

Queensland Kindergarten Funding

# Guide to EdGrants

**Kindergarten Program Provider  
NEW Application – Long Day Care**

## KPP application – NEW Long Day Care Service

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 several 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](mailto:kindyfunding@qed.qld.gov.au) or you can call the Grants Management and Funding Team on 07 3035 2244.

### Application process overview

The KPP 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:

#### Service Information

You are required to provide information about the service that the application relates to, including details on ownership, commencement, current funding, applicant and learning guideline.

#### Service Approvals

You must provide the CCS Approval ID or date of application.

#### 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](#).

## 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

## Bank Details

Ensure you select the correct bank account or create new bank account details.

## Attachments

You will be required to attach the following documents:

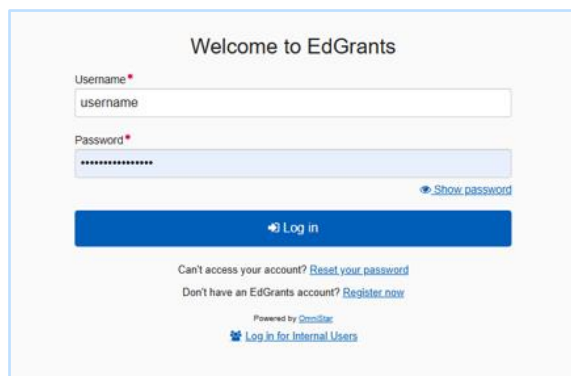
- Copy of current Service Approval
- Legal Entity Structure
- Program Structure
- Statement of Fees
- Teacher Commencement Date (signed Employment Contract)
- Teacher Qualification(s)
- Bank Letter
- Certificate of currency for Public Liability Insurance
- Certificate of currency for Workers Compensation Insurance
- Certificate of currency for Professional Indemnity Insurance

## Lodging a NEW application

To lodge a NEW KPP application, you must be an Authorised Person or Responsible Person and complete all the steps of the application process. Only the Authorised Person is permitted to view and complete the declaration and submit the application.

### 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 [CommStar](#)

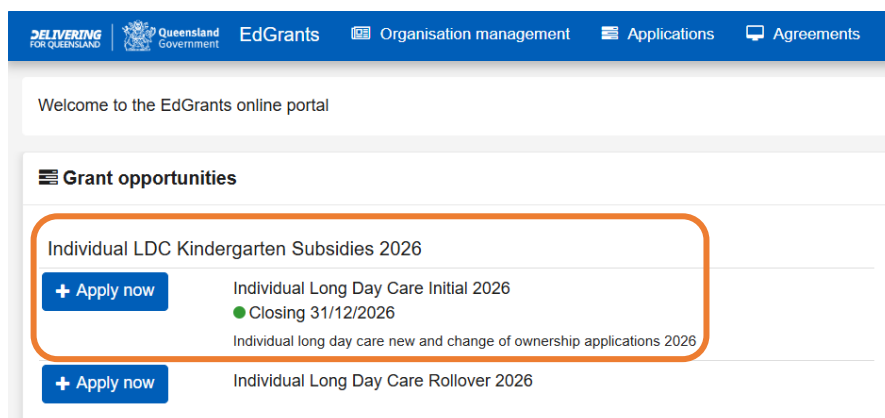
[Log in for Internal Users](#)

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

- [How to Set up in EdGrants Online guide](#)

2. From the Home screen:

- Scroll down the left menu until **Individual LDC Kindergarten Subsidies 2026**.
- Select **Individual Long Day Care Initial 2026, 'Apply Now'**.



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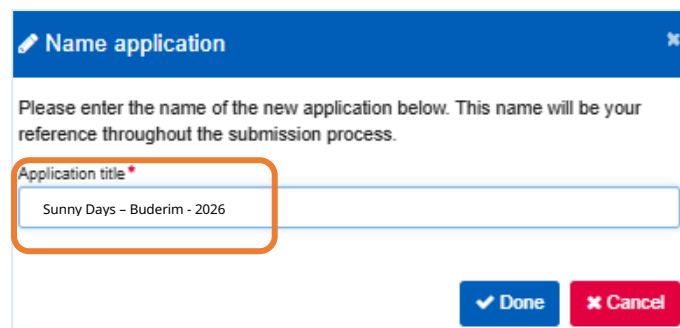
Welcome to the EdGrants online portal

**Grant opportunities**

<b>Individual LDC Kindergarten Subsidies 2026</b>	Individual Long Day Care Initial 2026 ● Closing 31/12/2026 Individual long day care new and change of ownership applications 2026
<b>+ Apply now</b>	
<b>+ Apply now</b>	Individual Long Day Care Rollover 2026

3. Name the LDC application

- This name will be your reference throughout the submission process and appears in the system as a reference, please refer to the following example – Service Name, Suburb, Year (SunnyDays – Buderim - 2026)



**Name application**

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

Application title\*  
Sunny Days – Buderim - 2026

**Done** **Cancel**

- Continue 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. 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 Accounts tab.
- If you are not linked to the accounts, you will not be able to submit an application for the new service.
- If you receive an error message you must email kindyfunding@qed.qld.gov.au or call 07 3035 2244 with the application title and the error details. You will not be able to proceed with the application until the error has been resolved.
- 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.

