

# Project Development and Planning Support EOI Form Preview

## Project Development and Planning Support

### 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 community preschools or long-day care services intending to deliver places for 0 to 6 year old children for priority groups as identified in the Program Guidelines. Only applicants intending to deliver places for priority groups as outlined in the Program Guidelines are eligible to apply.

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

Completing this Expression of Interest (EOI) Application means you would like to access the individual project development and planning support service to apply for the Building Early Learning Places Program Grant.

This EOI application is for accessing the support service **only**. A formal application for the Building Early Learning Places grant needs to be submitted and will be competitively assessed.

Please review the [Project Development and Planning Support Procedure](#) before completing this application to determine your eligibility for the individual support and to understand what it can and can't do.

By submitting an EOI to access the one-on-one support you accept and agree to the **Terms of Use**.

Before you begin, please familiarise yourself with the following helpful documents in addition to the [Project Development and Planning Support Procedure](#):

- [Building Early Learning Places Program Guidelines](#)
- [Building Early Learning Places Program Application Guide](#)
- [Project Development and Planning Support Terms of Use](#)
- [Building Early Learning Places Program FAQs](#)
- [Building Early Learning Places Program Application Resources](#)

**If you need help with your SmartyGrants access or website:** call the SmartyGrants help team at (03) 9320 6888 between 9 am and 5 pm Monday to Friday.

**If you have questions about the Building Early Learning Places Program or grants:** call the Department's Early Childhood Education line at 1800 619 113 and ask for the Sector Growth Team between 9 am and 5 pm Monday to Friday, or email [capital.works@det.nsw.edu.au](mailto:capital.works@det.nsw.edu.au).

# Project Development and Planning Support EOI Form Preview

## Applicant Details

\* indicates a required field

### Name of organisation \*

Organisation Name

### Name of the primary contact person \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Position or role title of the primary contact \*

### Email address of primary contact \*

Must be an email address.

### Mobile phone number of the primary contact \*

Must be an Australian phone number.

### Alternative phone number \*

Must be an Australian phone number.

### Registered address of the organisation \*

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

# Project Development and Planning Support EOI Form Preview

ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## What is your not-for-profit status? \*

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

Please refer guidelines for further information

## 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
- Other

## Please provide the corporation number \*

## Please attach other proof of not-for-profit status. \*

Attach a file:

## 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.

## Provider approval ID \*

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

## 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.

## Address of where the capital works is taking place \*

# Project Development and Planning Support EOI Form Preview

**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.

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

**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](#) for further information.

# Project Development and Planning Support EOI Form Preview

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

Attach a file:

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.

**Aboriginal Community Controlled Organisations may access additional support from the Secretariat of National Aboriginal and Islander Child Care (SNAICC). Do you wish to opt in for this additional support? \***

- Yes  
 No

Note: The referral for SNAICC will be made by the department along with referral to Shakeup Architecture if you are eligible.

**What is the nature of care of the additional 0 to 6 years old places you intend to deliver under this targeted program? \***

- Long day care  
 Community Preschool

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 in NSW  
 a new site for a new service  
 relocation of an existing service to a new site

**Name of Service \***

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

**Service ID number \***

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

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

- No, all existing services will remain in operation  
 Yes, an existing services will be closing

# Project Development and Planning Support EOI

## Form Preview

**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

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

- Yes  
 No

**Closing service name: \***

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

**Closing service ID number \***

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

**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.

**Name of Service \***

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

**Service ID number \***

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

**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

**Closing Service ID Number: \***

**Closing Service Name: \***

# Project Development and Planning Support EOI Form Preview

**Closing Service ID Number: \***

**Closing Service Name: \***

## Project Readiness

\* indicates a required field

The Building Early Learning Places 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.

You are required to demonstrate your intent and high-level ability to meet these delivery timeframes in order to access the individual support.

**Please provide a brief description of the scope of work (max 300 words) \***

Word count:

Must be between 5 and 300 words.

