

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. 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 kindyfundings@qed.qld.gov.au or you can 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)
- Parent out-of-pocket cost per day
- 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.
- 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](#).

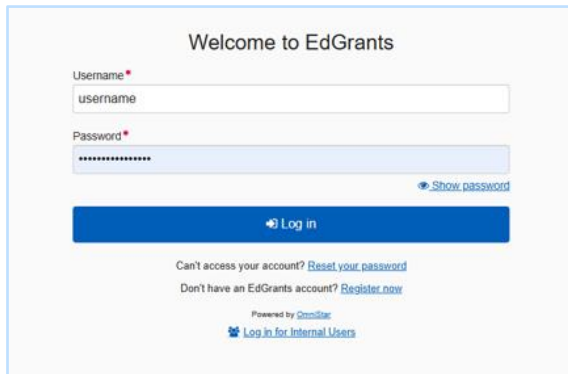
Lodging an Annual Roll-Over application

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](#).



Welcome to EdGrants

Username*
username

Password*

[Show password](#)

Log in

Can't access your account? [Reset your password](#)

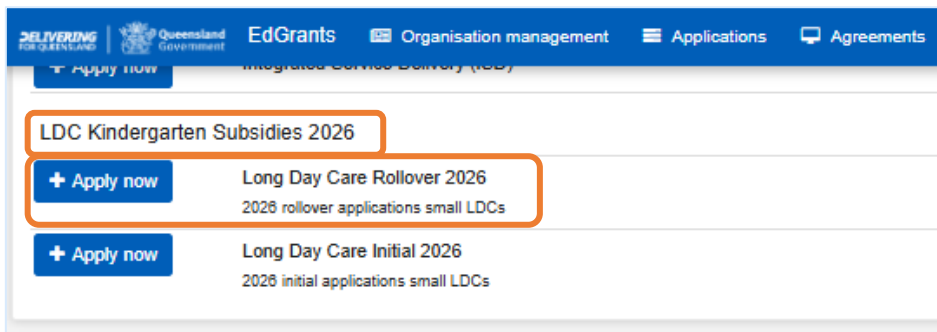
Don't have an EdGrants account? [Register now](#)

Powered by [Qconnect](#)

[Log in for Internal Users](#)

2. From the Home screen:

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



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Apply now Integrated Service Delivery (ISD)

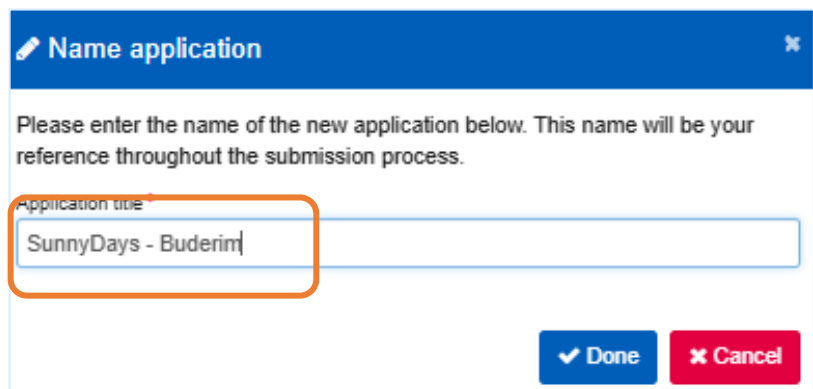
LDC Kindergarten Subsidies 2026

+ Apply now Long Day Care Rollover 2026
2026 rollover applications small LDCs

+ Apply now Long Day Care Initial 2026
2026 initial applications small LDCs

3. **Name the LDC Rollover application**

- This name will be your reference throughout the submission process and appears in the system as a reference. I.e. Service name - Suburb (SunnyDays – Buderim)
- Continue on and complete details for each section.



Name application

Please enter the name of the new application below. This name will be your reference throughout the submission process.

Application title
SunnyDays - Buderim

Done **Cancel**

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** **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 > 2025/LDC10071 - SunnyDays - Buderim Test Rollover

Invite user to register or share application

Applicant [Preview] [Save] [Next]

To assist you with the application process, the QKF Long Day Care Application Guide is available here.

Approved Provider must read the 'Before you start the Applications' section in the guide.

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: AUSTRALIAN CHILDREN'S EDUCATION &
ABN: 59372786746

Contact Person (The Authorised Person of the Grantee) *

Title :
First Name : Bengreatstart
Last Name : UAT
Position :
Phone :
Email : bengreatstartuat@gmail.com

Bengreatstart UAT

Beneficiary service

J HE & Q ZHUANG

Beneficiary Name: J HE & Q ZHUANG

Has the ownership of your beneficiary service changed? *

No

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.

[Next]

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

Early Childhood Teacher Details

1. Teacher information is not carried over from your previous year.
2. List the name of each early childhood teacher currently employed to deliver the kindergarten program. Enter the **Lead teacher first**.
 - 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](#).
3. Click **Next** to continue.
4. Follow any on-screen guidance when entering **Qualification Status**, as additional steps may be required.

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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 ✓

Declaration ✗

Early Childhood Teacher Details

← Previous

Preview Save

Next →

Please provide the name(s) of the ECTs (fully qualified or approved working towards) delivering your kindergarten program(s).

Add new teacher details

	Name *	Qualification status *
Teacher 1	Sally May	Fully Qualified

+ Add Another

Note: Teacher 1 is always the lead teacher.

ⓘ You must attach evidence of the qualifications of the Early Childhood Teacher (ECT) on the Attachment page

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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.

