

COVID-19 Free Preschool Funding Program - Confirmation process for Approved Providers eligible for JobKeeper Payment Scheme

Program overview

This program will provide time-limited payments to community and mobile preschools to support staff retention and provide free preschool to local families.

Funding will be provided as a top up payment to replace a proportion of fee income that is being lost as a result of decreasing enrolments due to the COVID-19 pandemic.

Start Strong funding and mobile preschool contract funding provided by the NSW Government and support provided under the Australian Government's JobKeeper program will be taken into account before any additional funding support is provided.

Service eligibility will be determined and payments made based on responses provided in this confirmation form.

For eligible services, where your confirmation is received prior to 3 June 2020, you will receive a payment from June 2020. Where you complete the confirmation form after this date payment will be progressed in subsequent payment rounds.

Please refer to the [program guidelines](#) for additional information.

For support with this program and the opt-in enrolment process, please contact the Department's Early Childhood Education Directorate on 1300 755 426 or ecec.funding@det.nsw.edu.au.

Instructions for confirmation process

* indicates a required field

Only Start Strong funded community preschools and mobile preschools on contracts are eligible to receive funding under this program.

This confirmation form is for Approved Providers who are **eligible and have completed the JobKeeper enrolment process** for the JobKeeper Payment Scheme this financial year (up to 30 June 2020).

You are still required to complete this confirmation form if you have previously submitted the opt-in form through SmartyGrants for this program.

The confirmation form is to be completed and submitted by an authorised representative on behalf of the Approved Provider. The following confirmation form is to be completed by the Approved Provider only once. The Approved Provider is not required to complete a separate form for each of their service/s.

If you have a mobile preschool service you will need to provide information for the Service Approval of the parent service, not for each venue.

Before you begin, you may preview this form via the menu on the left-hand side.

Once you begin the form, you may save your progress and come back to it at any time.

COVID-19 Free Preschool Funding - Providers eligible for JobKeeper Form Preview

Your form number for this confirmation process will be emailed to you. Please retain this form number for future information requests from the Department.

I understand the confirmation process and am authorised to submit this confirmation form on behalf of the Approved Provider *

I agree

Tick this box to confirm the statement

Eligible community and mobile preschool Approved Providers are required to complete the opt-in process in the first instance.

Please click [here](#) to complete the opt-in form. A copy of your opt-in form submission number will be emailed to you. Please retain a copy of this form number in order to progress through the confirmation form.

You may save this form and come back to it once you have completed the opt-in form.

Please enter your opt-in form ID (numbers only) *

Must be a whole number (no decimal place).

Your form ID will be in the format: COVID19-XXXXX-Opt-in

Approved Provider Details

* indicates a required field

Primary Contact Details

Name *

Title First Name Last Name

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

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Must contain 10 digits e.g. 0291231234 or 0412345678

Approved Provider Name *

Organisation Name

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Please provide exact name as per NQA ITS

ABN. Please enter the Provider level ABN (not the Service level 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.

Approved Provider ID (PR-12345678) - Numbers only. Please do not enter the Service Approval ID (SE-XXXXXXXX) *

Must be a whole number (no decimal place).

Please enter an 8 digit number as per NQAITS. Please do not enter any letters (PR).

JobKeeper

* indicates a required field

JobKeeper Information

This question relates to the Approved Provider's eligibility for the JobKeeper Payment Scheme.

The following pages will request information relating to the JobKeeper Payment Scheme for each eligible service based on the fortnight/s selected.

Please select all fortnights that the Approved Provider is eligible for the JobKeeper Payment Scheme (April-June 2020 period) *

- JobKeeper fortnight one (30 March - 12 April)
- JobKeeper fortnight two (13 April - 26 April)
- JobKeeper fortnight three (27 April - 10 May)
- JobKeeper fortnight four (11 May - 24 May)
- JobKeeper fortnight five (25 May - 7 June)
- JobKeeper fortnight six (8 June - 21 June)

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Select all relevant fortnights

JobKeeper documentation

For audit purposes, you are required to retain documentation relating to your organisation's eligibility for the JobKeeper Payment Scheme, including eligible staff at each service/s receiving payment under this program.

