Queensland Kindergarten Funding Scheme

Guide for QGrants Kindergarten Program Provider Applications Long Day Care

Queensland Government

Contents

Guide to QGrants applications – Long day care services

QGrants is a whole-of-government grants management system that operates as one portal for you to apply for Early Childhood and Education Improvement (ECEI) 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 the Queensland Kindergarten Funding Scheme (QKFS).

It is strongly recommended that you review the **'Before you start'** section, as there are a number of documents that need to be uploaded during the QGrants application process.

If you require assistance you can contact the department by email at **QKFS.LDC@qed.qld.gov.au** or you can call the Grants Support Team on 07 3035 2244.

Before you start the application

You are required to upload the program delivery time table, teacher employment details, and evidence to identify and validate the structure of the organisation's legal entity. You must have this documentation ready before you begin the QGrants application.

Kindergarten Program Delivery Timetable

Download a program delivery template from the Long Day Care webpage at: https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/QKFS/how-to-apply/long-day-care. Find the file link at the bottom of 'Step 2'.

Using this template, outline the operating or the proposed operating times and days of delivery for each kindergarten group. You will need to upload this document into QGrants as part of the application.

Note: It is an eligiblity requirement that the kindergarten program is delivered for a minimum of 15 hours per week for 40 weeks of the year.

Fee Structure

You must provide a copy of your services fee structure that demonstrates the cost is no a barrier to access. If your service does not have an existing fee structure document you may wish to download the Funded Kindergarten Program Statement of Fees template for Kindergarten Services from the ECCE website.

Teacher Evidence

The teacher delivering the kindergarten must have an approved early childhood teaching qualification under the National Law.

Services are responsible for assessing their teacher/s' qualifications and ensuring these qualifications meet the requirements of the National Law.

Information to help services and ECTs determine if their qualification meets National Law requirements is available on the ACECQA website at: http://www.acecqa.gov.au/Early-childhood-teaching-qualifications

For more information on teaching qualifications visit the ACECQA website: http://www.acecqa.gov.au/educators-and-providers1/qualifications

As part of the application you must provide evidence of the early childhood teacher qualifications, the teacher's start date (e.g. payslip for the period at or before the start of the program, or an employment contract stating the ECT's commencement date and signed by the ECT).

Evidence of Legal Entity

If the organisation is not funded by the department you must supply evidence of the organisation's legal entity structure. If the legal entity is funded, the department will use the evidence you have already provided.
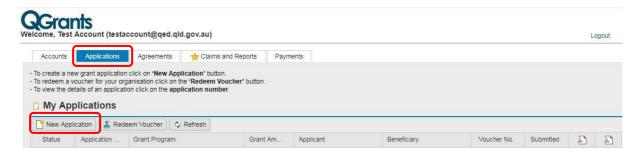
Type of Legal Entity	Evidence Required
Trust	• If the Trustee is a company, you must provide the most recent Australian Company Number (ACN) renewal notice from the Australian Securities & Investments Commission (ASIC). This notice must include the listing of current directors and secretary of the company. • An extract from the trust deed document that provides evidence of the individuals involved in the trust. • A copy of partnership agreement/s (if applicable).
Incorporated association Other Incorporated Association Other Unincorporated Entity (including community based cooperative associations)	• Evidence of the election of the current office bearers for the association, e.g. Minutes from the Annual General Meeting or the Organisation's Constitution.
Australian Private Company Australian Public Company Local Government	• The most recent Australian Company Number (ACN) renewal notice from the Australian Securities & Investments Commission (ASIC). This notice must include the listing of current directors and secretary of the company. • Note: ASIC renewal notices are not required for entities registered with the Australian Charities and Not-for-Profits Commission. You can check that the organisation's details are current at http://www.acnc.gov.au/.
Sole Trader	• Not required
Partnership	• Partnership Agreement

