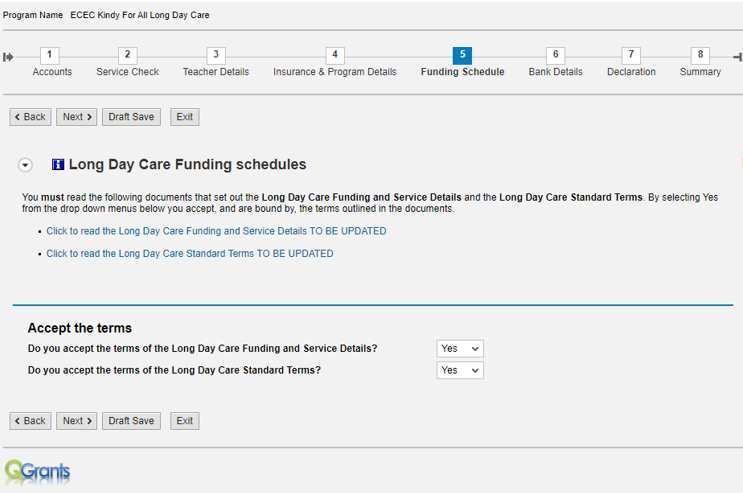
## Long Day Care Funding Schedule and Terms

You must review the ***Long Day Care Funding and Service Details*** and ***Long Day Care Standard Terms*** by clicking on each link. These documents set out the Long Day Care Funding and Service Details and the Long Day Care Standard Terms.

By selecting **Yes** from the drop-down menus below you accept, and are bound by, the terms outlined in the documents.

**Note:** You will be unable to proceed with the Annual Roll-Over application if you do not open each link and select Yes from the drop-down menus.

Click **Next** to continue.



## Bank Details

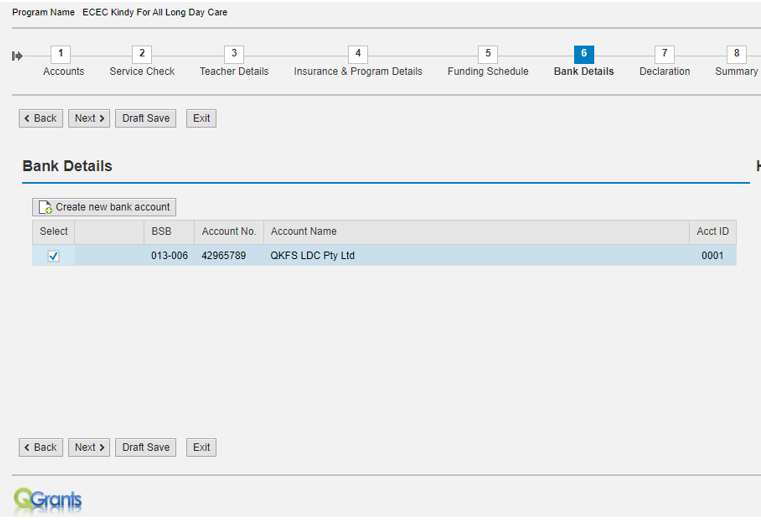
The **Bank Details** screen provides you with an opportunity to ensure the correct bank account details are attached to your agreement. You must select the correct bank account for funding to be deposited into.

If the bank account/s listed are incorrect, you can add another bank account by clicking on **Create new bank account** and then selecting the new account**.**

Future quarterly forecast and acquittal claims will be prepopulated with the banking information submitted at this stage. This information can be updated if required.

If the organisation has more than one bank account, multiple bank account details can be entered. However, only **one** bank account can be selected for a quarterly payment.

Click **Next** to continue.



## Declaration

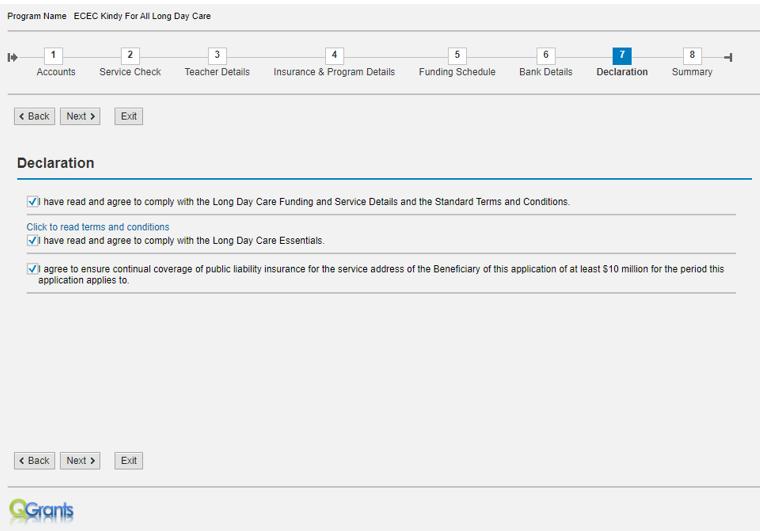
On the **Declaration** screen you must review the Department of Education Terms and Conditions, the Queensland Kindergarten Funding Long Day Care Terms and Conditions and the Queensland Kindergarten Funding Essentials by clicking on the links provided. These documents will open in separate windows.

