**Maryborough**

**Early Years Place**

FUNDING INFORMATION PAPER

2024



**Acknowledgement of Country**

We pay our respects to Elders past and present who guide us with their knowledge, memories, traditions and culture, and help us to achieve the best educational, wellbeing and life outcomes for Aboriginal and Torres Strait Islander staff, children and students.

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| Snapshot of the Funding | |
| **Purpose of funding** | The purpose of the grant is to operate an Early Years Place serving the learning and development needs of children aged from birth to eight years and their families. |
| **Funding category** | Integrated Service Delivery (ISD) |
| **Location** | Maryborough SA2 and Maryborough Surrounds South SA2 |
| **Funding available** | Early Years Place - Annual funding (pro rata in the first year) of $535,844 (GST exclusive) is available from 1 September 2024 to 31 December 2026  Early Childhood Coordinator - Annual funding $155,000 (GST exclusive) is available from 1 September 2024 to 30 June 2026. |
| **Who can Apply?** | Not for profit, local government entities and/or Community Controlled Organisations |
| **Opening date** | 29 July 2024 |
| **Closing date** | 19 August 2024 |
| **Service Agreement executed** | 30 September 2024 |
| **Expected service delivery commencement date** | October/November 2024 |

# Purpose

The Queensland Government is committed to ensuring that every child in Queensland has the opportunity to develop to their full potential so they have a smooth transition to school and become successful lifelong learners.

Evidence shows that early childhood experiences and high-quality interactions lay the foundation for a person’s long-term, success, health and wellbeing. Child-centred approaches bring together services, families and communities to collectively create a better future for our next generation of Queenslanders.

The Department of Education (the department) is inviting organisations to apply to operate an Early Years Place (under the [Integrated Service Delivery - ISD Funding Category](https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/integrated-service-delivery-category-guidelines.pdf)) to support children (birth-8 years) and their families within the Maryborough community (as defined by the [Maryborough SA2](https://www.qgso.qld.gov.au/issues/10696/qld-sa2-asgs-2021-maryborough-qld.pdf) and [Maryborough Surrounds SA2](https://www.qgso.qld.gov.au/issues/10696/qld-sa2-asgs-2021-maryborough-surrounds-south.pdf) statistical areas) in Queensland.

The Integrated Service Delivery (ISD) Funding Category aims to achieve the following outcomes, including:

* Increased parents’/carers’ awareness of and engagement with their child/children’s learning, wellbeing and development;
  + Increased secure attachment between children and their parent/carer;
  + Increased parental capabilities and confidence in parenting and parenting self-efficacy;
  + Improvement in the rate of children developmentally on track;
  + Increased community connection and families, parents, children accessing the right services at the right time, including kindergarten; and
  + Increased local access to a range of family and early years programs that reflect the current context of Queensland families and are available in a range of formats to support differing needs and requirements.

Putting Queensland Kids First – Early Childhood Coordinator (ECC)

The ECC initiative aims is to improve pathways and connections for families experiencing vulnerability and disadvantage to access early childhood education, health, and development services.

Early childhood coordination will provide practical assistance to support children and families experiencing vulnerability to successfully transition from home to early childhood settings, and on to school. Services will take an active role in identifying children and families, not currently accessing early childhood services and programs, and work with them to establish and maintain engagement and support successful transitions to school. These services and activities provided will aim to promote the child’s development, family and child wellbeing, and a sense of belonging as the child takes part in their community.

Links to other initiatives

The proposed services will link with a range of other Putting Queensland Kids First initiatives being delivered across Queensland including:

* **Introduction of extended hours Kindergarten in Discrete Communities**

Building on the positive impact of Free Kindy, especially for children experiencing vulnerability and disadvantage, we will provide access to a full time Kindergarten program in discrete communities.

* **Family Support Coordinators**

In-school Family Support Coordinators supporting vulnerable children transition to Prep and through to school, establishing good patterns of attendance, behaviour and engagement.

* **Enhanced Child and Family Health Services and developmental checks**

Child and Family Health Services will be expanded to provide children and their families with timely child health and developmental checks and enhanced supports that may include building parenting capacity, brief interventions, and advice to support on-track development.

