Minor Capital Works program application form 2026
Form Preview

Minor Capital Works program

Important information

The objective of the Minor Capital Works program is to increase enrolments and/or licensed places through small scale capital works such as renovations or extensions at community preschools in NSW.

All projects funded under this program must result in an increase in either licensed places and/or enrolments. Examples of projects that achieve this objective may include but are not limited to:

- Renovations that increase unencumbered space, for example removing a wall to open a room up to increase enrolments
- Small extensions of the existing building's footprint to increase the licensed places
- Lighting, ventilation and minor renovations that improve the safety or compliance of existing spaces, enabling an increase in enrolments and/or to better use existing licensed capacity
- Fixing facilities impeding the use of unencumbered spaces (for example an unsafe area cordoned off for safety reasons), which results in an increase in enrolments
- Upgrading perimeter fencing and gates to secure an outdoor play area and improve security and functionality of outdoor areas, enabling spaces that are currently underutilised to be fully utilised, supporting increased enrolments.

For more information please see: **Minor Capital Works program.**

Please review the **Program Guidelines** thoroughly before applying to the program.

Applications open: 6 November 2026

Round 1 Applications close: 30 November 2026

Round 2 Applications close: 9 April 2027

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

Applicant details

* indicates a required field

Name of organisation applying for this grant: *
Organisation Name

Name of primary contact: *
Title | First Name | Last Name

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

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.

Not-for-profit type: *
○ Incorporated not-for-profit organisation or association
○ Australian local Government agency operating on a cost recovery basis
○ Other:

Proof of not-for-profit status: *

○ Currently registered on the Australian Charities and Not-for-profits Commission (ACNC) charity register
○ Currently registered on Office of the Registrar of Indigenous Corporations (ORIC)
○ State incorporated association
○ Local Government
○ Other:

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 provide your Indigenous Corporation Number (ICN): *

Must be a number.

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 early learning centre-based service: *
○ Yes, I currently operate an existing approved early learning centre-based service.
You are not eligible to apply if you do not already operate a centre-based early learning service. If you are proposing a new build, this would be a second or additional early learning 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.

What type of service are you requesting capital works funding for? *
- ○ Community Preschool
- ○ Multipurpose Service

Please refer to Section 2.1.3 Service Eligibility of the Minor Capital Works program guidelines for futher information. A multipurpose children's service is a service offering both community preschool and long day care services under one service approval. To be eligible for the program, a service must be delivering a preschool program to preschool-aged children, for at least 600 hours per year, that is designed and delivered by a degree qualified early childhood teacher, in accordance with Belonging, Being and Becoming: The Early Years Learning Framework for Australia (EYLF) V2.0 2022.

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.

Due diligence check

* indicates a required field

The department may review past performance of the applicant (and any associated Early Learning 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 Capital Works Grants from NSW Department of Education? *
- ○ Yes
- ○ No

The NSW Childcare and Economic Opportunity Fund Board 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.

Under which program 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
☐ ACCO-Led ECEC Sector Growth Partnership program

Please explain why you are requesting new grant funding: *

The Minor Capital Works program does not fund early learning places already funded by previous Capital Works program (i.e. the early learning 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 Early Learning Comission 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 Minor Capital Works program who receive a grant: *

☐ I agree to the requirements outlined in the Minor Capital Works 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 NSW Childcare and Economic Opportunity 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 one week after receipt, for applicants in Round 1 or four weeks after receipt for applicants in Round 2.
☐ I understand the NSW Childcare and Economic Opportunity Fund Board will not fund projects that have 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 complete construction of the capital works project within 12 months of receiving a successful outcome letter, for projects that already have or do not

need development approval or a construction certificate, and within 24 months of outcome letter for projects that do need development approval and a construction certificate.
☐ 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 NSW Childcare and Economic Opportunity 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 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 provider co-contribution of 5% of the total project cost (ex GST), unless exempted, and I understand I must spend all provider co-contribution funds 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 12 choices must be selected.
For further information about the NSW Childcare and Economic Opportunity Fund, please refer to the department's website.

Project description and access to land

* indicates a required field

Access to Land

Do you have access to land of the capital works site for at least a five year period following the completion of the works? *
○ Yes, I own the land
○ Yes, I have a current five year licence or lease in place until at least 2031
○ Other suitable land or lease arrangements that would meet the 5 year requirement
Please note that the service will need to operate and provide places for 5 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 five-year lease or equivalent.

Please explain your alternative land arrangement or leasing arrangement that would meet the five 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.

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 Minor Capital Works 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 Minor Capital Works program guidelines for further details.

Do you have Development Application (DA) approval and a Construction Certificate (CC) for your proposed capital works? *

- ☐ I have DA approval
- ☐ I have a CC
- ☐ I do not currently have DA approval or CC
- ☐ My project does not require a DA submission or CC

Please attach your DA approval and other related documents below: *
Attach a file:

Evidence includes DA approval, CC, building reports including Section J report and waste management report, and/or any email correspondence with Council to confirm DA approval. Refer to the Minor Capital Works program guidelines for more information.

Please explain the progress you have made towards your DA submission and when you intend to submit a 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 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.

