

Building Early Learning Places Program - Application Form

Form Preview

Building Early Learning Places Program

Important information

The Building Early Learning Places Program (the program) aims to increase the accessibility and affordability of quality Early Childhood Education and Care (ECEC) by supporting eligible not-for-profit operators to create additional licensed ECEC places for 0 to 6 years old children in community preschool or long day care settings.

This is a targeted program and only applicants that plan to deliver ECEC places for priority groups as identified in the [Program Guidelines](#) are eligible to apply for the program.

The program will prioritise capital works projects that are shovel ready and applicants must demonstrate that they can commence the build within 12 months of receiving a successful outcome letter.

Application opens: Monday 11 November 2024

Application closes: Sunday 9 March 2025

If you have any questions, please contact us at capital.works@det.nsw.edu.au or by phone on 1800 619 113.

Preparing for your grant application

We strongly encourage you to make use of the support resources available to you to prepare a high-quality application. These include:

- [Building Early Learning Places Program Guidelines](#)
- [Building Early Learning Places Program Application Guide](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Project Development and Planning Support Procedure](#)
- [Application resources](#)

Please refer to the [Project Development and Planning Support Procedure](#) to determine whether you are eligible for individual support from industry professionals to prepare your application and information on how to opt-in for this service. To fully reap the benefits of this support, we encourage you to review the eligibility and sign up as soon as possible. Late applications will not be accepted.

Aboriginal Community Controlled Organisations may also be able to access additional support provided by a sector strengthening partner.

Applicant Details

* indicates a required field

Name of Organisation applying for this grant: *

Organisation Name

Building Early Learning Places Program - Application Form

Form Preview

Name of primary contact: *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position or title of primary contact: ***Email address of primary contact: ***

Must be an email address.

Mobile phone number: *

Must be a number.

Alternate phone number: *

Must be a number.

Registered address of the organisation applying for the grant: *

Address

<input type="text"/>
<input type="text"/>

ABN: *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Building Early Learning Places Program - Application Form

Form Preview

Not-for-profit type: *

- ☐ Incorporated not-for-profit organisation or association
- ☐ Australian local Government agency operating on a cost recovery basis

Proof of not-for-profit status: *

- ☐ Currently registered on the Australian Charities and Not-for-profits Commission (ACNC) charity register
- ☐ State incorporated association
- ☐ Local Government

Corporation Number: *

Must be a number.

Corporation Numbers can be searched on [Fair Trading](#).

Attach other proof of not-for-profit status: *

Attach a file:

For example, constitutional documents and/or articles of association that demonstrate the not-for-profit character of the organisation.

Please confirm that the organisation applying for this grant holds a valid Provider Approval to operate an education and care service in NSW? *

- ☐ Yes, I am an Approved Provider

You are not eligible to apply if you are not an existing approved provider.

Please confirm that you currently operate an approved ECEC centre-based service: *

- ☐ Yes, I currently operate an existing approved ECEC centre-based service.

You are not eligible to apply if you do not already operate a centre-based ECEC service. If you are proposing a new build, this would be a second or additional ECEC service you intend to open.

Provider ID: *

Enter the current approved provider ID in the following format: PR-00000000.

Capital works site

What is the address of where the capital works will take place? *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

For applicants in priority group one (undersupplied areas), please check to see if your capital works address is in one of the identified undersupplied areas as per the program guidelines.

Building Early Learning Places Program - Application Form

Form Preview

Priority Groups

This program supports communities with the greatest immediate need as outlined in the Program Guidelines. Which priority group is your application targeting? *

- ☐ I am delivering eligible ECEC places in an undersupplied area
- ☐ I am an Aboriginal Community Controlled Organisation delivering eligible and culturally supportive ECEC places anywhere in NSW

Please refer to [Building Early Learning Places Program Guidelines](#) to determine which priority group you are eligible for.

Are you currently registered with the Office of the Registrar of Indigenous Corporations (ORIC)? *

- ☐ Yes
- ☐ No

Please provide your Indigenous Corporation Number (ICN): *

Must be a number.

Please provide evidence your organisation is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (the CATSI Act) or is an Aboriginal land Council in NSW: *

Attach a file:

Suitable evidence includes the Organisations certificate of Incorporation or is an Aboriginal land Council in NSW. Please refer to the [Building Early Learning Places Application Guide](#) for further information.