## Service Information

You are required to provide information about the service that the application relates to.

1. **Ownership:** Yes or no to transfer of ownership
2. **Commencement:** enter the date that you commenced or propose to commence the kindergarten programme. If your service is working through the programme setup select unknown.
3. **Current funding:** to complete this question please refer to evidence of legal entity under the before you start the application section in this document.
4. **Applicant:** If the provider name does not match the Grantee name, you must explain the difference in the free-text field that appears.
5. The answers to these questions on this page must be provided before the application can proceed.
6. Click **Next** to continue

**Applicant** ✔

**Service information**

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**Ownership**

If the Provider name does not match the Applicant Name you must provide an explanation.

**Operation**

To complete this question, download a program delivery template [here](#).

Using this template, outline the operating or proposed operating times and days of delivery for each kindergarten group the organisation is delivering/proposing to deliver. You must indicate that you have completed the program delivery template ready for upload on the attachment section of this application.

**Commencement**

Enter the date that you commenced or propose to commence the kindergarten program. If your service is working through the program set up, select 'Unknown' and leave the date blank.

**Current funding**

To complete this question, please refer to "3. Evidence of Legal Entity" section in [this document](#) before you start the application.

**Learning guideline**

Using the dropdown you must nominate the accredited education curriculum that the kindergarten program is using/will use.

**Applicant**

Does the provider name match the grantee name of this application? \*

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**Note:** 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.

**Use the drop-down arrows to update each section. Warnings will appear for missing or incorrect information or if attachments will be required.**

Service Approvals

- 1. You are required to provide information about the service that the application relates to.
- 2. Click **Next** to continue.

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Queensland Government

EdGrants

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BU

Application > 2026/ILDC0014 - Sunny Days - Buderim - 2026

Invite user to register or share application

Applicant

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CCS Approval ID

You must provide the CCS Approval ID. This ID can be found on the Australian Government Department of Education and Training certificate of approval enabling your service to receive CCS payments on behalf of eligible families.

If you have not yet received a CCS Approval ID, please provide the date that your application was lodged with the Australian Government Department of Education and Training. If this application is approved, your service will be eligible to offer Free Kindy. If you do not hold the certificate of approval from the Australian Government Department of Education you will not be able to receive CCS payments on behalf of eligible families.

Service Approval

Note: It is an eligibility requirement that your service hold a current service approval under the Education and Care Services National Law (Queensland) OR a service approval for a Centre Based Child Care Service under the Education and Care Services Act.

Service approval type \*

Date service approval was granted \*

Child Care Subsidy (CCS) Approval ID

Note: the CCS Approval ID which can be found on your copy of the Australian Government Department of Education and Training certificate of approval enabling the service to receive CCS payments on behalf of eligible families.

CCS Approval ID \*

CCS pending approval?

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## Early Childhood Teacher Details

1. List the name of each early childhood teacher delivering the kindergarten program.
2. Enter the **lead teacher first**.
3. Follow any on-screen guidance when entering **Qualification Status**, as additional steps may be required.

Note:

- A new service applying for KPP status must have a teacher delivering the kindergarten program who has an approved early childhood teaching qualification under the National Law. Services changing ownership can apply with a 'working towards' early childhood teacher, provided they have an exceptional circumstance approval for the 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 3.

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**Early Childhood Teacher details**

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### Early childhood teacher details

**Teacher Details**

List the official name (as per official documents, e.g. passport) and qualification status of each teacher currently employed to deliver the kindergarten program/s.

Services are responsible for assessing their teacher qualifications and ensuring they meet the National Law. The definition for an early childhood teacher (ECT) is a person with an approved early childhood teaching qualification.

Information to help services and ECTs determine if their qualification meets National Law requirements is available on the [ACECQA website](https://www.acecqa.gov.au/). (https://www.acecqa.gov.au/)

If you are required to upload evidence of the qualifications of each ECT (including qualification certificate, transcript, teacher registration and evidence of the employment start date e.g. payslip or employment contract) the attachments step of this application will be shown.

Please enter your teacher(s) names(s) and qualification status below

	Name *	Qualification status *
Teacher 1	Jane Smith	Fully Qualified

**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



## 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 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.

### Fees

- You must provide the published daily room rate for your program and the number of weeks you intend to deliver your kindergarten program. Services can claim up to a maximum of 40 weeks of QKF subsidies within a calendar year.
- Click **Next** to continue.