By clicking on the checkboxes, you are indicating:

* You have read both terms and conditions and you agree to comply with these terms and conditions
* You have read the Funding Essentials
* The information supplied in this application is true and correct.

You are required to agree to these terms and conditions and Funding Essentials at this point of the application and during each subsequent QGrants claims process.

Click **Next** to continue.



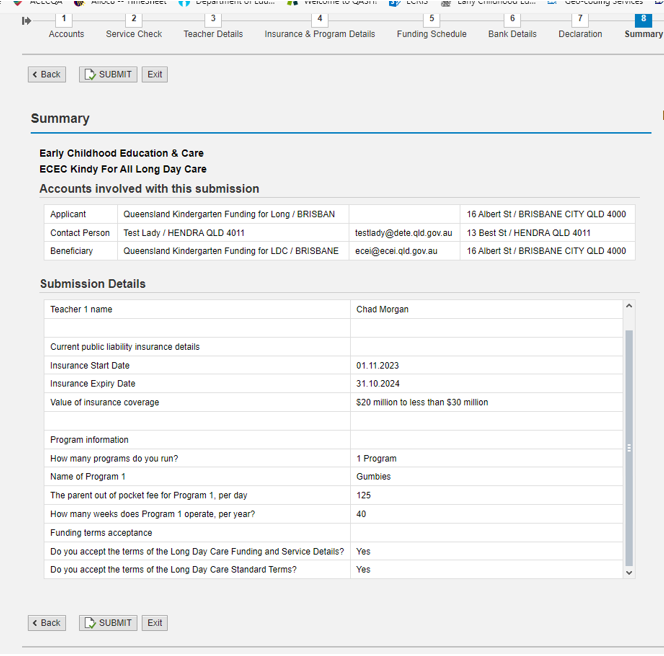
## Summary

This screen summarises all details as submitted in the application. Check the application details are correct before proceeding.

To review or clarify any information entered during this application process, prior to submitting it, click on the **Back** navigation button.

Once the application has been finalised it can be submitted by clicking on the **Submit** button.

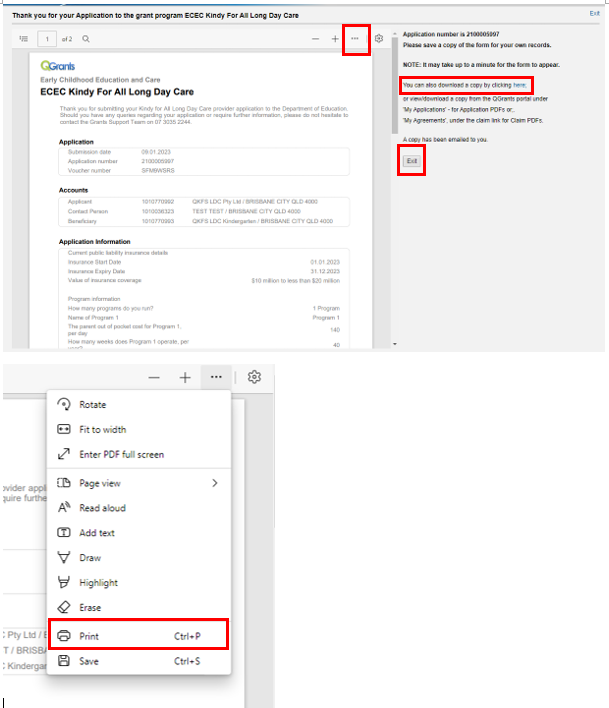
**Note:** Once you have clicked on the **Submit** button you will **not** be able to make any further changes to the application.



You will then navigate to the summary report.

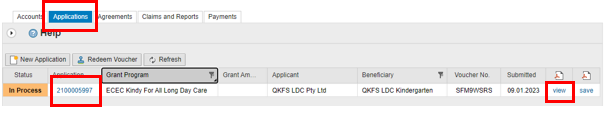
You can print a hard copy of the summary report by clicking on … and selecting **Print** or you can download a copy by clicking on the link.

**Note:** you will also receive an email containing a copy of the application summary. Click on **Exit** to return to the QGrants home page.



Once the summary report is generated, the application will be received by the Department for assessment. Following this assessment process, you will be notified of the outcome of the application.

You are able to view your application at any time by selecting the **Applications** tab and clicking the **Application number** link**.** To view the Summary page click **View** link.



For queries about the status of the application or for information about the QKF, contact the Department by email at [kindyfunding@qed.qld.gov.au](mailto:%20kindyfunding@qed.qld.gov.au%20) or you can call the Grants Management and Funding Team on (07) 3035 2244.