Please provide evidence your organisation is controlled and operated by the Aboriginal and/or Torres Strait Islander people: *

Attach a file:

Suitable evidence includes sighted Organisation's constitution, Articles or Memorandum of the Aboriginal board of governance that confirms majority Aboriginal membership. Please refer to the [Building Early Learning Places Application Guide](#) for further information.

Please provide evidence your organisation is connected to the community, or communities, in which they deliver the services: *

Attach a file:

Suitable evidence includes the organisation's business plans and annual service plans reflecting program requirements, project plans, correspondence or equivalent document showing mechanism in place to capture community needs. Please refer to the [Building Early Learning Places Application Guide](#).

Please provide evidence your organisation is governed by a majority Aboriginal and/or Torres Strait Islander governing body: *

Attach a file:

Building Early Learning Places Program - Application Form

Form Preview

Suitable evidence includes sighted Organisation's constitution, Articles or Memorandum of the Aboriginal board of governance that confirms over 50% control. Please refer to the [Building Early Learning Places Application Guide](#) for further information.

Please select the SA2 area in which the capital works is taking place: *

What will be the "Nature of Care" of the additional 0 to 6 year old places you intend to deliver under this targeted program? *

- ☐ Community Preschool
- ☐ Long Day Care

For priority group one (undersupplied areas), please read the [Building Early Learning Places Program Guidelines](#) carefully to confirm the service type you intend to deliver is eligible for your SA2 area. Some undersupplied SA2 areas accept applications for Long Day Care only, and some others for both Community Preschool and Long Day Care. For priority group two (Aboriginal and Torres Strait Islander Children), consideration should be given to the specific needs of the local community when determining the service type you intend to deliver. Some areas may have limited access to culturally safe childcare places for preschool aged children and others may have identified, with community consultation, the need to provide culturally safe long day care places.

Is your capital works taking place on: *

- ☐ an existing site your service is currently operating from in NSW
- ☐ a new site for a new service
- ☐ relocation of an existing service to a new site

Please confirm you hold a valid service approval to operate at the capital works site address.

Service ID Number: *

Enter the current approved Service ID in the following format: SE-00000000.

Name of Service *

Please ensure the service name matches the name indicated on NQAITS.

If you are successful with this funding application, will you be closing an existing service? *

- ☐ Yes
- ☐ No

Closing Service ID Number: *

Closing Service Name: *

Building Early Learning Places Program - Application Form

Form Preview

Service ID Number: *

Enter the current approved Service ID in the following format: SE-00000000. If your service is new, please enter SE-0000.

Tentative name of new service: *

Please provide the expected name for the service or write 'to be determined' if unknown.

To be eligible for funding, the Applicant must operate or intend to operate an education and care service in NSW as an Approved Provider with a Valid Service Approval. *

☐ I confirm I understand that service approval will need to be obtained for the new service upon project completion

If you are successful with this funding application, will you be closing an existing service? *

- ☐ Yes
☐ No

Closing Service ID Number: *

Closing Service Name: *

Please confirm that you are creating additional licensed places at the new site: *

☐ I confirm that I am creating additional licensed places at the new site

Note that transfer of existing licensed places does not count as new or additional licensed places. See [Building Early Learning Places Program Application Guide](#) for further details.

Service ID Number *

Enter the current approved Service ID in the following format: SE-00000000

Service Name: *

If you are successful with this funding application, will you be closing any existing service other than the one you're relocating from? *

- ☐ No, all new and/or existing services will remain in operation
☐ Yes, I am closing an existing service after the project is complete

Building Early Learning Places Program - Application Form

Form Preview

Closing Service ID Number: *

Enter the current approved Service ID in the following format: SE-00000000.

Closing Service Name: *

Did you opt-in for the Project Development and Planning Support offered by the qualified supplier? *

- ☐ Yes
☐ No

Please attach your report provided by the qualified supplier: *

Attach a file:

Due Dilligence Check

* indicates a required field

The department may review past performance of the applicant (and any associated ECEC service) to assess whether it is likely to have an impact on successful delivery of the project or program outcomes.

Past Performance

Have you ever been awarded any other Start Strong Capital Grants from NSW Department of Education? *

- ☐ Yes
☐ No

The Fund Board reserves the ability to consider information about the applicant that it learns during its usual activities and use that information when evaluating eligible applications.

