

Queensland Kindergarten Funding

Guide to EdGrants

**Kindergarten Program Provider
Annual Roll-Over Applications –
Long Day Care**

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

EdGrants 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 EdGrants application process.

If you require assistance, you can contact the Department by email at kindyfunding@qed.qld.gov.au or call the Grants Management and Funding Team on 07 3035 2244.

Roll-over Application process overview

The application is completed in stages to ensure information is captured in the correct order.

- Confirm organisation, service and contact details
- Provide service and staffing information
- Confirm approvals, insurance and program details
- Upload required attachments and confirm bank details
- Review, declare and submit the application

What you need before you start

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

Insurance and Program Details

You will need:

- Current public liability insurance details (start date, expiry date and coverage value)
- Number of approved kindergarten programs delivered at the service
- Program name(s)
- Published daily room rate (\$)
- Number of weeks per year the program will operate

Teacher Details

You will be required to list the name(s) of the teacher(s) delivering the kindergarten program(s).

- The teacher delivering the kindergarten program must hold an approved early childhood teaching qualification under the National Law.
- For the teachers delivering the kindergarten program, you must provide evidence of their teaching qualifications. This documentation must be attached as proof of the ECT's qualifications. Please ensure the file is saved and ready to upload.
- Services are responsible for assessing teacher qualifications and ensuring they meet National Law requirements.
- Information to help services and ECTs determine if their qualification meets National Law requirements is available on the [ACECQA website](#).

Lodging an Annual Roll-Over application

To lodge a KPP Annual Roll-Over application, you must be a current Approved provider, Authorised Person to complete all the steps of the application process.

This step is required before submitting your 2026 Q1 Forecast.

Login to EdGrants Online

1. As an **Authorised or Responsible Person**, log into [EdGrants Online](#).

If you are not yet set up in EdGrants Online see the:

- [How to Get Started and Personalise Settings Guide](#) and the
- [How to update and review Organisation Details and Contacts Guide](#)

2. From the Home screen:

- Scroll down the left menu until **LDC Kindergarten Subsidies 2026**.
- Select **Individual Long Day Care Rollover 2026, 'Apply Now'** and complete details for each section.

3. **Name the LDC Rollover application**

- This name will be your reference throughout the submission process and appears in the system as a reference, please use the following example – Service Name, Suburb, Year (SunnyDays – Buderim - 2026)
- Continue on and complete details for each section.

Applicant Details

If the information is not pre-populated, you must:

1. Select the **Grantee/Applicant** from the drop-down menu. The applicant is your Approved Provider (Organisation/Legal Entity) name.
2. Select a **Contact Person** for the application from the drop-down menu.
3. Select the **name of the Long Day Care service** from the Beneficiary drop down menu.
4. Check your details, including ABN. Contact the **Kindy Funding team** on **07 3035 2244** if anything is incorrect.
5. Click **Next** to continue.

Note:

- If you are unable to find the Grantee/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 Manage Profile tab. If you are not linked to the accounts, you will not be able to submit a rollover application and will need to contact the Kindy Funding Team for assistance.

Application > 2026/LDC10008

Applicant ✓

Organisation Contacts Check ✓

Early Childhood Teacher Details ✓

Insurance and Program Details ✓

Bank Details ✓

Attachments ✓

Declaration ✗

Applicant

To assist you with the application process, the QKF Long Day Care Application Guide is [available here](#)

The Approved Provider must read the 'Before you start the Applications' section in the guide. Before starting this application, please ensure you have the following:

- Proof of your ECT's qualification to upload to this application
- Your program daily room rate and operating weeks
- Insurance start and end dates as well as the value of coverage

Service providers must have a current service approval under the Education and Care Services National Law or the *Education and Care Services Act 2013* (ECS ACT) plus the correct eligibility status to receive Child Care Subsidy payments on behalf of eligible families.

If you require further assistance in completing any part of the application process please contact the Grants Support team by either:

- Email - kindyfunding@qed.qld.gov.au
- Phone - 07 3035 2244.

Applicant

Grantee Name:

ABN:

Contact Person (The Authorised Person of the Grantee)

Title :

First Name :

Last Name : UAT

Position :

Phone :

Email : bengreatesartuat@gmail.com

Beneficiary service

Beneficiary Name:

If you receive an error message, email kindyfunding@qed.qld.gov.au or call **07 3035 2244** with the error details.

As you enter details and select Next, you'll move through each menu item. A green tick means the section is complete. A red x means information is missing, but you can continue.

Organisation Contacts Check

1. Review all Organisation Contact details.
2. This list includes all Authorised Person, Responsible Person, Contact, and Finance Contact.
3. From the drop down menu next to 'Are these details correct?' select 'Yes' or 'No' and follow the prompts.