Accessing QGrants and getting started

Step 1: Log into QGrants using the login email and password:
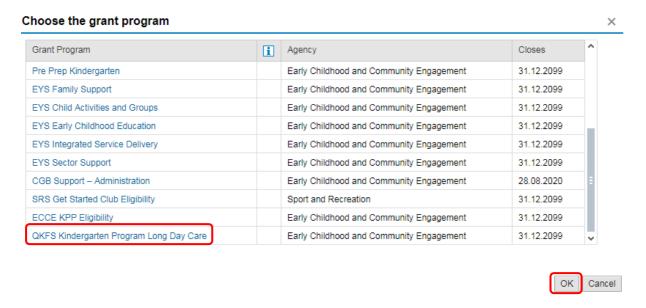
https://qgrants.osr.qld.gov.au/portal.

Step 2: At the welcome screen select the **Applications** tab and click on **New Application.**

Step 3: Click on the **QKFS Kindergarten Program Long Day Care** grant program from the pop up box. Click on **OK** to continue. **Note:** You will need to scroll down to be able to click on the correct grant program.

Lodging an application

There are 9 steps in the application process to be completed for the application to be assessed.
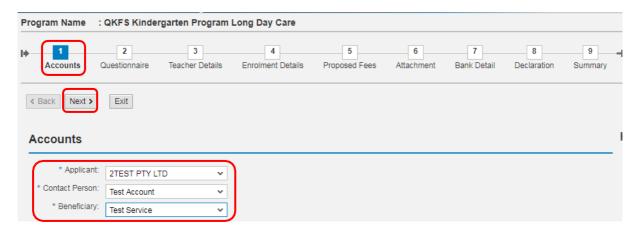
Accounts

To start the application click on the organisation (Legal Entity) name that is responsible for the long day care service from the **Applicant** drop down menu.

Select a Contact Person for the application from the drop down menu.

Select the name of the Long Day Care service from the **Beneficiary** drop down menu.

If the Applicant, Contact Person or Beneficiary fields do not provide the information required to complete an application you will need to exit the application and confirm the desired information exists in the Account tab and that a relationship exists between accounts.
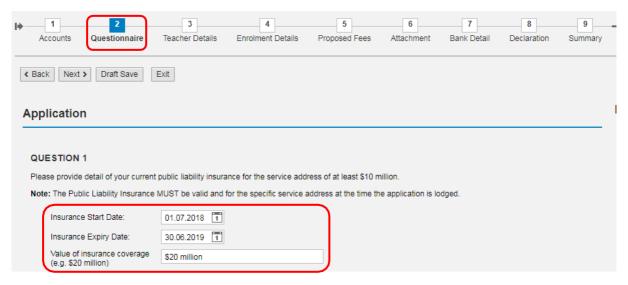
Click **Next** to continue.

Note: If you receive the below error message you must email QKFS.LDC@qed.qld.gov.au or call 07 3035 2244 with the applicant account ID in order to have the account verified. You will not be able to proceed with the application until the account has been verified.

Questionnaire

You must complete all questions in the Questionnaire.

Question 1: Provide the start and expiration dates for the organisation's current public liability insurance. Insurance coverage must be at least $10 million. This insurance **MUST** be valid and for the specific service address at the time of application.

Question 2: Indicate whether this service delivery site has changed ownership in the last 6 months. If **Yes**, you must provide the previous organisation's/Legal Entity's name.

Question 3: It is an eligibility requirement that the service holds either a service approval under the Education and Care Services National Law (Queensland) or Centre Based Child Care Service under the *Education and Care Services Act 2013*. You must provide information regarding the service and provider approvals.

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

QUESTION 3

Please provide the following information regarding the Service Approval for this service.

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 2013* (or other applicable child care legislation);

Service Approval under the Education and Care Services National Law	
Service Approval Number	SE-10054321
Name of Approved Service	Test Service
Provider Approval Number	PR-10012345
Provider Name	2Test Pty Ltd
Date Service Approval was Granted	01.03.2018

Does the Provider Name match the Applicant Name on Application?