* **Enhanced Child Development Services**

In priority locations, enhancing Child Development Services to connect families with allied health clinicians to support the diagnosis of complex child development concerns.

* **Improved children’s hearing screening and diagnosis**

Expanded Community Hearing Screening Services to increase access to screening and diagnostic audiology services for children.

* **Expanding Connecting2u to support every Queensland family**

The Connecting2u program provides weekly text messages with prompts and strategies to support healthy development, parental wellbeing, community connection and information about where to access more support, if needed.

The department is inviting eligible organisations to apply for funding to provide comprehensive, locally responsive and connected services that support child and parent/carer wellbeing, enhance positive child learning and development and build parenting capacity within the identified communities.

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| Funding Details |

The department will provide grant funding to an organisation to operate an Early Years Place serving the learning and development needs of children aged from birth to eight years and their families in the Maryborough community. ECC funding will also assist the organisation/s to leverage existing community connections and service relationships to support children and their families to engage with and participate in early childhood learning and development activities, and deliver in priority locations in a satellite or outreach approach, meeting families where they are.

Item 1: Annual Funding – Early Years Place (October 2024 to 31 December 2026)

Funding of **$535,844** (GST exclusive) will be available and may be expended on:

* Staffing and operational costs for the organisation to:
  + establish and operate the new Early Years Place; for example, a Coordinator and early childhood staff;
  + support delivery of programs and activities within the local communities; and
  + develop partnerships and stakeholder engagement activities to ensure responsiveness to early childhood development and learning needs, including referral pathways within the local communities.
* Organisational costs including management fees and business planning costs. Note that this item is to be no more than 10% of the total funding amount being requested.
* Payments will be made in six monthly instalments, paid upon finalisation of the Service Agreement and completion of ongoing reporting requirements.

Item 2: Putting Queensland Kids First – Early Childhood Coordination

Grant funding of $155,000(GST exclusive) will be available and may be expended on:

* Staffing, for example engagement of an ECC either through existing staffing structures, contracting of services or creation of a new position (i.e., either to enhance or expand an existing service connection function);
* Operational or programming costs including for expanding the local footprint of supported playgroups; and
* Organisational costs including management fees and business planning costs. Note that this item is to be no more than 10% of the total funding amount.

Payments will be made in six monthly instalments, paid upon execution of the Service Agreement and completion of ongoing reporting requirements.

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| Service Model |

An application to establish and deliver (including through partnerships with other agencies) an Early Years Place across the communities of Maryborough must address the following key elements:

Staffing

* Appointment of an appropriately qualified and experienced Coordinator or Centre Manager with responsibility for ensuring delivery of a broad range of early childhood learning and development programs and activities. Other qualified staff are to be included but not limited to an Early Childhood Teacher and/or Educators, Community Development/Family Support Worker and administrative support.

Service delivery comprises distinct but connected/integrated elements

*Universal early childhood development and learning*

Funding for integrated service delivery is provided to deliver and/or support services and activities grounded in evidence-based practice, such as:

* early childhood education and care (e.g., kindy and school transition programs, or adjunct care);
* parent/carer and child engagement programs (e.g., supported playgroups, Families as First Teachers, Circle of Security, Parents as Teachers or other programs which respond to local parent/carer needs);
* child and maternal health (e.g., child health screening and checks, immunisation, advice and advocacy, allied health support such as speech therapy);
* delivery of complementary programs and activities including: parent engagement and early childhood development services including referral to specialist services; child focused activities including supported/targeted playgroups.

Early Childhood Coordination will include the following key activities:

* Identifying and reducing barriers (e.g., language/cultural barriers) for children and their families in engaging with and accessing early childhood and child and allied health services;
* Identifying and collaborating with early childhood and health services and other relevant programs in the local community, to support children and their families;
* Working with families to make active referrals to appropriate targeted or specialist services, as they transition to relevant early childhood and/or health services and programs;
* Working seamlessly with government agencies and service providers to ensure smooth pathways and access for families to the services, they need;
* Supporting the transition to and engagement with formal high quality and culturally appropriate early childhood education and care services (such as kindergarten and supported playgroups), as appropriate; and
* Working with local schools and Family Support Coordinators to support positive transitions across early years learning programs and into school.