Application > 2025/LDC10071 - SunnyDays - Buderim Test Rollover Invite user to register or share application

Applicant

Organisation Contacts Check

Early Childhood Teacher Details

Insurance and Program Details

Bank Details

Attachments

Organisation Contacts Check Preview Save

← Previous Next →

Title:

Name: Bengreatstart UAT

Position title: Auth Person

System role:

Are these details current?

No

ⓘ Please specify which individuals have left the organisation. You may also use the Organisation Management form to manage and add new contacts in future and ensure details remain up to date.

Left the organisation

← Previous Next →

Help information will appear throughout the application to guide you.

Early Childhood Teacher Details

1. List the name of each early childhood teacher currently employed to deliver the kindergarten program. Enter the **Lead teacher first**.
 - If an ECT is listed in your application but no is no longer employed at the centre, you can remove their details by clicking the red bin icon on the right side of the field.
 - 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](#) on page 2.
2. Click **Next** to continue.
3. Follow any on-screen guidance when entering **Qualification Status**, as additional steps may be required.

The screenshot shows the 'Early Childhood Teacher Details' page in the EdGrants application. The top navigation bar includes the 'DELIVERING FOR QUEENSLAND' logo, the Queensland Government logo, and the 'EdGrants' title. The breadcrumb trail shows 'Application > 2025/LDC10071 - SunnyDays - Buderim Test Rollover'. A button in the top right corner says 'Invite user to register or share application'. On the left, a sidebar lists application sections: 'Applicant' (checked), 'Organisation Contacts Check' (checked), 'Early Childhood Teacher Details' (selected and checked), 'Insurance and Program Details' (checked), 'Bank Details' (checked), 'Attachments' (checked), and 'Declaration' (not checked). The main content area is titled 'Early Childhood Teacher Details' and has 'Previous' and 'Next' buttons. Below the title, there is a text prompt: 'Please provide the name(s) of the ECTs (fully qualified or approved working towards) delivering your kindergarten program(s)'. Underneath, it says 'Add new teacher details'. A table-like form shows 'Teacher 1' with a 'Name' field containing 'Sally May' and a 'Qualification status' dropdown menu set to 'Fully Qualified'. A blue '+ Add Another' button is below the table. A note with a blue arrow points to the first teacher entry: 'Note: Teacher 1 is always the lead teacher.' At the bottom of the form, a yellow-bordered box contains a red information icon and the text: 'You must attach evidence of the qualifications of the Early Childhood Teacher (ECT) on the Attachment page'. 'Previous' and 'Next' buttons are at the bottom of the form area.

Insurance and Program Details

Insurance Coverage

1. Complete public liability insurance details. Note insurance must be active on the commencement date, not the date the application is submitted.
 - 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.

The screenshot shows a web form titled "Insurance" with a blue header containing the Queensland Government logo and navigation icons. The form includes "Previous" and "Next" buttons. The main text asks for public liability insurance details for a service address of at least \$10 million, stating that the insurance must be valid at the time of application. Below this, a section titled "Current public liability insurance details" contains two date input fields (04/12/2025 and 04/12/2026) and a dropdown menu for "Value of insurance coverage" set to "\$10 million to less than \$20 million".

Program Information

- You must provide the number of kindergarten programs you will be running in the 2026 calendar year. You are not locked into this number.
- If you wish to increase or decrease the number of programs, please email kindyfundings@qed.qld.gov.au to update this information on your agreement.
- When adding each of the Programs, all fields are required to be completed. You can include up to 20 programs.

Program Identification and Fees

You must provide the following details:

1. Name/s of your program/s. These names **MUST** match the name in your CCMS.
2. Published daily room rate before all subsidies such as Child Care Subsidy (CCS), Additional Child Care Subsidy (ACCS) and Queensland Government subsidies are applied.
3. 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.
4. Click **Next** to continue.

Program identification and fees

The unique program names could be the advertised name of the program/s. It is important 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.

Add new program details

Program 1

Name *

Published daily room rate (\$) *

Published daily room rate (\$) is required

How many weeks, per year, does the program operate? *

[+ Add Another](#)

[← Previous](#)
[Next →](#)

Bank Details

1. Review the bank account details displayed on the Bank Details screen.
2. Select the bank account to be used for funding payments.
3. If the required bank account is not listed, click **Create new bank account** and enter the new details.
4. Select the **correct bank account** for this agreement.
5. Click **Next** to continue.

Note:

- The **Bank Details** screen allows you to confirm the correct bank account details is linked to your agreement. Select the bank account where you'd like your funding to be deposited.
- 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 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.

Did you know?

New Bank Account details will be visible in EdGrants within 2 business days. Once the new bank account has been entered and the application approved, a review and validation process occurs. As part of this process an email is sent to the Authorised Person confirming the update.

Reviewing Bank Account

For security, only the last 4 digits of bank account numbers are displayed.