DELIVERING FOR QUEENSLAND | Queensland Government

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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.

Current public liability insurance details

04/12/2025

04/12/2026

Value of insurance coverage *

\$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 kindyfunding@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

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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 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 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.

Bank Details

This page provides the option of entering bank details for the organisation.

To enter bank details click on create new bank account.

Future quarterly claims will be prepopulated with the banking information submitted at this stage.

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

Create New Bank Account

Please select the 'Create new bank account' button to enter your bank account details. You must provide your BSB and Account Number and, for your reference, provide a name for your account.

Bank account(s) already listed

If a bank account(s) is already listed, please select the one that you would like to assign to this Application.

Select	Account name	BSB	Account number
<input checked="" type="checkbox"/>	AUSTRALIAN CHILDREN'S EDUCATION &	032001	*****0382

☐ Create new bank account

☐ As an authorised representative of the organisation included in this application, I confirm that the bank account details selected above are correct and have been reviewed. I accept this account as the designated account for future payments and transactions related to our organisation.

By confirming, I acknowledge that I am authorised to act on behalf of the organisation and take responsibility for the accuracy of the information provided. *

As an authorised representative of the organisation included in this application, I confirm that the bank account details selected above are correct and have been reviewed. I accept this account as the designated account for future payments and transactions related to our organisation. By confirming, I acknowledge that I am authorised to act on behalf of the organisation and take responsibility for the accuracy of the information provided. is required

Create new bank account

Account name *
SunnyDays Buderim

BSB *
457689

Account number *
1193957

☒ As an authorised representative of the organisation included in this application, I confirm that the bank account details selected above are correct and have been reviewed. I accept this account as the designated account for future payments and transactions related to our organisation.

By confirming, I acknowledge that I am authorised to act on behalf of the organisation and take responsibility for the accuracy of the information provided. *

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.

Application > 2025/LDC10002 - SunnyDays - Buderim Rollover

[Invite user to register or share application](#)

[Menu](#) [Preview](#) [Save](#)

Attachments

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Attachments

Do **NOT** upload any personal information pertaining to the children, parents or carers associated with this organisation.

Please ensure that the teacher's name on the Teacher Commencement Date (signed Employment Contract) and the Teacher Qualifications provided match. Otherwise, please provide a change of name or any document that supports why their name is not the same.

If indicated, use the upload button to provide

- Copy of current Service Approval
- Legal Entity Structure
- Program Structure
- Statement of Fees
- Teacher Commencement Date (signed Employment Contract)
- Teacher Qualification(s)
- Bank Letter

Upload *

Drop files to attach, or [browse](#)

Select Document Type *

Document name *

[+ Add Another](#)

[← Previous](#) [Submit](#)

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.

Application > 2025/LDC10071 - SunnyDays - Buderim Test Rollover

Invite user to register or share application

Applicant ☒ Declaration

Organisation Contacts Check ☒

Early Childhood Teacher Details ☒

Insurance and Program Details ☒

Bank Details ☒

Attachments ☒

Declaration

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Declaration

You must review the Department of Education Terms and Conditions and the QKF Long Day Care Terms and Conditions by clicking on the links provided. These Terms and Conditions will open in separate windows.

By selecting on the checkboxes you are indicating:

- You have read both terms and conditions.
- You agree to comply with these terms and conditions.
- The information supplied in this application is true and correct.

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

☐ I have read and agree to comply with the Long Day Care Funding and Service Details and the Standard Terms and Conditions. *

☐ 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. *

☐ I have read and agree to comply with the Queensland Kindergarten Funding Essentials - Long Day Care. *

☐ I understand that any data sent during the Forecast and Acquittal process from the service included in this application via the Childcare Management System (CCMS) to the Department will be used for the sole purpose of calculating applicable Queensland Government subsidies and will not be shared with any other Department or entity. *

☐ Do you accept the terms of the Long Day Care Funding and Service Details? *

☐ Do you accept the terms of the Long Day Standard Terms? *

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Submit

Preview Save

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

Application submission

If you have any questions, please contact us: Email kindyfund@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.

✓ 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.

> Next

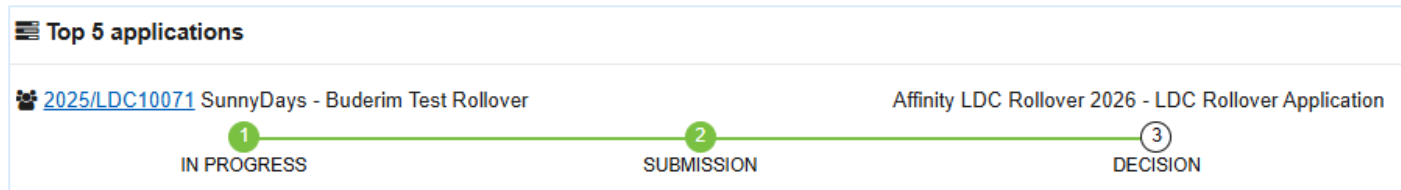
< Back ✕ Close

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 kindyfunding@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
AUSTRALIAN CHILDREN'S EDUCATION &

Additional fields

Fund Requested

Fund Awarded

Contacts

USER	NAME	ROLE	ORGANISATION
BU	Bengreatstart UAT	Primary contact	AUSTRALIAN CH...
TU	Testuser8 UAT	Other contact	AUSTRALIAN CH...

Shared with TU BU

Documents

[+ Upload document](#)

There are no documents to display for this application. Use the 'upload document' button to upload a new one.

Comments

There are no comments.

BU

[Post comment](#)

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

[Export CSV](#) [See more...](#)