

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](#) 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'** 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 kindyfundings@ged.qld.gov.au 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.

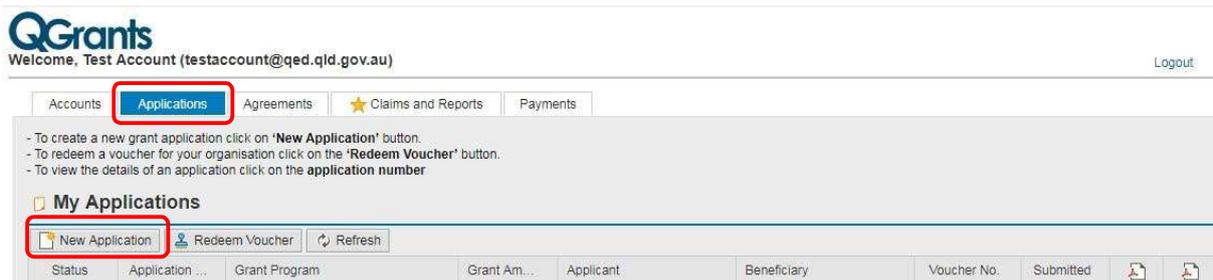
Information to help services and early childhood teachers determine if their qualification meets National Law requirements is available on the [ACECQA website](#).

Accessing QGrants and getting started

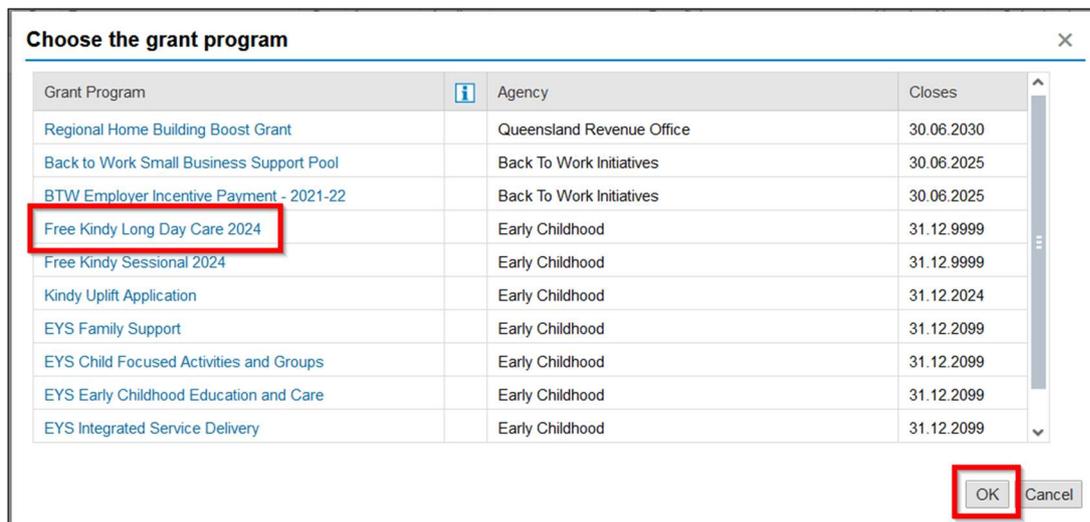
Step 1: Log into QGrants using the login email and password:

<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.

The screenshot shows the 'Accounts' tab in a web application. The 'Accounts' section is highlighted with a red box. It contains three dropdown menus: '* Applicant' with 'Queensland Kindergarten ...' selected, '* Contact Person' with 'Test Lady' selected, and '* Beneficiary' with 'Queensland Kindergarten ...' selected. Above the dropdowns are navigation buttons: '< Back', 'Next >', 'Draft Save', and 'Exit'. The top navigation bar includes tabs for 'Accounts', 'Service Check', 'Teacher Details', 'Insurance & Program Details', 'Funding Schedule', 'Bank Details', 'Declaration', and 'Summary'.

Note: If you receive an error message, you must email 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.

Document No. 2100006125
Program Name EC Kindy For All Long Day Care

1 Accounts 2 Service Check 3 Teacher Details 4 Insurance & Program Details 5 Funding Schedule 6 Bank Details 7 Declaration 8 Summary

< Back Next > Draft Save Exit

Service Check

From the selections you made on the Accounts screen we have found the following, relating to those accounts:

Applicant you selected was: Queensland Kindergarten Funding LDC Pty Ltd

Service (Beneficiary) you selected was: Queensland Kindergarten Funding for LDC Kindergarten

Kindy Funding Reference Number (KFR) is: 2100005903

Are these details correct?

Yes
No

< Back Next > Draft Save Exit

QGrants

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](#) section.

Click **Next** to continue.

Program Name ECEC Kindy For All Long Day Care

1 Accounts 2 Service Check 3 **Teacher Details** 4 Insurance & Program Details 5 Funding Schedule 6 Bank Details 7 Declaration 8 Summary

< Back Next > Draft Save Exit

Early Childhood Teacher details

Please provide the name(s) of the ECTs (fully qualified or approved working towards) delivering your kindergarten program(s).
If you do not have an ECT, please leave this step blank.

