



Australian Government
Department of Education and Training

Child Care Services Grant Application Support Resource

A general guide for
grant applications

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The document must be attributed as the Child Care Services Grant Application Support Resource

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1. What is the purpose of this resource?

The purpose of this resource is to provide general information to assist child care services that may be considering applying for grant funding, including useful tips on preparing a grant application. This resource is not intended to be a definitive grant writing guide, and should be considered alongside other relevant information available, including individual grant program guidelines.

Who should use this resource?



- The information in this resource can be considered by all child care services as part of their broader business planning activities.

What information does this resource provide?



This resource provides:

- General information on grants including sources of grants and some common eligibility and selection or assessment criteria
- Guidance on how to structure a free form grant application
- Guidance on providing evidence in grant applications
- Example responses to selection or assessment criteria

How should I use this resource?



- This resource provides general guidance on grant applications. It is the responsibility of individual services to carefully review the specific grant guidelines for each grant application.
- This resource does not need to be read from start to finish as each section is targeted to a specific part of the grant process. Refer to the '**Guide to the resource**' section on the next page to help you navigate this resource.

Guide to the resource

Use this table to help you navigate the resource:

What am I looking for?	Where to find it
How do I know if I need a grant?	In considering your service's eligibility and potential need for grant funding, you may want to seek advice from your accountant or financial planner.
Where can I find general information about grants?	Refer to the section ' What do I need to know about grants? ' on page 6.
How do grant providers determine successful applications?	For more general information read ' How are grant programs evaluated? ' and ' What is the typical selection process for a grant? ' on pages 9 and 11 respectively. Examples of how to respond to common selection criteria are found on page 22 in 'Example responses to selection criteria'.
How do I write a free-form grant application?	Refer to ' How should I structure a free form application? ' on page 18 which provides a general guide on how to structure your proposal. ' Example responses to selection criteria ' is found on page 22.
What kind of information do I need for a grant application and where can I find it?	Refer to ' What evidence do I generally need to provide? ' on page 12.
How do I know that I haven't forgotten anything?	Use the ' Checklist ' on page 21.

2. What do I need to know about grants?

What are grants?

Grants are funds that are provided by governments, corporations, foundations or trusts to organisations or individuals to fund certain activities. Unlike a loan, you normally do not have to repay a grant, but you are likely to have some obligations to fulfil. In order to receive a grant, there is usually an application process through either an application form or proposal.

Grant processes are usually competitive, which means that many organisations will apply for the same grant and only some will be successful. In a competitive process, the selection of the successful application(s) will be based on an independent assessment of the relative merit of each application. In this context, submitting an application for a grant does not guarantee that you will be successful.

There are also non-competitive grants, which may restrict the pool of applicants to select organisations. Applications under such processes would still be considered on their merits and, as is the case with competitive grant processes, applicants are usually not guaranteed funding.

Most grants have guidelines that contain important information about the grant and the grant application process, including:

- The purpose of the grant, including objectives and outcomes
- Any minimum and maximum amount of funding provided by the grant
- Eligibility criteria which sets out who can or cannot apply
- What the grant funds can and cannot be used for
- An overview of the application process including how to submit your application
- Important dates for the application
- Selection or assessment criteria which tell you how the grant providers will assess applications
- A contact to direct your questions.

Do not hesitate to call or email the grant contact provided in a grant application. They can assist you with general information about the grant such as eligibility.

The grant contact will typically only provide publicly available information in the interest of probity.

An important first step in the grant application process is to read and understand the grant guidelines, and determine whether your service meets the eligibility criteria. You should also consider the grant objectives and outcomes, as well as any specific assessment or selection criteria, and your service's ability to meet these.

In considering whether to apply for a grant, you should also be aware of any specific requirements or responsibilities that will apply to the particular grant, such as the need to provide regular updates to the grant provider on the status of the funded activity, including reporting against intended objectives and key performance indicators. Most grants have a terms and conditions document that highlights the broad contractual obligations placed upon successful applicants.

Where can I find grants?

Grants are offered by:

- Governments including Australian, State and Local Governments
- Private companies, such as banks
- Trusts, foundations and philanthropic organisations.