Please explain why your proposed capital works project does not require DA approval or CC: *

Explain how you have determined that your proposed capital works project will not need DA or CC. This could be from advice from council, external planning advice or any other planning processes.

Please provide evidence your proposed capital works project does not require DA approval or CC:
Attach a file:

Evidence may include written advice from council, independent planning advice, reference to planning regulations or any planning advice received.

Project Plan and Timeline

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: *

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 be EITHER: completed within 12 months of receiving a successful outcome letter for projects which do not require a DA submission or already have DA approval, OR be completed within 24 months for projects which do require a DA. *

○ I understand

Budget and value for money

* indicates a required field

Budget and value for money

Please note that a number of elements are considered when assessing financial readiness for a capital works project, including a detailed budget table, two builders quotes and minimum provider co-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 Section 3.2 of the Minor Capital Works program guidelines 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 Minor Capital Works program guidelines to identify which elements can and cannot be funded by this grant, and to the Minor Capital Works program guidelines 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**
Please remove any line items that do not apply to your project.	Must be a dollar amount.	Confirm whether the amount is estimated or part of a quote or quantity surveyor estimate.	E.g. Minor Capital Works program grant or provider co-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			
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 Minor Capital Works 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 quotes. For a full list of ineligible item refer to section 2.2.3 of the Minor Capital Works program guidelines.

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 provider co-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 provider co-contribution (e.g. a portion of the bank loan may be allocated to the provider co-contribution and the remainder of it to fund the ineligible items). Refer to the Minor Capital Works program guidelines for further information.

Please provide at least two quotes that are 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:

Minor Capital Works program guidelines only require 2 quotes, but if you have a third please add it here.

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 provider co-contribution(s), unless you have applied for an exemption.

Please note that the provider co-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
DO NOT CHANGE THESE VALUES:	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 Minor Capital Works program:		
Provider co-contribution (The provider must co-contribute 5% of the total project cost ex GST.)		
Provider co-contribution: Other state, federal or local government grants		
Provider co-contribution: In-kind services		
Provider co-contribution: Donations		
Provider co-contribution: Loans		
Provider co-contribution: Other		

Total project income on eligible items (ex GST) *

This number/amount is calculated.
Total project income is the available funding for eligible items, including the grant, provider co-contribution and other sources of funding.

Provider co-contribution

Applicants are expected to contribute 5% of the cost of their project. This co-contribution must be spent before any grant funds are used: *
○ Yes I understand
○ No, I want to apply for an exemption
Please refer to the Minor Capital Works program guidelines for further details.

What makes up your provider co-contribution: (Tick all that applies) *
☐ Provider co-contribution
☐ Loan
☐ In-Kind services
☐ Donations
☐ Other grant funding
☐ Other:

What is your total provider co-contribution (ex GST)? *
Must be a dollar amount.

Please attach proof of the availability of funds for the nominated provider co-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 Minor Capital Works program guidelines for further information.

Please attach proof of In-Kind Services: *
Attach a file:
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 provider co-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 Minor Capital Works program guidelines 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 Minor Capital Works program guidelines for further details.

Please confirm the provider co-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 provider co-contribution: *
Attach a file:

Increase in licensed places or enrolments

* indicates a required field

Applicants must demonstrate how they will increase early learning places or increase enrolments.

Are you creating additional places and/or increasing enrolments through proposed capital works? *
☐ Increasing licensed places
☐ Increasing enrolments

Increase in licensed places

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.

	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 Multipurpose settings only)			
Places for 3 – 6 year olds (preschool aged)			
TOTAL:			

Please confirm that you have taken into consideration all relevant regulations and requirements to obtain a service approval for the intended increase in early learning 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 Minor Capital Works program guidelines 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 (source this information from your building practioner). 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 refer to National Regulations Section 107 and 108.

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 Minor Capital Works program guidelines 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 Early Learning Commission's Service Approvals Policy': *
○ I confirm that the professional plans and calculations are prepared by a licensed building practitioner.
See Minor Capital Works program guidelines for further details.

Increased enrolments

Please explain the reason the approved capacity is not being fully utilised:

This may include building limitations, for example one of the play areas has a large stage area or is divided by wall that restricts use, the room configuration makes supervision challenging, outdoor space needs clearing to access more space, accessibility, staffing arrangements or other operational factors that prevent the service from enrolling to its existing approved capacity.

Please attach plans including unencumbered space measurements by a qualified building professional: *
Attach a file:

Please attach development consent that shows the capacity increasing to the maximum capacity: *
Attach a file:

Please provide a wait list or other evidence that demonstrates the need for increase in enrolments: *
Attach a file:

Please refer to Minor Capital Works program guidelines section 2.2.2 for more information. Please note: If the service previously reduced its approved number of places and now wants to increase to that same number again, this is different from simply increasing enrolments. In that situation, the service would need to apply to the Early Learning Commission to increase its approved number of places.

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.
- 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 NSW Childcare and Economic Opportunity Fund Board and I understand I have to spend all provder co-contribution 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 NSW 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 or Office of the Registrar of Indigenous Corporations.

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.