*Targeted family support*

Family support services can be delivered through a variety of models to assist families to develop strengths through practical support, focusing on communication, relationships, attachment, child development and play interactions including:

* Family support activities focused on supporting better developmental outcomes for their child/children from birth to eight years of age, such as: programs that support parenting skills and confidence; resources for information, practical and or therapeutic support; practical and or therapeutic support for children and parents/carers as individuals;
* Case management;
* Facilitated engagement with early years learning and development programs including kindergarten providers;
* Screening and assessment (appropriate to the family’s individual culture, unique needs and community context); and
* Referrals to existing programs/service networks and linking parents/carers with early childhood education and care, and/or specialist health and wellbeing services.

Mode of service delivery

* No major capital funding will be provided and co-location of activities and programs with organisations delivering compatible or complementary early childhood learning and development programs is encouraged. Set-up or establishment funding of $50,000 will be available to the successful organisation.
* Home visiting/outreach services targeted to specific client groups and with a focus on improving child learning, development and wellbeing will be required.
* Development of partnerships with appropriate organisations and government agencies delivering programs and activities across the Maryborough community to support early learning and development and enhance parenting outcomes for children; for example, the delivery of child and maternal health and/or allied health services within the Early Years Place, as appropriate. The establishment of appropriate partnerships may be required to support the delivery of the proposed mix of services.

Community engagement and capacity building

* Collaboration with local community members (refer to Location on Page 3) including Elders and organisations delivering services to children and families in the target group, to ensure that the design and delivery of services and activities responds to the needs of the Maryborough communities and informs continuous improvement in service delivery.

Engagement with local place-based planning initiatives to support children and their families to access kindergarten and successful transitions in the early years.

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| Eligibility Requirements |

Organisations are eligible to apply if they meet the following eligibility requirements:

1. Hold appropriate insurance (or provide plans to obtain insurance) including a minimum of $10 million in Public Liability Insurance and a minimum of $5 million Professional Indemnity Insurance and Workers’ Compensation Insurance.
2. Are either a not-for-profit organisation or a local government entity.

Organisations may develop an individual proposal or partner with a consortium to submit a proposal. Where a partnership or consortium arrangement is developed, a single funding application must be submitted by the ‘lead’ or ‘primary’ organisation, and reflect the partnership arrangement with other organisations.

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| Selection Criteria |

The department will convene an Assessment Panel to consider applications, submitted through QGrants, based on responses to the following selection criteria. Brief supporting evidence may be attached to the application, as additional information.

Where assessment does not produce a conclusive outcome, organisations may be required to present their application and responses to selection criteria at a meeting (using TEAMS or in person) with the Assessment Panel.

| **Selection criteria** | **Indicators and supporting evidence** |
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| Service model is appropriate and meets the needs of the community | * Expected learning, development and wellbeing outcomes for children and their families are clearly outlined. * Demonstrated understanding of the needs of the target group/s and Maryborough (and Maryborough surrounds south) (SA2) communities and how the proposed service model will address these needs. * Clear and concise description of the proposed service model and the elements to be delivered to enhance multidisciplinary child focused and family inclusive activities, including but not limited to:   + design and operationalisation of the EYP model operating across the Maryborough (and Maryborough surrounds south) SA2 communities;   + use of evidence-based practice and programs;   + strategies and actions to promote service integration across the Maryborough (and Maryborough surrounds south) SA2 communities   + anticipated staffing number and qualifications/skills and structure for service delivery;   + community engagement strategies to support planning and delivery of the activities;   + partnerships which may be required to deliver or support the delivery of the proposed Early Years Place model;   + outreach and home visiting approaches; and * Demonstrated understanding of and/or experience in service coordination and early years service delivery, including the links between family and parenting support services, health, early childhood education and care and the transition to school. |
| Service delivery experience | * Demonstrated ability to tailor service delivery to the unique needs of children aged up to eight years living in the Maryborough (and Maryborough surrounds south) communities. * Demonstrated experience in collaboration for cross-disciplinary practice. * Demonstrated capacity to partner with non-government and/or government agencies (e.g., child and allied health). * Experience in/or understanding of early childhood learning and development practice, with a focus on supporting families living in vulnerable circumstances. * Current service provision in the local area, neighbouring areas or similar geographic locations. * Demonstrated cultural capability in delivering early childhood programs and services to Aboriginal and/or Torres Strait Islander families and families from culturally and linguistically diverse backgrounds. |
| Organisational capacity and experience | * Evidence of capacity to manage finances and administer funds to an auditable standard (including audited financial statements for the past three years). If a consortium approach is adopted this requirement applicable to all members of that consortium. * Clearly identified governance arrangements, including key roles, management structures, financial management and recruitment strategies to deliver the required service elements. * Detailed annual and establishment budgets for the Early Years Place. * Details of experience in performance reporting and measurement processes, evaluation systems and quality assurance processes provided. * Provide risk management policies, approaches and strategies of the organisation. |
| Referral pathways and processes including collaboration and ability to create partnerships | * Established referral processes or ability to establish referral processes to targeted or intensive support services, clearly identified. * Examples of existing partnerships and/or established links with other service providers within the region. * Capacity to develop/contribute to local networks of service providers to support an effective and efficient early childhood service system. |
| Reflective practice, outcomes and review | * Demonstrated experience in engaging in reflective practice methods including cross-disciplinary practice. * Organisational strategy for ongoing program review and commitment to continuous improvement. |