Teacher 1 Name Please ensure this is the lead teacher for the program

Teacher 2 Name

Teacher 3 Name

Teacher 4 Name

Teacher 5 Name

< Back **Next >** Draft Save Exit



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 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.

Document No. 2100006125
Program Name EC Kindy For All Long Day Care

1 Accounts 2 Service Check 3 Teacher Details 4 Insurance & Program Details 5 Funding Schedule 6 Bank Details 7 Declaration 8 Summary

< Back Next > Draft Save Exit

Insurance and Program details

Current public liability insurance details

Insurance Start Date 01.11.2023
Insurance Expiry Date 31.10.2024
Value of insurance coverage \$20 million to less than \$30 million

Program information

How many approved kindergarten programs will you run at the service?
Select the number of programs you will be claiming for each term/quarter
1 Program

Program identification and Fees

The published daily room rate is the fee before ALL subsidies such as Child Care Subsidy (CCS), Additional Child Care Subsidy (ACCS) or Queensland Government subsidies.

Name	rate (\$)	How many weeks, per year, does the program operate?
Program 1 Gumbies	125	40
Program 2		
Program 3		
Program 4		
Program 5		

< Back Next > Draft Save Exit

Help

Insurance

Please provide details of your current Public Liability Insurance for the service address of at least \$10 million.
The Public Liability Insurance MUST be valid and for the specific service address at the time the application is lodged.

Program identification and Fees

Name - The unique program names should be the advertised name of the program/s. It is important that the name entered here matches the name the program is referred to in your Childcare Management Software (CCMS).
Enter the published daily room rate before ALL subsidies such as Child Care Subsidy (CCS), Additional Child Care Subsidy (ACCS) and Queensland Government subsidies are applied.
You can select Next to continue or Draft Save to save your application at any time.

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.

Program Name: ECEC Kindy For All Long Day Care

Progress: 1 Accounts, 2 Service Check, 3 Teacher Details, 4 Insurance & Program Details, 5 **Funding Schedule**, 6 Bank Details, 7 Declaration, 8 Summary

Navigation: < Back, Next >, Draft Save, Exit

Long Day Care Funding schedules

You **must** read the following documents that 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.

- [Click to read the Long Day Care Funding and Service Details TO BE UPDATED](#)
- [Click to read the Long Day Care Standard Terms TO BE UPDATED](#)

Accept the terms

Do you accept the terms of the Long Day Care Funding and Service Details? Yes ▾

Do you accept the terms of the Long Day Care Standard Terms? Yes ▾

Navigation: < Back, **Next >**, Draft Save, Exit

QGrants logo

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.

Program Name ECEC Kindy For All Long Day Care

1 Accounts 2 Service Check 3 Teacher Details 4 Insurance & Program Details 5 Funding Schedule 6 Bank Details 7 Declaration 8 Summary

< Back Next > Draft Save Exit

Bank Details

Create new bank account

Select	BSB	Account No.	Account Name	Acct ID
<input checked="" type="checkbox"/>	013-006	42965789	QKFS LDC Pty Ltd	0001

< Back Next > Draft Save Exit

QGrants

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.

Program Name: ECEC Kindy For All Long Day Care

1 Accounts 2 Service Check 3 Teacher Details 4 Insurance & Program Details 5 Funding Schedule 6 Bank Details 7 Declaration 8 Summary

< Back Next > Exit

Declaration

I have read and agree to comply with the Long Day Care Funding and Service Details and the Standard Terms and Conditions.
[Click to read terms and conditions](#)

I have read and agree to comply with the Long Day Care Essentials.

I agree to ensure continual coverage of public liability insurance for the service address of the Beneficiary of this application of at least \$10 million for the period this application applies to.

< Back Next > Exit

QGrants

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.

Summary

Early Childhood Education & Care
ECEC Kindy For All Long Day Care

Accounts involved with this submission

Applicant	Queensland Kindergarten Funding for Long / BRISBAN		16 Albert St / BRISBANE CITY QLD 4000
Contact Person	Test Lady / HENDRA QLD 4011	testlady@dete.qld.gov.au	13 Best St / HENDRA QLD 4011
Beneficiary	Queensland Kindergarten Funding for LDC / BRISBANE	ecel@ecel.qld.gov.au	16 Albert St / BRISBANE CITY QLD 4000