This includes but is not limited to the following documentation:

- the number of staff enrolled in the JobKeeper Payment Scheme; and
- the names of staff enrolled in the JobKeeper Payment Scheme; and
- the period for which staff were enrolled in the JobKeeper Payment Scheme; and
- the amounts you have received under the JobKeeper Payment Scheme.

I confirm I will retain and be able to provide documentation required upon request *

I agree

Tick the box to confirm the statement

Service Detail -1

* indicates a required field

Service Details

Please provide the information requested below for each service eligible to receive funding under the COVID-19 Free Preschool Funding Program. A list of eligible service/s was provided in correspondence from the Department on 24 April 2020.

If you require assistance, please contact the Department's Early Childhood Education Directorate on 1300 755 426 or ecec.funding@det.nsw.edu.au.

For mobile preschools, please only enter data for the Service Approval of your parent service, not the mobile venues.

Service Name *

Service ID (SE-12345678) - Numbers only *

Must be a whole number (no decimal place).

Please enter an 8 digit number as per NQAITs. Please do not enter any letters (SE)

The below question asks for the number of staff for which you will receive payments for the service under the JobKeeper payment scheme. If staff work across multiple services, only include them in the calculations for the service at which they are **primarily** employed.

JobKeeper fortnight one (30 March - 12 April)

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For JobKeeper fortnight one, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight one this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight one (30 March - 12 April) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight one amount is not correct *

For JobKeeper fortnight one (30 March - 12 April), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight two (13 April - 26 April)

For JobKeeper fortnight two, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight two this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight two (13 April - 26 April) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight two amount is not correct *

For JobKeeper fortnight two (13 April - 26 April), please specify the amount this service will receive under the JobKeeper payment scheme *

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\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight three (27 April - 10 May)

For JobKeeper fortnight three, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight three this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight three (27 April - 10 May) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight three amount is not correct *

For JobKeeper fortnight three (27 April - 10 May), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight four (11 May - 24 May)

For JobKeeper fortnight four, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight four this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight four (11 May - 24 May) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight four amount is not correct *

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For JobKeeper fortnight four (11 May - 24 May), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight five (25 May - 7 June)

For JobKeeper fortnight five, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight five this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight five (25 May - 7 June) correct?

- Yes
- No

If no, please specify why the JobKeeper fortnight five amount is not correct *

For JobKeeper fortnight five (25 May - 7 June), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight six (8 June - 21 June)

For JobKeeper fortnight six, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight six this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight six (8 June - 21 June) correct? *

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- Yes
- No

If no, please specify why the JobKeeper fortnight six amount is not correct *

For JobKeeper fortnight six (8 June - 21 June), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

Would you like to add another service? *

- Yes
- No

Service Detail -2

* indicates a required field

Service Details

Please provide the information requested below for each service eligible to receive funding under the COVID-19 Free Preschool Funding Program. A list of eligible service/s was provided in correspondence from the Department on 24 April 2020.

If you require assistance, please contact the Department's Early Childhood Education Directorate on 1300 755 426 or ecec.funding@det.nsw.edu.au.

For mobile preschools, please only enter data for the Service Approval of your parent service, not the mobile venues.

Service Name *

Service ID (SE-12345678) - Numbers only *

Must be a whole number (no decimal place).

Please enter an 8 digit number as per NQAITS. Please do not enter any letters (SE)

The below question asks for the number of staff for which you will receive payments for the service under the JobKeeper payment scheme. If staff work across multiple services, only include them in the calculations for the service at which they are **primarily** employed.

JobKeeper fortnight one (30 March - 12 April)

For JobKeeper fortnight one, how many staff in this service will receive funding under the JobKeeper payment scheme? *

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Must be a whole number (no decimal place).