Which year were you awarded a capital works grant? *

- ☐ 2013 \$5 million Capital Works program
☐ 2016 \$8 million Capital Works program
☐ 2017 \$10 million Start Strong Capital Works program
☐ 2018 \$5 million Start Strong Capital Works program
☐ 2018 \$6 million Start Strong Capital Works program
☐ 2019 \$8.3 million Start Strong Capital Works program
☐ 2020 \$10 million Start Strong Capital Works program
☐ 2021 Start Strong Capital Works program
☐ 2022-23 Start Strong Capital Works program

Building Early Learning Places Program - Application Form

Form Preview

Please explain why you are requesting new grant funding: *

The Building Early Learning Places Program does not fund ECEC places already funded by previous Capital Works program (i.e. the ECEC places committed cannot be funded twice).

The department will undertake a due diligence check as part of the assessment process for the program. This may include details about an applicant's past performance, financial viability and reporting on ACNC, and regulatory performance and compliance history related to their provider approval and any associated service approval/s (both current and historical). *

☐ I consent to the department undertaking these due diligence checks as part of the application process.

☐ I consent to the department contacting the Regulatory Authority to obtain relevant information on the approved provider and/or associated services approval as required.

At least 2 choices must be selected.

Funding Conditions

* indicates a required field

Select the statements below to confirm understanding of conditions and obligations for applicants under the Building Early Learning Places Program who receive a grant: *

☐ I agree to the requirements outlined in the Building Building Early Learning Places Program guidelines and understand failure to do so may result in funding being withheld or an offer of funding withdrawn.

☐ I understand the requirement to enter into a Funding Agreement with the Fund Board and understand the Funding Agreement must be signed by an authorised officer of the applicant and returned to the department no later than 4 weeks after receipt.

☐ I understand the Fund Board will not fund projects that are commenced before the Funding Agreement has been executed and will not fund completed projects.

☐ I understand the requirement to follow the Funding Acknowledgement Guidelines for NSW Government infrastructure grants, including liaising with the Sector Growth team on events such as openings, and erecting signage for projects.

☐ I understand that I must commence construction of the capital works project within 12 months of receiving a successful outcome letter.

☐ I understand the requirement to submit progress reports and any supporting evidence for approval by the department upon completion of agreed milestones and completion of the project.

☐ I understand that no additional Fund Board funding will be allocated to the proposed project, including where there are cost overruns, and if additional costs arise, they will be met by the applicant.

☐ I understand that this grant cannot be used to fund the purchase of land, premises, or service delivery costs.

☐ I understand the service is required to operate, or (where an application for necessary approvals is pending) intend to operate, a centre-based service with a valid service approval as a long day care or community preschool, as stated on the endorsed application.

☐ I understand the service is required to offer the additional ECEC places for at least ten years from when the project is completed. The places funded by the program must

Building Early Learning Places Program - Application Form

Form Preview

be available to the community under the nature of care endorsed in the application (i.e. community preschool or long day care) for a minimum ten-year period.

☐ I understand that the capital works project must comply with the requirements of applicable land state laws and local government regulations. The applicant is responsible for ensuring compliance with regulations.

☐ I understand all projects are expected to adhere to relevant building guidelines and regulations. The applicant is responsible for ensuring compliance with regulations.

☐ I understand I am required to contribute a minimum of non- Board contribution according to my provider size, unless exempted, and I understand I must spend all non-Board contribution(s) prior to claiming grant payments.

☐ I confirm I have not already received full financial support from other sources for the capital works project.

At least 14 choices must be selected.

For further information about the Fund, please refer to the [departments website](#).

Stage 1: Non-Priced Assessment (Project Readiness)

* indicates a required field

Project Readiness

The program will prioritise applications that are shovel ready and can demonstrate that they can commence construction within 12 months of receiving a successful outcome letter and complete the project within 24 months of receiving a successful outcome letter.

Please refer to the [Building Early Learning Places Program Guidelines](#) for an estimated outcome notification timeframe.

Access to Land

Do you have access to land for 10-year following the completion of the works? *

- ☐ Yes, I own the land
- ☐ Yes, I have a current 10-year licence or lease
- ☐ Other suitable land or lease arrangements that would meet the ten-year requirement

Please note that the service will need to operate and provide places for 10 years following project completion.

Please provide evidence to demonstrate the land arrangement *

Attach a file:

Evidence could include the Certificate of Title if you own the land, or a current minimum ten-year lease or equivalent.