Yes

Enter reason if not:

[https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/QKFS/how-to-apply/long-day-care](https://early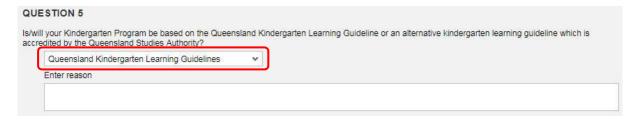childhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/QKFS/how-to-apply/long-day-care). Use this template to outline the operating or proposed operating times and days of delivery for each kindergarten group the organisation is delivering/proposing to deliver.

Note: It is an eligiblity requirement that the kindergarten program is delivered for a minimum of 15 hours per week for 40 weeks of the year.

Under Question 4 you must indicate that you have completed the program delivery template ready for upload in Step 6.

QUESTION 4

Do you have a record of the operating or proposed operating days and times of the Kindergarten program delivery?

Note: It is an eligibility requirement that the kindergarten program is delivered for a minimum of 15 hours per week for 40 weeks of the year. Please refer to the help text for the link to download a Kindergarten Program delivery template (If required)

Yes, please attach evidence in step 6

Question 5: Using the drop down box you must nominate the accredited education curriculum that the kindergarten program is using/will use.

QUESTION 5

Is/will your Kindergarten Program be based on the Queensland Kindergarten Learning Guideline or an alternative kindergarten learning guideline which is accredited by the Queensland Studies Authority?

Queensland Kindergarten Learning Guidelines

Enter reason

Question 6: You must provide the the CCS **Approval ID.** This ID can be found on the Australian Government's Department of Education certificate of approval enabling your service to receive CCS payments on behalf of eligible families.

Information regarding CCS is located at: https://www.education.gov.au/becoming-child-care-subsidy-approved-child-care-service

QUESTION 6

Please provide the Child Care Subsidy (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.

The Department will confirm this information with the Australian Government. Information regarding CCS is located at: https://www.education.gov.au/becoming-child-care-subsidy-approved-child-care-service

Approval ID:

QUESTION 7

On what date will/did the kindergarten program commence at this service site?

Known

Enter date: 01.06.2018

Question 7: 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.

Question 8: Indicate if the organisation's legal entity is currently funded by ECCE. If the legal entity is not currently funded you must upload evidence of its legal entity in Step 6. Click **Next** to continue.
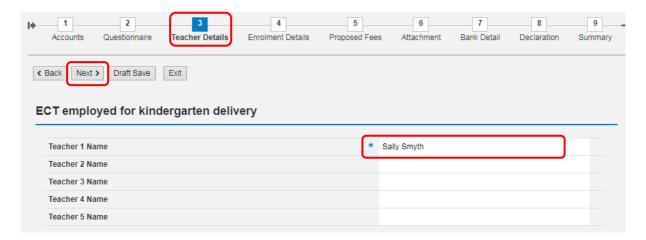
QUESTION 8

Is your legal entity currently funded by Early Childhood and Community Engagement? **If not, please attach evidence of your legal entity structure?**

Please refer to the help text for the link for guidance on evidence to be attached.

No, please attach evidence in step 6

‹ Back   Next ›   Draft Save   Exit

Teachers Details

List the name of each teacher currently employed to deliver the kindergarten program .

The teacher delivering the kindergarten must have an approved early childhood teaching qualification under the National Law. Services are responsible for assessing their teacher/s' qualifications and ensuring these qualifications meet the requirements of the National Law. For more information refer to the **Before you start** section.

You must upload evidence of each teacher's start date e.g. payslip for the period at or before the start of the program, or an employment contract stating the ECT's commencement date and signed by the ECT) under Step 6.
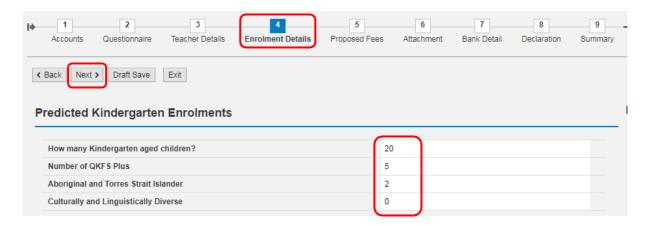
Click **Next** to continue.