Some tips on finding grants:

- Search the various government department websites. Most governments will provide a 'grants hub', which is usually a website that brings together all government grants
- Funding opportunities may also be advertised in the media especially when they first open for applications
- Some philanthropic organisations may also provide a database of grant providers and grants.

A good starting point to look for grants is the Parliament of Australia website at www.aph.gov.au. Search the website for '[Community grants: a quick guide to key internet links](#)'.

Another source for Australian Government grants is GrantConnect at www.grants.gov.au.

What types of grants are available?

There are many different types of grants available. Some of the more common grant types that are relevant for child care services are:

- Community grants – Funding for the provision of community programs/services, which are specifically designed to address a location or community need. These can be for one-off or ongoing activities.
- Sustainability grants – Funding that supports the financial sustainability of a service, including targeted funding for areas where there may be limited access to child care, or where there may be location-specific factors impacting costs or sustainability such as remoteness.
- Capital grants – Funding that contributes towards the cost of capital works which are costs for modifying, renovating, extending or building facilities. It is common for capital grants to only partially fund the total cost of capital works.

Is my service eligible?

Grants are usually not open to everyone. Grant guidelines will outline the eligibility criteria that will apply to that grant. Services must meet the eligibility criteria in order to be eligible to apply and to receive funding. Some grant providers may make concessions to applications that do not fully meet the requirements, but this is not always the case. When in doubt, you should contact the nominated contact officer in the grant guidelines or grant application form to discuss your service's circumstances.

Common eligibility criteria for grant programs relevant to child care services include:

- Status as a legal entity and the ability to enter into a legally binding agreement
- Registration as an approved provider, including meeting the requirements of the National Quality Framework and Family Assistance Law
- A specific location (i.e. your service might need to be located within a specific area targeted by the grant program).

In some cases, certain grants may list exclusion criteria, which specify individuals or groups that are not eligible. For example, some grant programs exclude for-profit organisations from grant eligibility.

Some grants may exclude you from applying for other grants. In addition to checking the eligibility criteria of a grant you are interested in, make sure that you revisit the rules of the grants that your service currently receives.

What can I use grant funding for?

Grant guidelines will specify how you can use grant funding. In general, grants are only to be used on activities, products and services that meet the objectives outlined in the grant guidelines.

Grant guidelines will often also specify activities, products or services that the grant cannot be used for. It is your responsibility to check requirements for each specific grant.

How much grant funding should I apply for?

The amount of grant funding you should apply for will be directly linked to the activity you are seeking funding for.

Grant programs will often specify a minimum and/or maximum amount of money that will be provided. Grants may also require a co-contribution of funding from your service. Make sure that you understand any grant limits and co-contribution requirements, and that you can provide evidence to support the amount of grant funding you are applying for.

You should also consider speaking to your accountant, financial advisor and/or tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website at www.ato.gov.au for more information.

How are grant applications evaluated?

Grant providers often receive hundreds or even thousands of grant applications, and need a way to determine those that best meet the objectives of their grant program.

To do this, grant providers will use selection or assessment criteria to assess the relative merit of each application. These will be clearly detailed in the grant application guidelines.

Even if your application is strong, this does not guarantee success. Applications will normally be assessed against each other to determine successful applications.

While selection criteria will vary in each grant program, below are some common themes:

It is important that when you respond to selection criteria, you provide evidence to support your application. This can include any relevant statistics, reports and studies. See section 4 for more information.

Demonstrate the need for your proposed activity (product, service or project)

You should demonstrate in your application that there is a clear need for your proposed activity, product, service or project. For example, where funding is being sought to increase child care places you should provide information of any unmet demand in your community such as current waiting lists, family and community feedback on the need for additional child care places, or any data or evidence from relevant reports or reviews. Applicants seeking viability or sustainability funding should typically provide evidence of any factors that may be affecting viability, including community level factors. Where funding is being sought for a specific project or activity, your application would need to demonstrate the need for this project or activity.

Describe how your activity (product, service or project) will achieve the intended outcomes

You should demonstrate what your service is trying to achieve with grant funding, and the benefit to your families and community if this is provided. A simple way of doing this is to provide evidence that shows how your service has positively impacted the community, and how the proposed activity, product or service for which you are seeking funding will contribute to success.