Attachments

1. Any question that requires an attachment will be listed in the **Specified Attachments** list.
2. To continue with the application, you must provide all necessary documentation required to assess your application for KPP rollover.

Based on the information provided, a list of supporting documents will be identified for inclusion as part of the application.

3. Attach all required documents, selecting the appropriate **document type** and entering the **document name**, which should include the document title and organisation.
4. If needed, upload additional documents to the **Other Attachments** section to support your application.
5. This step ensures all information is accurate and meets the requirements.
6. Click **Next** to continue.
7. Once the application has been finalised it can be submitted to the Authorised Person for final review and submission.
8. The application is then ready for the Authorised Person to review and submit.

The screenshot shows a web application interface for document uploads. At the top, there's a navigation bar with the Queensland Government logo and a user profile 'AP'. The main heading is 'Attachments'. Below this, there's a 'Previous' button and a list of required documents: Copy of current Service Approval, Legal Entity Structure, Program Structure, Statement of Fees, Teacher Commencement Date (signed Employment Contract), Teacher Qualification(s), and Bank Letter. An 'Upload' section is highlighted with an orange border, containing a 'Drop files to attach, or browse' area, a 'Select Document Type' dropdown menu, and a 'Document name' text input field. There are also '+ Add Another', 'Previous', and 'Submit' buttons.

Declaration

This page will only be available to view by the Authorised Person.

1. On the **Declaration** screen you must review the Department’s Standard Terms and Conditions and Long Day Care Kindergarten Funding Essentials by clicking on the links provided. These Terms and Conditions and Funding Essentials will open in separate windows.
2. Next, selecting each checkbox to indicate you have read the Terms and Conditions and Funding Essentials and you agree to comply with the terms and conditions and the information supplied in this application is true and correct.
3. You are required to agree to these terms and conditions at this point of the application and during each subsequent EdGrants claims process.
4. Click **Submit** to lodge the application.

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

5. You can print a hard copy of the summary report by selecting **Preview** where you can then download a copy of the complete application.

After you submit the application successfully, two confirmation boxes will appear.



Application submission

If you have any questions, please contact us: Email kindyfundng@qed.qld.gov.au Phone 07 3035 2244

[All application forms and attachments \(.zip\)](#)

This package of files contains your application content, attachments, and other files supporting your application.

[Next](#)

Application submission

Your application has been successfully submitted. Your application number is **2025/LDC10071**. You will be notified of the outcome of your application via email. Please click the close button to finish and exit from your application. Thank you for your application.

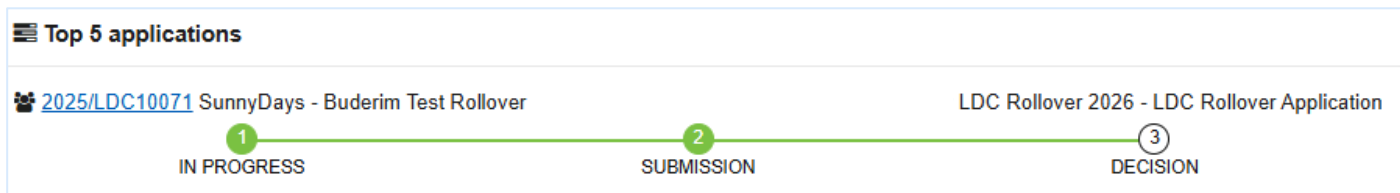
[Back](#) [Close](#)

Preview

Selecting **preview** allows you to download the application as pdf and attachments.

Application Progress

Once the Declaration has been completed and the application submitted the application will be received by the Department for assessment. The Authorised and Responsible Person will be able to track the progress via the dashboard. Following this assessment process, the Authorised Person will be notified of the outcome of the application.



To view the application at any time, select the **Applications** tab and click the **Application number** link.

For queries about the status of the application or for information about the QKF, contact the Department by email at kindyfundings@qed.qld.gov.au or you can call the Grants Management and Funding Team on 07 3035 2244.

Application details are on this page.

Application identifier: 2025/LDC10071 Submitted

Application title: SunnyDays - Buderim Test Rollover

Version: 1.01 - Application Resubmission

Organisation: Grantee Name

Additional fields: Fund Requested, Fund Awarded

Contacts

USER	NAME	ROLE	ORGANISATION
BU	Bengreatstart UAT	Primary contact	Organisation
TU	Testuser8 UAT	Other contact	Organisation

History:

- 16/12/2025 BU Application status changed to Submitted
- 16/12/2025 BU Application submitted
- 16/12/2025 Re-activated
- 16/12/2025 BU Application status changed to Awaiting endorsement of authorised person
- 16/12/2025 BU Application submitted

Documents: [+ Upload document](#)

Comments: [Post comment](#)