Enrolment Details

On the **Enrolment Details** screen you must provide predicted enrolments for all children participating in the approved kindergarten program in the current year. The information provided at this step will inform data collection processes. Funding entitlements will be calculated and paid based on the actual enrolment details you provide in a claim period.

Enrolment Type	Description
How many kindergarten-aged children?	Provide predicted enrolment numbers of children who are at least 4 years old by 30 June in the year they participate in the kindergarten program.

Number of QKFS Plus	Provide predicted numbers of children enrolled in the kindergarten program who meet one of the below eligibility requirements:
	
	1. The family (including foster families), or the child, can present one of the following:
	  • a current Australian Government Health Care Card (HCC);
	  • a current Australian Government Pensioner Concession Card (automatic HCC entitlements);
	  • Department of Veterans' Affairs Gold Card or White Card; or
	  • Formal communication, such as a letter, from the relevant agency stating the intent to issue a HCC;
	
	2. The family has 3 or more children, of the same age, enrolled in the same year (multiple birth).

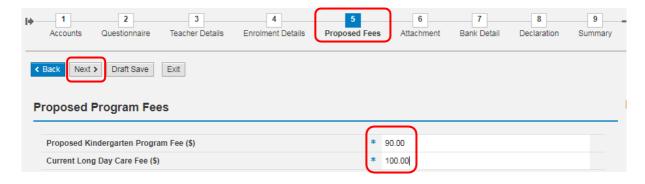| Enrolment Type	Description
Aboriginal or Torres Strait Islander	Number of children who identify as being Aboriginal or Torres Strait Islander and the family chooses to identify them as such on their enrolment form.
Culturally and Linguistically Diverse	Number of children in the current year who identify as from culturally and linguistically diverse backgrounds including Australian South Sea Islanders.

Click **Next** to continue.

Proposed Fees

On the **Proposed Fees** screen services must demonstrate that the fee structure for their kindergarten program is not a barrier to access. The fee for attending a kindergarten program at a long day care service should not be more than the daily long day care rate for 3 to 5 year old children at the same service.

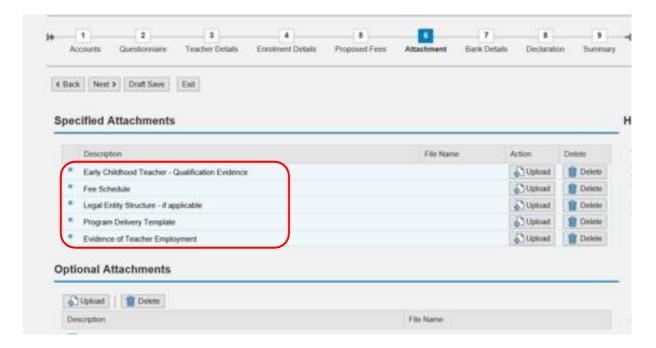Click **Next** to continue.

Attachment

You must provide the below **Specified Attachments** by selecting the upload button:

- Kindergarten program delivery template;
- Fee Structure
- Evidence of early childhood teacher qualifications
- Evidence of each teacher's start date (e.g. payslip or employment contract);
- Legal Entity structure (only if your organisation is not currently funded by the department).

For more information refer to the **Before you start** section.

If you wish to attach additional documents such as copy of insurance coverage, please upload these documents under '**Optional Attachments**'.