The Periodic Financial Report template may provide additional information regarding appropriate line items for the proposed budget and can be found at <https://earlychildhood.qld.gov.au/grants-and-funding/grants-management/early-years-services-grants-management/how-to-use-qgrants>.

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| Funding Process |

Assessment of applications will be undertaken by an Assessment Panel who will consider responses to the selection criteria in Section 6. If organisations have previously been funded by the department to deliver early years services, compliance with performance and financial reporting requirements will also be considered.

The following assessment process will be used to determine the successful organisation to operate the integrated Early Years Place in the Maryborough (and Maryborough surrounds south) SA2 communities*.*

During the assessment process, organisations may be asked to provide further information to clarify information provided in the Application. These requests will be made in writing to the organisation’s nominated contact officer and written responses will be required within the timeframe specified in the request.

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| Conditions of funding |

Funding is provided under the *Community Services Act 2007*.

To receive funding, the successful applicants will be required to enter into a Service Agreement with the department and will be legally responsible for complying with the requirements and conditions of the service agreement.

Service Agreement – Standard Terms and Conditions are available at: <https://www.forgov.qld.gov.au/__data/assets/pdf_file/0028/452782/updatedserviceagreementstandardterms.pdf>.

The successful organisation will also be required to report on performance measures using the department’s outcomes framework, which will support clear reporting about the outcomes for families with children aged birth to eight years. Performance and Financial Reporting will align with standard reporting to the department for Early Years Places (Integrated Service Delivery Funding Category) with an additional requirement to submit a Progress Report on **28 February 2025**.

Further information including supporting guidelines, templates and forms, is available at:

<https://earlychildhood.qld.gov.au/grants-and-funding/early-years-services-funding/category-resources>.

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| Lodging Applications – QGrants |

To apply for funding, please complete the Application Form for *Maryborough Early Years Place*. which is available on the department’s website at: <https://earlychildhood.qld.gov.au/grants-and-funding>

When applying, choose Integrated Service Delivery from the list of grant programs.

All completed Application Forms, including any attached supporting documentation, must be lodged by **5.00pm, 19 August 2024** via the department’s grants management system, QGrants <https://qgrants.osr.qld.gov.au/portal/>.

For more information on QGrants, including a step-by-step process for how to register and lodge a grant application, please refer to: <https://earlychildhood.qld.gov.au/grants-and-funding/grants-management>

If your organisation is having problems accessing or using QGrants please call the department on 07 303 44882 for assistance.

# Information and Assistance

A funding information session will be held via TEAMS on:

**10.30am**

**6 August 2024**

This session will provide an overview of the funding criteria and process your organisation will need to undertake to lodge an application. Please call the department on 073328 6677 to register your attendance.

For further information regarding the establishment of the Early Years Place - Maryborough, please send your initial email request to [eccegrantsadministration@qed.qld.gov.au](mailto:eccegrantsadministration@qed.qld.gov.au) and an officer from the department will contact you within one working day.