Applicant ☒
Service information ☒
Service approvals ☒
Early Childhood Teacher details ☒
**Insurance and program details**
Bank Details
Attachments

### Insurance and Program details

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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.

On the **Attachments** step of this application you will be required to provide certificate of currency for the following:

- Public Liability Insurance
- Workers Compensation Insurance
- Professional Indemnity Insurance

Current public liability insurance details

Insurance start date\* 
Insurance expiry date\*

Your insurance is expiring soon

Value of insurance coverage\*

Program identification and fees

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.

Program 1	Name *	Published daily room rate (\$) *	How many weeks, per year, does the program operate? *
	<input type="text"/>	<input type="text"/>	<input type="text"/>
LDC Start time *	Kindy Start time *	Kindy End time *	LDC End time *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Another

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## 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 required bank account is not listed, click **Create new bank account** and enter the new details.
- 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.

Click **Next** to continue.

**Bank Details**

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**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.

☒ Create new bank account

Account name \*

BSB \*

Account number \*

☐ 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. \*

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**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 status.

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.

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### 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
- Certificate of currency for Public Liability Insurance
- Certificate of currency for Workers Compensation Insurance
- Certificate of currency for Professional Indemnity Insurance

Upload \*

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

Select Document Type \*

Document name \*

+ Add Another

Previous

Submit

You need to upload "Copy of current Service Approval"

You need to upload "Program Structure"

You need to upload "Statement of Fees"

You need to upload "Teacher Commencement Date (signed Employment Contract)"

You need to upload a "Certificate of currency for Public Liability Insurance"

You need to upload a "Certificate of currency for Workers Compensation Insurance"

You need to upload a "Certificate of currency for Professional Indemnity Insurance"

## 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.

The screenshot shows the 'Declaration' step in the EdGrants application process. The left sidebar lists the steps: Applicant, Service information, Service approvals, Early Childhood Teacher details, Insurance and program details, Bank Details, Attachments, and Declaration. The main content area is titled 'Declaration' and contains the following text:

You must select the links below to review and accept the following:

- [Long Day Care Service Agreement - Standard Terms](#)
- [Long Day Care Funding and Service Details](#)
- [Queensland Kindergarten Funding Essentials - Long Day Care](#)

By selecting the check boxes below, you are indicating:

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

Below this, there are several checkboxes for agreement to specific terms, each followed by a red text prompt: 'Please check the box to indicate you accept!'. The checkboxes are:

- ☐ I have read and agree to comply with the Long Day Care Service Agreement - Standard Terms. \*
- ☐ I have read and agree to comply with the Long Day Care Funding and Service Details. \*
- ☐ I have read and agree to comply with the Queensland Kindergarten Funding Essentials - Long Day Care. \*
- ☐ 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. \*
- ☐ Please confirm that insurance policies listed and submitted are effected with an insurer authorised to carry on insurance business by the Australian Prudential Regulation Authority. \*
- ☐ 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. \*

At the bottom of the form, there are two buttons: 'Previous' and 'Submit'.

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

The screenshot shows two confirmation boxes appearing after successful application submission. The left box is titled 'Application submission' and contains the following text:

If you have any questions, please contact us: Email [kindyfunding@qed.qld.gov.au](mailto:kindyfunding@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.

The right box is titled 'Application submission' and contains the following text:

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.

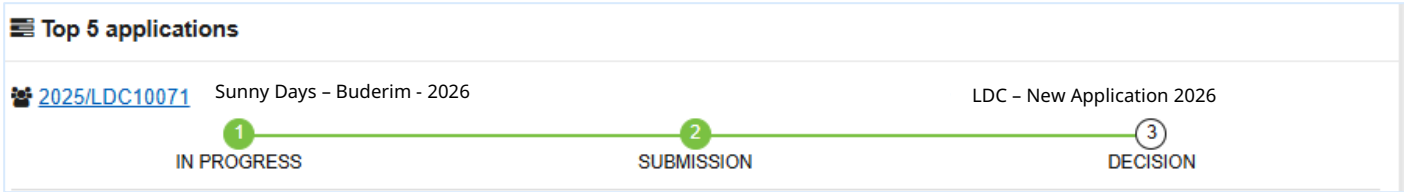
At the bottom of the boxes, there are buttons: 'Next' (on the left) and 'Back' and 'Close' (on the right).

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](mailto:kindyfundings@qed.qld.gov.au) or you can call the Grants Management and Funding Team on 07 3035 2244.

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Application details are on this page.

Application identifier  
2025/LDC10071 Submitted

Application title  
Sunny Days – Buderim - 2026

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

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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

Leave a comment

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...

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