Please explain your alternative land arrangement or leasing arrangement that would meet the ten year requirement: *

Building Early Learning Places Program - Application Form

Form Preview

Please provide evidence to demonstrate your suitable land arrangement: *

Attach a file:

Evidence could include a lease for a shorter term and letter of support from your landlord indicating the likelihood of your lease or arrangement being extended, or evidence that that you are a long-standing tenant.

Do you have support from all stakeholders (i.e. preschool committee, landlord and any other parties including Local Council, Aboriginal Land Council, private lessors) to proceed with the capital works on the site? *

☐ Yes

☐ No

Please discuss your plans and compliance obligations related to this grant with your committee, landlord and any other parties prior to submitting an application for funding under the [Building Early Learning Places Program](#).

Please explain any outstanding support required from stakeholders, and/or any concerns raised by any of the stakeholders: *

Please attach evidence if any:

Attach a file:

Evidence may include email correspondence or minutes from discussions/meetings with landlord and other relevant stakeholders.

Please attach evidence of support from relevant stakeholders: *

Attach a file:

Evidence may include preliminary minutes from discussions with your preschool committee or council, letters of support from your landlord. Refer to the [Building Early Learning Places Program Application Guide](#) for further details.

Development Approval and Regulatory Compliance

Please provide the split of licensed places for the service subject to the capital works:

For applicants licensed as a community preschool, please write 0 for places under 0- to 2-year-olds as this will not be applicable to you.

Refer to the [Building Early Learning Places Program Application Guide](#) for guidance on how to calculate your increase in ECEC places.

For Priority group one (undersupplied areas), please refer to the [Program Guidelines](#) to identify the need across age groups for each undersupplied area. Undersupplied areas with need for places for 0-2 year-old children only are expected to propose projects for Long Day Care settings, with a strong proportion of places for this age group.

Building Early Learning Places Program - Application Form

Form Preview

For priority group two (Aboriginal and Torres Strait Islander Children), consideration should be made to the specific needs of the local community when determining the service type you intend to deliver. Some areas may have limited access to culturally safe childcare places for preschool aged children and others may have identified, with community consultation, the need to provide culturally safe long day care places.

	Current licensed places	New licensed places to be created	Total expected licensed places at project completion
	This is your licensed or per day places on NQAITs, not your enrolments.	This is the additional number of licensed or per day places you will create as a result of the capital works project.	
Places for 0 - 2 year olds (For Long Day Care settings only)			
Places for 3 - 6 year olds (preschool aged)			
TOTAL:			

Please explain how you have considered the need for culturally safe ECEC places across all age groups and how you decided on the number of children to be split between 0 to 2 year old group and the 3 to 6 year old group: *

Applicants should consider if the area has limited access to culturally safe places for 0 to 2 and/or 3 to 6 year old children. Refer to the [Building Early Learning Places Program Guidelines](#) for guidance.

Please provide evidence to support your answer:

Attach a file:

Evidence may include waitlists and/or requests from parents in the community for culturally safe places in the community. Refer to the [Building Early Learning Places Program Application Guide](#) for further details.

Please explain how you decided on the number of children to be split between the 0 to 2 year old group, and the 3 to 6 year old group: *

As a minimum you should be referring to the needs of each age group in the undersupplied areas. Refer to the [Building Early Learning Places Program Guidelines](#) for guidance.

Please provide evidence to support your answer:

Attach a file:

Evidence may include include waitlists or requests from parents in the community for places for a certain age-group. Refer to the [Building Early Learning Places Program Application Guide](#) for further details.

Building Early Learning Places Program - Application Form

Form Preview

Please confirm that you have taken into consideration all relevant regulations and requirements to obtain a service approval for the intended increase in ECEC places per day when the capital works are finished: *

☐ I confirm

Please confirm you are aware that your current premises and the proposed capital works will need to meet current building codes and local government and/or other NSW regulations *

☐ I confirm

This includes consideration of the latest regulations and whether any grandfathering arrangements in place for your service would be impacted if you undertake capital works. Please discuss this with your Council and/or Regulatory Authority. Refer to the [Building Early Learning Places Program Application Guide](#) for more details.