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| Glossary of Terms |

| Term | Explanation | Comments, examples and references |
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| Aboriginal and Torres Strait Islander | A person who identifies (or their parents/carers identify) as being of Aboriginal and/or Torres Strait Islander descent. |  |
| Aboriginal and Torres Strait Islander community-controlled services | Clause 44 of the National Agreement on Closing the Gap sets the definition of an ACCO:  “Aboriginal and Torres Strait Islander community control is an act of self-determination. Under this Agreement, an Aboriginal and/or Torres Strait Islander Community-Controlled Organisation delivers services, including land and resource management that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:   1. incorporated under relevant legislation and not-for-profit 2. controlled and operated by Aboriginal and/or Torres Strait Islander people 3. connected to the community, or communities, in which they deliver the services 4. governed by a majority Aboriginal and/or Torres Strait Islander governing body.”   [(Closing the Gap, Pg. 8)](https://www.closingthegap.gov.au/sites/default/files/2022-09/ctg-national-agreement_apr-21-comm-infra-targets-updated-24-august-2022_0.pdf) | Australian Government - Office of the Registrar of Indigenous Corporations (ORIC) - <https://www.oric.gov.au/>  National Aboriginal Community Controlled Health Organisation (NACCHO) – *represent 145 Aboriginal Community Controlled Health Organisations (ACCHOs)*  <https://www.naccho.org.au/> |
| Brokerage | Brokerage refers to the purchase of a good or service that will support children and families to meet the goals which have been identified in joint assessment and planning with service staff. |  |
| Community | A group of individuals who live in the same geographic area, or the area in which they live; and/or  A group of people with a common background or with shared interests/values. | For example: Geographic area - Acacia Ridge or Barcaldine.  For example: Group of people with a common background – Culturally and Linguistically Diverse (CALD) Community. |
| Culturally and Linguistically Diverse (CALD) | Cultural and Linguistic Diversity (CALD) refers to those individuals who identify as having a specific cultural or linguistic affiliation by virtue of their place of birth, ancestry, ethnic origin, religion, preferred language, language(s) spoken at home, or because of their parents’ identification on a similar basis. | This term encompasses other commonly used terms such as non-English speaking background.  If a client has identified as being Aboriginal and Torres Strait Islander, they should not be included in the Culturally and Linguistically Diverse target group. |
| Department | Department of Education, Queensland State Government. |  |
| Discrete community | “A discrete community is a geographic location, bounded by physical or legal boundaries, which is inhabited or intended to be inhabited predominantly (i.e., greater than 50% of usual residents) by Aboriginal or Torres Strait Islander peoples, with housing or infrastructure (power, water, sewerage) that is managed on a community basis. Discrete communities have populations of (but not limited to) 50 or more Aboriginal and Torres Strait Islander people.” ([Australian Bureau of Statistics 2016 Census Dictionary](https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/2901.0Chapter29552016#:~:text=A%20discrete%20community%20is%20a%20geographic%20location%2C%20bounded,sewerage%29%20that%20is%20managed%20on%20a%20community%20basis.)) | Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts - [Map of Queensland discrete communities](https://www.dsdsatsip.qld.gov.au/resources/dsdsatsip/about/contact/qld-regional-map.pdf) |
| Early Childhood Coordination (ECC) | The ECC role will support vulnerable children and families to connect and engage with early childhood services, programs and their community. |  |
| Early childhood development | Early childhood is defined as the period from prenatal development to eight years of age. Early child development (ECD), including health, physical, social/emotional and language /cognitive domains strongly influence basic learning, school success, economic participation, social citizenry and health. |  |
| Early years service (EYS) funding | Grant funding provided under the five funding categories to delivery activities to achieve results/ outcomes. | Funding categories are Child Focused Activities and Groups (CFAG), Early Childhood Education and Care (ECEC), Family Support (FS) Integrated Service Delivery (ISD), Sector Support (SS).  <https://earlychildhood.qld.gov.au/grants-and-funding/early-years-services-funding/category-resources> |
| Early years service (EYS) providers | Organisations funded by the department to deliver a service to support children and their families. | Refer to funding category. |