For fortnight one this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight one (30 March - 12 April) correct? *

- Yes
- No

If no, please specify why the JobKeeper fortnight one amount is not correct *

For JobKeeper fortnight one (30 March - 12 April), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight two (13 April - 26 April)

For JobKeeper fortnight two, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight two this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight two (13 April - 26 April) correct? *

- Yes
- No

If no, please specify why the JobKeeper fortnight two amount is not correct *

For JobKeeper fortnight two (13 April - 26 April), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight three (27 April - 10 May)

For JobKeeper fortnight three, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight three this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight three (27 April - 10 May) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight three amount is not correct *

For JobKeeper fortnight three (27 April - 10 May), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight four (11 May - 24 May)

For JobKeeper fortnight four, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight four this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight four (11 May - 24 May) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight four amount is not correct *

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For JobKeeper fortnight four (11 May - 24 May), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight five (25 May - 7 June)

For JobKeeper fortnight five, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight five this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight five (25 May - 7 June) correct? *

- Yes
- No

If no, please specify why the JobKeeper fortnight five amount is not correct *

For JobKeeper fortnight five (25 May - 7 June), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight six (8 June - 21 June)

For JobKeeper fortnight six, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight six this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight six (8 June - 21 June) correct? *

- Yes
- No

If no, please specify why the JobKeeper fortnight six amount is not correct *

For JobKeeper fortnight six (8 June - 21 June), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

Would you like to add another service? *

- Yes
 No

Service Detail -3

* indicates a required field

Service Details

Please provide the information requested below for each service eligible to receive funding under the COVID-19 Free Preschool Funding Program. A list of eligible service/s was provided in correspondence from the Department on 24 April 2020.

If you require assistance, please contact the Department's Early Childhood Education Directorate on 1300 755 426 or ecec.funding@det.nsw.edu.au.

For mobile preschools, please only enter data for the Service Approval of your parent service, not the mobile venues.

Service Name *

Service ID (SE-12345678) - Numbers only *

Must be a whole number (no decimal place).

Please enter an 8 digit number as per NQAITS. Please do not enter any letters (SE)

The below question asks for the number of staff for which you will receive payments for the service under the JobKeeper payment scheme. If staff work across multiple services, only include them in the calculations for the service at which they are **primarily** employed.

JobKeeper fortnight one (30 March - 12 April)

For JobKeeper fortnight one, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

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For fortnight one this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight one (30 March - 12 April) correct? *

- Yes
- No

If no, please specify why the JobKeeper fortnight one amount is not correct *

For JobKeeper fortnight one (30 March - 12 April), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight two (13 April - 26 April)

For JobKeeper fortnight two, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight two this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight two (13 April - 26 April) correct? *

- Yes
- No

If no, please specify why the JobKeeper fortnight two amount is not correct *

For JobKeeper fortnight two (13 April - 26 April), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight three (27 April - 10 May)

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For JobKeeper fortnight three, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight three this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight three (27 April - 10 May) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight three amount is not correct *

For JobKeeper fortnight three (27 April - 10 May), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight four (11 May - 24 May)

For JobKeeper fortnight four, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight four this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight four (11 May - 24 May) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight four amount is not correct *

For JobKeeper fortnight four (11 May - 24 May), please specify the amount this service will receive under the JobKeeper payment scheme *

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\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight five (25 May - 7 June)

For JobKeeper fortnight five, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight five this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight five (25 May - 7 June) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight five amount is not correct *

For JobKeeper fortnight five (25 May - 7 June), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight six (8 June - 21 June)

For JobKeeper fortnight six, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight six this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight six (8 June - 21 June) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight six amount is not correct *

For JobKeeper fortnight six (8 June - 21 June), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

Would you like to add another service? *

- Yes
- No

Service Detail -4

* indicates a required field

Service Details

Please provide the information requested below for each service eligible to receive funding under the COVID-19 Free Preschool Funding Program. A list of eligible service/s was provided in correspondence from the Department on 24 April 2020.

If you require assistance, please contact the Department's Early Childhood Education Directorate on 1300 755 426 or ecec.funding@det.nsw.edu.au.

For mobile preschools, please only enter data for the Service Approval of your parent service, not the mobile venues.

Service Name *

Service ID (SE-12345678) - Numbers only *

Must be a whole number (no decimal place) and no more than 99999999.