Please explain how you determined the amount of licensed places the proposed capital works project will create in relation to unencumbered space. In your response, please articulate how you would meet the space requirements as outlined on regulations 107 and 108 and any other relevant regulations: *

Please attach calculations prepared by a professional building practitioner to substantiate your answer: *

Attach a file:

Please attach professional plans for the proposed work prepared by licensed building practitioner to substantiate your answer *

Attach a file:

Please note you must attach plans and calculations reflecting the final scope of works and showing your unencumbered space prepared by a licensed building practitioner. Refer to [Building Early Learning Places Program Application Guide](#) on how to check if they are a licensed building practitioner against the relevant bodies.

'I confirm the professional plans and unencumbered calculations have been prepared by a licensed building practitioner as defined in the National Regulations (Section 4). Further details on what site plans should include can be found under Section 25(1)b and in the NSW Regulatory Authority's Service Approvals Policy': *

☐ I confirm that the professional plans and calculations are prepared by a licensed building practitioner

See [Building Early Learning Places Program Application Guide](#) for further details.

Do you have a Development Application (DA) approval for your capital works project? *

☐ Yes

☐ No

Building Early Learning Places Program - Application Form

Form Preview

Please attach your DA Approval and other related documents below: *

Attach a file:

Evidence includes DA Approval, Construction Certificate, building reports including Section J report and waste management report, and/or any email correspondence with Council to confirm DA Approval. Refer to the [Building Early Learning Places Program Application Guide](#) for more information.

Please explain the progress you have made towards your DA submission and when you will intend to submit a Development Application (DA). *

Explain whether you have had a pre-DA meetings with council, have a site survey signed by a Registered Surveyor, childcare planning guidelines checklist completed or started any other planning processes. Please note you will be required to commence capital works within 12 months of receiving a successful outcome letter.

Please upload any supporting documents to demonstrate your progress towards a DA submission: *

Attach a file:

Evidence may include minutes from a pre-DA meeting with local council, management committee report, site survey signed by a Registered Surveyor in NSW and/or Childcare Planning Guideline checklist. Refer to the [Building Early Learning Places Program Application Guide](#) for more information.

Project Plan and Timeline

Please choose a category that best describes your project: *

- ☐ Renovation
- ☐ New Builds
- ☐ Extension Works

Please provide a description of the project in its final design and final scope of works: *

Please provide a detailed project plan and timeline for the delivery of your capital works project: *

Please provide any relevant attachments to substantiate your answer: *

Attach a file:

Relevant attachments may include a project plan or gantt chart showing the key milestones for project delivery and an anticipated completion date.

Project Start Date: *

Building Early Learning Places Program - Application Form

Form Preview

Must be a date.

Please refer to the department website for an estimate date of when you will receive an outcome letter. Please note that you will be required to commence the capital works project within 12 months of receiving an outcome letter.

Project End Date: *

Must be a date.

Capital works project must be completed within 24 months of receiving an outcome letter.

I understand that the proposed capital works project must commence project works within 12 months and be completed within 24 months of receiving a successful outcome letter. *

☐ I understand

Please provide a risk assessment for your project detailing any identified risks, their likelihood, impact and mitigation strategies: Please refer to the [Building Early Learning Places Program Application Guide](#) and [Risk Management Fact sheet](#) for assistance in identifying and assessing common risks associated with capital works projects within the early childhood education and care sector.

Risk	Likelihood	Impact	Mitigation Strategy
Describe the risk identified with regards to your capital works project.	Indicate the likelihood of that risk occurring: rare, unlikely, moderate, likely, certain.	Indicate the impact this risk would have in your project: low, moderate, high, extreme.	Outline the mitigation strategies you will implement to lessen the likelihood of effects of this risk.
Example: Council request changes to plans increasing cost of project	Moderate	High	Contingency funding has been factored into budget

Please provide any other attachments in this regard if required (optional):

Attach a file:

Relevant attachments may include a risk management plan.

Stage 1: Non-priced assessment (Financial Readiness)

* indicates a required field

Financial Readiness

Building Early Learning Places Program - Application Form

Form Preview

Please note that a number of elements are considered when assessing financial readiness for a capital works project, including a detailed budget table, provision of one Quantity Surveyor estimate, two builders quotes and minimum non-Board contribution.

The department will use the financial information provided in your application to calculate the project's cost per place to assess against the priced criteria in stage 2 of the competitive assessment process.

Please refer to the [Building Early Learning Places Program Application Guide](#) for further details.