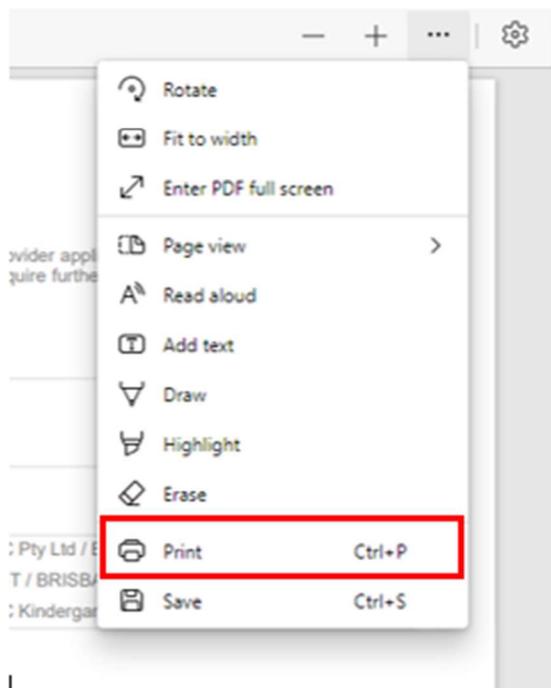
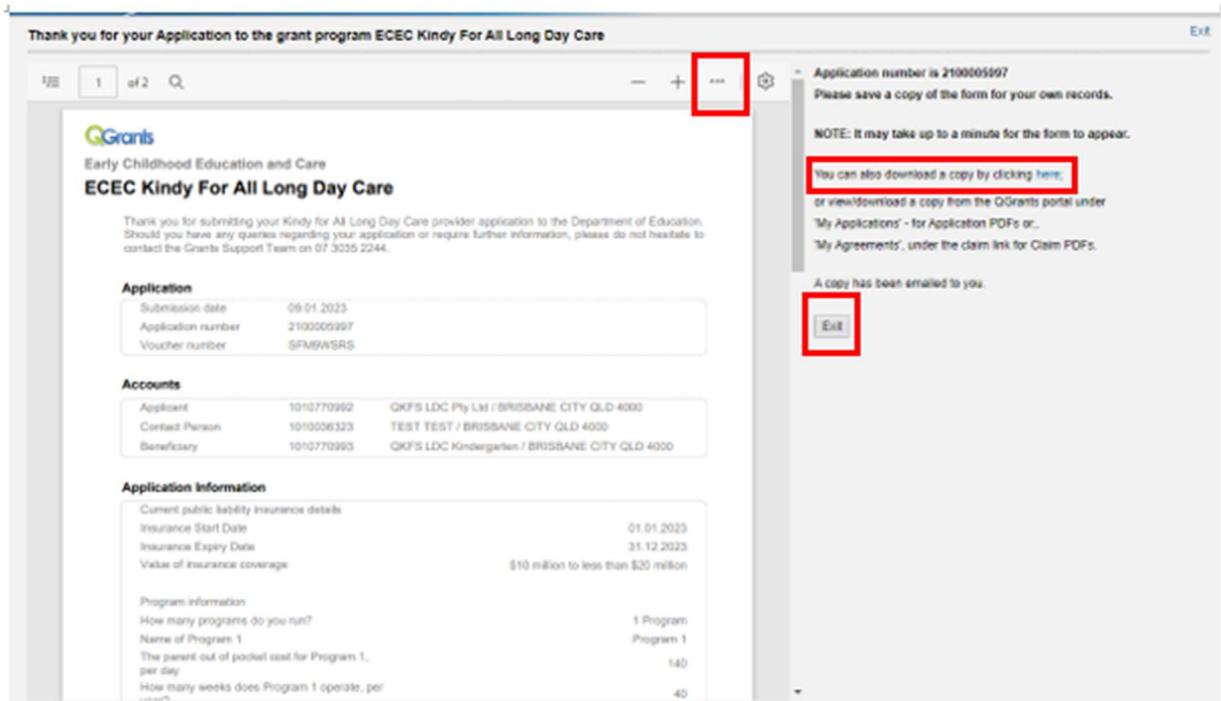
Submission Details

Teacher 1 name	Chad Morgan
Current public liability insurance details	
Insurance Start Date	01.11.2023
Insurance Expiry Date	31.10.2024
Value of insurance coverage	\$20 million to less than \$30 million
Program information	
How many programs do you run?	1 Program
Name of Program 1	Gumbies
The parent out of pocket fee for Program 1, per day	125
How many weeks does Program 1 operate, per year?	40
Funding terms acceptance	
Do you accept the terms of the Long Day Care Funding and Service Details?	Yes
Do you accept the terms of the Long Day Care Standard Terms?	Yes

You will then navigate to the summary report.

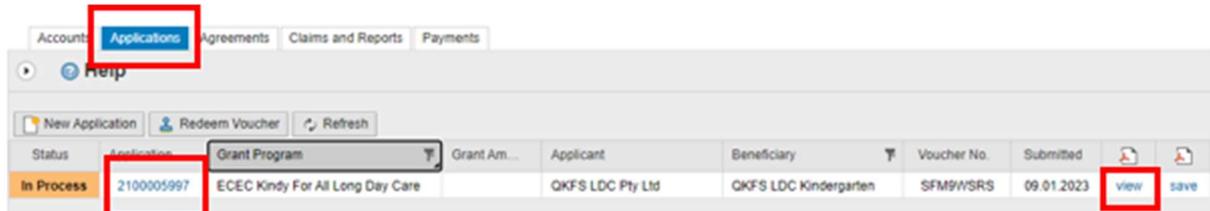
You can print a hard copy of the summary report by clicking on ... and selecting **Print** or you can download a copy by clicking on the link.

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@ged.qld.gov.au or you can call the Grants Management and Funding Team on (07) 3035 2244.