Please provide the tentative number of ECEC places that will be created as a direct result of your project

Note: Please provide an estimate of what you intend to achieve with your project. You will be required to finalise these numbers and present unencumbered space calculations and professional plans prepared by a licensed building practitioner to substantiate your proposed increase places in your formal application to the program.

*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.*

<b>Licensed ECEC Places</b>	<b>Current licensed places</b>	<b>New licensed places</b>	<b>Total expected licensed places at project completion</b>
0 to 2 year olds			
3 to 6 year olds			
TOTAL:			

**Please choose a category that best describes your project: \***

# Project Development and Planning Support EOI Form Preview

- New Builds - Opening a new service on vacant land or converting an existing property (which is not an ECEC centre), without closing existing ECEC services managed by the approved provider.
- Extension works - Expanding the footprint of existing ECEC service's site to increase ECEC places.
- Renovation - Modifications of an existing ECEC service's site (without extending the footprint of the building) to increase ECEC places.

**Do you have access to land for a 10-year compliance period? \***

- Own the land
- Have a current 10-year license or lease
- Other suitable land or lease arrangements that would meet the ten-year requirement.

**Please provide evidence to demonstrate your land arrangement for the ten year compliance period \***

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 arrangements that would meet the ten year requirement \***

**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.

**Tentative Project Start Date \***

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.

**Tentative Project End Date \***

Must be a date.

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

**Have you discussed your proposed capital works projects and obtained preliminary support from relevant stakeholders (i.e. preschool committee,**



# Project Development and Planning Support EOI Form Preview

**landlord and any other parties including Local Council, Aboriginal Land Council, private lessors) to proceed with the capital works on the site? \***

- Yes
- No

**If applicable, please explain any outstanding support required from stakeholders, and/or any concerns raised by any of the stakeholders: (max 300 words)**

Word count:

**Explain the steps you plan to undertake to ensure your project commences within 12 months of receiving an outcome letter (please refer to the Program Guidelines for an estimate date for outcome announcements) (max 300 words). \***

Word count:

Must be no more than 300 words. You may discuss topics such as secured land, funding co-contribution, support from the landlord or other stakeholders, have had pre-DA meetings with the Council or other planning processes, etc

**Do you have Development Application (DA) for your project? \***

- Yes
- No

**Please attach a copy of the Development Application (DA) Approval: \***

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 provide any other supporting evidence to show your readiness:**

Attach a file:

Please provide a copy of other documents you may have e.g. evidence from meeting with council, management committee report, existing project plans or floor plans, QS report, Survey reports etc.

**Please explain the progress made towards the Development Application (DA) Approval: (max 300 words) \***

Word count:

# Project Development and Planning Support EOI

## Form Preview

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 provide supporting evidence: \***

Attach a file:

Please provide a copy of other documents you may have e.g. evidence from meeting with council, management committee report, existing project plans or floor plans, QS report, Survey reports etc.

## Terms of Use and Declaration

\* indicates a required field

**By submitting an Expression of Interest the Authorised Officer declares that: \***

- I agree to the Terms of Use
- I understand this EOI will be assessed and pending my eligibility and budget availability I may or may not be offered the individual support.
- I understand any work undertaken with the supplier, other experts I engage, or expenses incurred before receiving a determination on my EOI will not be funded by the Department or the NSW Childcare and Economic Opportunity Fund Board.
- If I am offered the support, I understand the hours of support provided and funding that may be available to assist with eligible expenses required to prepare an application will be capped at the NSW Childcare and Economic Opportunity Fund Board's discretion. Eligible expenses must be approved in advance by the NSW Childcare and Economic Opportunity Fund Board and there is no guarantee all expenses will be endorsed for funding.
- I understand that being offered individual support does not guarantee my eligibility for the program or the success of my application. Formal applications to the Building Early Learning Places Program will be competitively assessed upon submission. To be clear, this EOI and its outcome are a completely separate process that does not guarantee eligibility for any grant or a successful funding recommendation.

At least 5 choices must be selected.