Project Expenditure

Use the table below to input all your project expenses for the final scope of works, and which source of project income it will use:

Please note:

- All figures must be stated excluding GST. However, GST will be paid to successful applicants that are GST registered, on top of the grant award.
- Total project income should match total project expenditure to demonstrate you have sourced enough funding to cover all project costs.
- Expenditure should account for all expenses that are **eligible** under this program that are associated with the capital works project in its final design. The expenditure table should not include any ineligible items that may be part of the capital works project. However, you will be required to demonstrate you can fund these ineligible items (i.e. therapy rooms, purchase of land) to confirm the financial viability of the project.
- Please refer to the [Building Early Learning Places Program Guidelines](#) to identify which elements can and cannot be funded by this grant, and to the [Building Early Learning Places Program Application Guide](#) for examples.
- You can edit the table to reflect expenses that are relevant to your project.

Project expenditure	Amount (ex GST)	Estimated or Quoted	Source(s) of income
	Must be a dollar amount.	Confirm whether the amount is estimated or part of a quote or quantity surveyor estimate.	E.g. Building Early Learning Places Program grant or non-Board contribution
Site Readiness and management			
Site clearing and waste			
Main capital build costs			
Plumbing			
Electrical			
Fit out			
Landscaping and roadworks			
Other capital works/build cost			
Project management fees			
Admin expenses			

Building Early Learning Places Program - Application Form

Form Preview

Professional fees (engineer, architect etc.)			
Other professional fees			
Builders contingency			
Providers contingency			
Other			

Total expenditure on eligible items (ex GST) *

This number/amount is calculated.

Do you have any ineligible items that make up part of your capital works project?

*

- ☐ Yes
☐ No

Ineligible items include cost to purchase land, therapy rooms, community services rooms. Please refer to the [Building Early Learning Places Program Guidelines](#) for details on what can and cannot be funded under this program.

Please identify the ineligible items associated with your capital works project in the table below:

Please note that these ineligible items associated with the capital works project should be quoted in the builders quote and/or Quantity Surveyor estimate.

Expenditure	\$

Total expenditure on ineligible items (ex GST) *

This number/amount is calculated.

Please attach proof of availability of fund(s) to cover the cost of the ineligible items: *

Attach a file:

Please note that this should be funding in addition to the nominated non-Board contribution that will cover a portion of the eligible costs of your capital works project. In some cases, applicants may use the same source of funding to cover the ineligible items and the nominated non-Board contribution (e.g. a portion of the bank loan may be allocated to the non-Board Contribution and the remainder of it to fund the ineligible items). Refer to the [Building Early Learning Places Program Application Guide](#) for further information.

Building Early Learning Places Program - Application Form

Form Preview

Please provide at least one estimate from a licensed Quantity surveyor and two quotes from a licensed building practitioner that is valid at this time and obtained within the past 4 months based on the final project scope: *

Attach a file:

*

Attach a file:

Attach a file:

Upload the QS estimate and 2 quotes from a licensed building practitioner. Refer to the [Building Early Learning Places Program Application Guide](#) for further information.

Project Income

Please confirm the breakdown of the income sources that will cover the total cost of eligible items that make up your capital works project. As a minimum, this should include the grant amount requested and the non-Board contribution(s), unless you have applied for an exemption.

Please note that the non-Board contributions nominated in the table below should be allocated to funding eligible elements of the project only. You were previously asked to nominate funding sources for any ineligible items (if applicable), so these should not be included on this income table.

The total project income for eligible items should match the total expenditure on eligible items.

Funding Income	Amount (ex GST)	Comments
Please remove any items that are not relevant to your projects.	If income source is not relevant to you, please input \$0. Must be a dollar amount.	Please include any comments regarding the funding source
Grant amount requested from Building Early Learning Places Program		
Non-Board contribution: Provider contribution		
Non-Board contribution: Other state or federal grants		
Non-Board contribution: In-kind services		
Non-Board contributions: Donations		
Non-Board contributions: Loans		
Non-Board contributions: Others		

Total project income on eligible items (ex GST) *

Building Early Learning Places Program - Application Form

Form Preview

This number/amount is calculated.

Total project income is the available funding for eligible items, including the grant, provider contribution and other sources of funding.

Non-Board contribution

Applicants are expected to contribute a minimum amount of non-Board funding depending on the size of the Approved Provider. Please refer to the [Building Early Learning Places Program Application Guide](#) for further details.