| Family Support Coordinators in Primary Schools | A new role for a Primary school-based family support coordinator that will work with the Early Childhood Coordinator to ensure continuity for children as they transition to formal school. |  |
| Grant | Funding provided to a third-party recipient as a contribution to the cost of delivering an activity which is intended to:   * + assist the recipient to achieve its goals;   + promote one or more of the department’s policy objectives   A service agreement will contain terms and conditions about the use of the funds and expected outcomes. | Refer to service agreement. |
| Organisational Costs | Defined in the *Queensland Government Financial Accountability Form - Periodic Financial Return* as auspicing Fees, Business Planning Costs, Management Fees, Meeting Expenses and Volunteer Costs. | <https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/financial-accountability-form-periodic-financial-return.pdf> |
| Outcome | The desired condition of wellbeing for families, children and communities that ECCs and playgroup providers aim to achieve. | For example: children are benefiting from participating in activities.  For example: parents/carers have greater access to other services they need. |
| Performance measure | A measure of how well a provider, government agency or service system is working. The most important performance measure identifies whether clients are better off because of the service or program that they used or participated in. | There are 3 types of measures:   * how much did we do? * how well did we do it? * is anyone better off?   (Friedman 2005, pp 67-81) |
| Putting Queensland Kids First | A plan that aims to strengthen protective factors around children, young people and families through targeted investment in prevention and early interventions. The plan aims to improve the following outcomes   1. Access to health wellbeing and development 2. Access to education, training and employment 3. Secure and affordable housing 4. Safety and connection in family and community 5. A reframed relationship and empowered First Nations Peoples. | <https://www.qld.gov.au/about/putting-qld-kids-first> |
| SA2 | **Statistical Areas Level 2** (SA2s) are medium-sized general-purpose areas built up from whole Statistical Areas Level 1 (SA1s). Their purpose is to represent a community that interacts together socially and economically.  Local Government Areas (LGAs) are considered in the design of SA2s and often adopted if it satisfies certain criteria. | Sourced from ABS- <https://www.abs.gov.au/statistics/standards/australian-statistical-geography-standard-asgs-edition-3/jul2021-jun2026/main-structure-and-greater-capital-city-statistical-areas/statistical-area-level-2> |
| SA3 | **Statistical Areas Level 3** (SA3s) are geographic areas built from whole Statistical Areas Level 2 (SA2s). They are designed for the output of regional data, including 2021 Census of Population and Housing data. SA3s create a standard framework for the analysis of ABS data at the regional level through clustering groups of SA2s that have similar regional characteristics. | Sourced from ABS- <https://www.abs.gov.au/statistics/standards/australian-statistical-geography-standard-asgs-edition-3/jul2021-jun2026/main-structure-and-greater-capital-city-statistical-areas/statistical-area-level-3> |
| Service agreement | A legally enforceable agreement between the department and a supplier with enforceable obligations and milestones. The Department uses the Queensland Government’s standard terms and conditions. | <https://www.forgov.qld.gov.au/__data/assets/pdf_file/0028/452782/updatedserviceagreementstandardterms.pdf> |
| Service Provider | Refer to Early Years’ Service (EYS) providers. |  |
| Supported playgroups | Supported playgroups use a trained facilitator to engage families, lead the playgroup programs and link families to supports they may need in their community. | <https://earlychildhood.qld.gov.au/sector-news-and-resources/teaching-and-learning-resources/supported-playgroups> |
| Target cohort/group | A [person](http://dictionary.cambridge.org/dictionary/english/person) or a [particular](http://dictionary.cambridge.org/dictionary/english/particular) [group](http://dictionary.cambridge.org/dictionary/english/group) of [people](http://dictionary.cambridge.org/dictionary/english/people) that funding is [directed](http://dictionary.cambridge.org/dictionary/english/direct) at, or that something is [intended](http://dictionary.cambridge.org/dictionary/english/intended) for. | Target group/s will be identified within the service agreement.  For example: Aboriginal and Torres Strait Islander families, children with disability |
| Targeted services | Services that are available or offered to specific population groups or individuals within a specific geographic area. |  |