Click **Next** to continue.
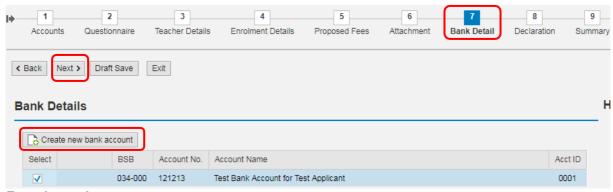

Bank Detail (optional):

The **Bank Details** screen 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. This information can be updated if required.

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.

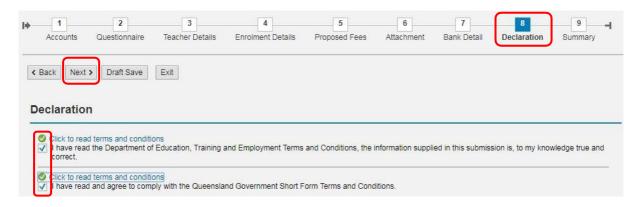Click **Next** to continue.

Declaration

On the **Declaration** screen you must review the Department of Education Terms and Conditions and the Queensland Government Short Form Terms and Conditions by clicking on the links provided. These Terms and Conditions will open in separate windows.

By clicking on the checkboxes you are indicating:

- You have read both terms and conditions and you agree to comply with these terms and conditions.

- 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 QGrants claims process.
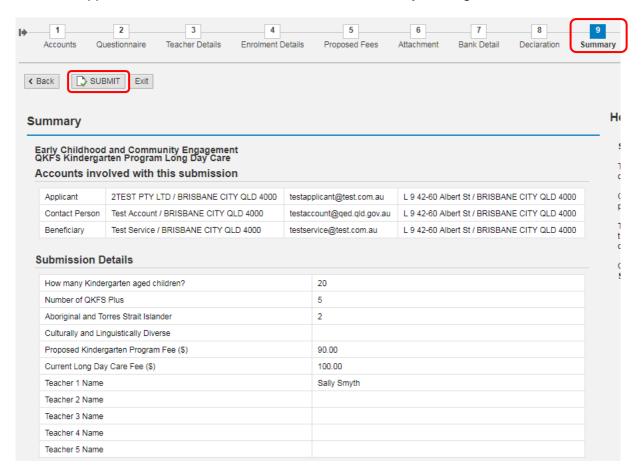
Click **Next** to continue.

Summary

This screen summarises all details as submitted in the application. Check the application details are correct before proceeding.

To review or clarify any information entered during this application process, prior to submitting it, click on the **Back** navigation button.
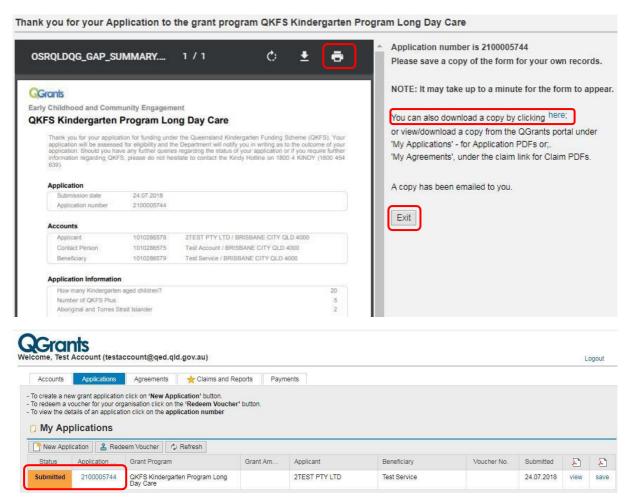
Once the application has been finalised it can be submitted by clicking on the **Submit** button.

You will then navigate to the summary report. You can print a hard copy of the summary report by clicking on the **print** icon or you can download a copy by clicking on the link.

Note: you will also receive an email containing a copy of the application summary.

Click on **exit** to return to the QGrants home page.

Once the summary report is generated the application will be received by the department for assessment. Following this assessment process, you will be notified of the outcome of the application.

For queries about the status of the application or for information about the QKFS, contact the Grants Support Team on 07 3035 2244.