Can you confirm that you have met the minimum non-Board contribution as per program requirement? *

- ☐ Yes
☐ No, I want to apply for an exemption

Please refer to the [Building Early Learning Places Program Application Guide](#) for further details.

What makes up your non-Board contribution: (Tick all that applies) *

- | | |
|--|--|
| <input type="checkbox"/> Provider contribution | <input type="checkbox"/> Donations |
| <input type="checkbox"/> Loan | <input type="checkbox"/> Other grant funding |
| <input type="checkbox"/> In-Kind services | <input type="checkbox"/> Other: <input type="text"/> |

What is your total non-Board contribution (ex GST)? *

Must be a dollar amount.

Please attach proof of the availability of funds for the nominated provider contribution: *

Attach a file:

Evidence can include a bank statement, balance sheet showing available funds, a letter from the preschool's CFO confirming allocation of funds, among others.

Please attach proof of the availability of funds for your loan, including loan approval or other evidence in this regard: *

Attach a file:

Evidence of the confirmed loan could include a letter of offer or formal correspondence in this regard from your lending entity, confirming the amount ex GST and availability of funds. If your loan has not yet been confirmed, applicants are still encouraged to include any correspondence from the lending entity expressing support or providing a status update. Please refer to the [Building Early Learning Places Program Application Guide](#) for further information.

Please attach proof of In-Kind Services: *

Attach a file:

Building Early Learning Places Program - Application Form

Form Preview

For in-kind services, formal correspondence should confirm the offer of services detailing the scope of the offer and a quote with specific amount the in-kind services are worth.

Please attach proof of confirmation of other grant funding: *

Attach a file:

Evidence may include a grant outcome letter confirming the approved grant amount, or other documentation that confirms the amount requested and expected timeline for approval.

Please attach proof of confirmation of donations: *

Attach a file:

Evidence may include confirmation letter confirming the donation and the specific amount donated, bank statement showing donation funds

Please attach proof of the availability of other sources of funding: *

Attach a file:

Please explain why you cannot meet the minimum non-Board contribution: *

Exemptions may be considered primarily for services that are located in remote NSW, are an Aboriginal Community-Controlled Organisation (ACCO), or are recovering from a natural disaster. Please refer to the [Building Early Learning Places Program Application Guide](#) for further details.

Please attach evidence to support your justification: *

Attach a file:

Evidence may include bank statement, balance sheets, photos and reports to indicate service has been impacted by a natural disaster, letters from builders to explain premium costs due to service being in a remote area, Please refer to the [Building Early Learning Places Program Application Guide](#) for further details.

Please confirm the non-Board contribution you can make (i.e. lower than expected minimum contribution that would apply to your capital works project): *

Must be a dollar amount.

Please attach proof of availability of the nominated non-Board contribution: *

Attach a file:

Building Early Learning Places Program - Application Form

Form Preview

Please refer to the [Building Early Learning Places Program Application Guide](#) for guidance on evidence required for different non-Board contributions.

If successful in obtaining a grant award, Applicants must spend all non-Board contributions on eligible capital works project expenses before claiming the first milestone payment as per the Funding Agreement: *

☐ I understand that I will need to spend all non-Board contributions before accessing the first milestone payment under the Building Early Learning Places Program

I understand I need a suitable qualified project manager to deliver the proposed capital works project: *

☐ Yes, I have already engaged a suitably qualified project manager

☐ Yes, I will engage a suitably qualified project manager if I am successful for the grant
Please refer to [Building Early Learning Places Program Application Guide](#) for project management requirements.

Please attach CV of the project manager: *

Attach a file:

Stage 1: Non-priced assessment (Socio-economic Value)

* indicates a required field

Applicants must demonstrate how they will increase ECEC places for all children, attract enrolments from children with additional needs, low-income families, Aboriginal and Torres Strait Islander children and support the participation of parents and carers in the workforce.

Please refer to the [Building Early Learning Places Program Application Guide](#) for further details on this assessment criterion.

Increase in ECEC places for all children between 0 to 6 year old

Please explain how the proposed capital works will provide and/or improve an accessible and inclusive educational setting for all children: *

Applicants should consider how the proposed space has features that increase accessibility for all children and adults. Refer to the [Building Early Learning Places Program Application Guide](#) and Access and Inclusion Fact Sheet at the [application resources section](#) of the department's website for further details.