Please enter an 8 digit number as per NQAITS. Please do not enter any letters (SE)

The below question asks for the number of staff for which you will receive payments for the service under the JobKeeper payment scheme. If staff work across multiple services, only include them in the calculations for the service at which they are **primarily** employed.

JobKeeper fortnight one (30 March - 12 April)

For JobKeeper fortnight one, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight one this service will receive this amount under the JobKeeper payment scheme *

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This number/amount is calculated.

Is the amount for JobKeeper fortnight one (30 March - 12 April) correct? *

- Yes
- No

If no, please specify why the JobKeeper fortnight one amount is not correct *

For JobKeeper fortnight one (30 March - 12 April), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight two (13 April - 26 April)

For JobKeeper fortnight two, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight two this service will receive this amount under the JobKeeper payment scheme *

This number/amount is calculated.

Is the amount for JobKeeper fortnight two (13 April - 26 April) correct? *

- Yes
- No

If no, please specify why the JobKeeper fortnight two amount is not correct *

For JobKeeper fortnight two (13 April - 26 April), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight three (27 April - 10 May)

For JobKeeper fortnight three, how many staff in this service will receive funding under the JobKeeper payment scheme? *

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Must be a number.

For fortnight three this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight three (27 April - 10 May) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight three amount is not correct *

For JobKeeper fortnight three (27 April - 10 May), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight four (11 May - 24 May)

For JobKeeper fortnight four, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a whole number (no decimal place).

For fortnight four this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight four (11 May - 24 May) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight four amount is not correct *

For JobKeeper fortnight four (11 May - 24 May), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight five (25 May - 7 June)

For JobKeeper fortnight five, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a number.

For fortnight five this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight five (25 May - 7 June) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight five amount is not correct *

For JobKeeper fortnight five (25 May - 7 June), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper fortnight six (8 June - 21 June)

For JobKeeper fortnight six, how many staff in this service will receive funding under the JobKeeper payment scheme? *

Must be a number.

For fortnight six this service will receive this amount under the JobKeeper payment scheme *

\$

This number/amount is calculated.

Is the amount for JobKeeper fortnight six (8 June - 21 June) correct? *

- Yes
 No

If no, please specify why the JobKeeper fortnight six amount is not correct *

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For JobKeeper fortnight six (8 June - 21 June), please specify the amount this service will receive under the JobKeeper payment scheme *

\$

Must be a whole dollar amount (no cents).

JobKeeper eligibility requirements

* indicates a required field

If your circumstances relating to the JobKeeper Payment Scheme change after you submit this form, you must advise the Department.

Adjustments to funding may be made where the circumstances change, for instance where there is an adjustment to JobKeeper eligibility or payments during this period.

I confirm that I will advise the Department if my organisation's eligibility or circumstances for the JobKeeper Payment Scheme changes after I submit this form *

I agree

Tick the box to confirm the statement

Funding Conditions

* indicates a required field

As you have opted in to this program, a Funding Agreement has been established between you, the Approved Provider, and the Department. The Funding Agreement comprises of:

- The information you have provided to the Department to calculate your payment under the COVID-19 Free Preschool funding program for community and mobile preschools; and
- the COVID-19 Free Preschool funding [program guidelines](#); and
- the 'Early Childhood Education Grants Programs Terms and Conditions (1 July 2019 to 30 June 2020)'.

I confirm that the Approved Provider (including its service/s) will comply with the funding conditions as outlined in the funding agreement *

I agree

Tick the box to confirm the statement

Authorised Representative Declaration

* indicates a required field

I confirm that the information provided is complete, correct and accurate *

Yes

Tick the box to confirm the statement

I understand that by submitting this form, the information forms part of the funding agreement *

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Yes

Tick the box to confirm the statement

I understand I may be required to provide further information to the Department upon request, including as part of funding compliance activity *

Yes

Tick the box to confirm the statement

I understand evidence of expenditure must be kept as part of the acquittal process. *

Yes

Tick the box to confirm the statement

I am authorised to submit this confirmation form on behalf of the Approved Provider *

First Name

Last Name

Date *