Please attach evidence to substantiate your answer:

Attach a file:

Building Early Learning Places Program - Application Form

Form Preview

Evidence may include community consultation with inclusion support agencies or other related groups, detailed explanation with reference to design plans indicating consideration given to free movement in all parts of the service etc. Refer to the [Building Early Learning Places Program Application Guide](#) and Access and Inclusion Fact Sheet at the [application resources section](#) of the department's website for further details.

Please explain how the proposed capital works will create and nurture a culturally safe and responsive educational setting for Aboriginal and Torres Strait Islander children, their families and ECE staff: *

Refer to the [Building Early Learning Places Program Application Guide](#) and Cultural Safety Fact Sheet at the [application resources section](#) of the department's website for further details.

Attach evidence to substantiate your answer:

Attach a file:

Evidence may include community consultation with local Aboriginal Community Elders or groups during design process of the capital works project etc. Refer to the [Building Early Learning Places Program Application Guide](#) and Cultural Safety Fact Sheet at the [application resources section](#) of the department's website for further details.

Plan to attract enrolments

Please explain how you intend to attract enrolments from all children, including children with additional needs, from low-income families and/or Aboriginal and Torres Strait Islander children: *

Applicants should consider the needs of their local community and develop strategies and initiatives that will drive positive outcomes for the community. Refer to the [Building Early Learning Places Program Application Guide](#) for further information.

Please attach evidence to substantiate your answer *

Attach a file:

Evidence may include consultation with organisations to attract enrolments specific to needs of the local community, community communications plan, Reconciliation Action Plan and/or Inclusion Plan and how you intend to apply this in practice for new enrolments etc. Refer to the [Building Early Learning Places Program Application Guide](#) for further information.

Have you commenced strategic workforce planning to ensure you will have the appropriate number of staff required to offer the proposed additional ECEC places? *

- ☐ Yes – I have already commenced strategic workforce planning to ensure the recruitment of staff required for the proposed additional ECEC places.
- ☐ No – I have not commenced strategic workforce planning to recruit the staff needed to offer the additional ECEC places.

Please attach evidence of the workforce planning completed to date: *

Building Early Learning Places Program - Application Form

Form Preview

Attach a file:

*

☐ If successful with the grant application, I understand that I will be required to develop a strategic workforce plan within a year of approval of the grant and provide this to the department as part of my milestone payment claims.

Refer to the [Building Early Learning Places Program Application Guide](#) for further information.

Workforce Participation

Please explain how your proposed capital works will support the increase of workforce participation for parents and/or carers in your local community: *

Applicants should consider the unique needs of families and caregivers in the local community to support their participation in the workforce. Examples may include offering extended operating hours, flexible arrangements, multiple service types to give parents more choice etc. Refer to the [Building Early Learning Places Program Application Guide](#) for further information.

Please attach evidence to substantiate your answer:

Attach a file:

Evidence may include existing waitlist indicating family demand for ECEC services in the area, existing service approvals indicating multiple service types being offered to the local community etc. Refer to the [Building Early Learning Places Program Application Guide](#) for further information.

Applicant Declaration

* indicates a required field

An officer authorised to submit this application on behalf of the applicant must read and sign the declaration below.

Please note that providing false or misleading information may result in the withdrawal of funding.

I, the undersigned, declare that:

- the Applicant will be the Approved Provider of the service which is the subject of this application,
- the information in this application, including all documents attached to or forming part of this application, is to the best of my knowledge true and correct, and
- where I am giving this undertaking and making this declaration as the applicant's delegate, I am duly authorised by the applicant to do so.
- I understand that submitting this application does not guarantee grant funding and that in order to be eligible for this grant works must not commence until I receive the outcome of this application.

Building Early Learning Places Program - Application Form

Form Preview

- I understand that if I am successful, funds will not be released to me until I have entered into a Funding Agreement with the the Childcare and Economic Opportunity Fund Board and I understand I have to spend all non-Board funds prior to claiming grant funding.
- I understand that I should not enter into any contracts with third parties before receiving an outcome on this application and executing the Funding Agreement with the Childcare and Economic Opportunity Fund Board. If I do so, I understand it is at my own risk.

Name of authorised officer: *

Please ensure that the authorised officer is listed on the [Australian Charities and Not-for-profit Commission](#).

Position of authorised officer *

Email address of authorised officer *

Must be an email address.

Phone number of authorised officer: *

Must be an Australian phone number.

Date this declaration was acknowledged by the authorised officer: *

Must be a date.