Some grants may also ask you to provide a detailed plan or methodology of how your activity will be delivered. For capital grants you may be asked to provide additional information such as work plans, blueprints and diagrams. You may also need to provide a timeline for those activities, including how they will be sequenced.

Demonstrate that you have a plan in place to monitor performance

Similarly, you should demonstrate in your grant application that you have a plan to actively monitor delivery and performance of your activity, service, product or project. You could demonstrate this by identifying any performance measures you will use to measure how you are tracking against objectives, as well as the information that will be collected and any related reporting timeframes. For example, if your service has received temporary financial assistance to transition to a more sustainable model, a performance measure could be an increase in enrolments over time.

Always set a target and a date as a measure of outcome. For example:

Don't say 'We will increase the availability of child care places'

Do say: 'We will increase the number of child care places at our centre by 5 additional children per day by June next year.'

Demonstrate your capacity and capability to deliver your service or project

Capacity means having adequate staff resources to successfully deliver the proposed activity. Capability is the knowledge and expertise to deliver services or projects. To demonstrate capacity and capability for a capital project, you could identify the project manager and decision makers within your service. Similarly, you could demonstrate the capability of the project manager by outlining previous projects that they have delivered successfully, on time and within budget.

For other grants such as temporary financial assistance, you could demonstrate capacity and capability by identifying appropriate administration, management and finance staff in your service. To demonstrate service delivery capability you could give examples of how your organisation has successfully provided child care services in the past. If available, letters of support from parents may also be used as supporting evidence if required. If child care accreditation or qualifications are a mandatory requirement, you should provide the necessary supporting information for your service or staff.

What is the typical selection process for a grant?

Some grants may specify 'weightings' against each of the selection or assessment criteria, which show the relative importance of each. Use these weightings to guide the focus of your application but always ensure you provide an adequate response to each criterion.

By responding directly to selection criteria with strong supporting evidence, you will give your application the best chance of being successful.

Applicants will typically be asked to demonstrate 'value for money'. At its simplest, value for money is about delivering the desired outcome at the best price. This does not necessarily mean that the applicant with the lowest grant request (lowest price) will be selected. Value for money is weighed against responses to selection criteria. Typically, grant providers will want successful applications to:

- Present an activity that is best able to deliver on the intended outcome
- Provide a service that is needed in their location or area
- Demonstrate history of, and experience in, delivering services
- Provide a detailed budget for the activity, product, service or project
- Include a risk management assessment to demonstrate capacity to manage risks and ensure grant funding delivers outcomes on time and within budget.

Grant providers will usually seek information on your service's financial viability as part of the application and/or selection process. For more information refer to the following section that looks at evidence.

3. What evidence do I generally need to provide?

Grant applications will require you to provide information and evidence relating to your service to support your grant application. This section provides a general guide to some commonly required information and evidence, as well as tips on where to find the relevant information.

A detailed guide of how to respond to specific parts for your grant application form and suggestions on where to find the supporting documents see ‘Useful links to find information and evidence to support your application’.

Operational information

Grant providers will normally ask for details about your service to determine your eligibility. This may include:

- Your service’s Australian Business Number (ABN)
- Contact information for your service, including address details and a nominated contact person
- Your service’s legal entity type and supporting evidence. If you are unsure, you should seek advice from your accountant or lawyer. Alternatively, you can refer to the Australian Government’s Australian Business Register website at www.abr.business.gov.au
- Your service’s finances, including income and expenditure. Depending on the requirements of the individual grant program, your response to this can range from one line that outlines your service’s annual income and expenditure; to a more detailed response similar to that outlined in ‘Financial information’ below; or a comprehensive audited financial statement
- The financial history of the relevant persons in your service (some grant providers may ask if there has been any history of bankruptcy or litigation).

Financial information

Grants will often require financial information, including how much the proposed activity, product, service or project will cost. Often, grant applications will provide a template for you to provide such financial information. If a template is not provided, the following general guide may be used to structure your response:

- Prepare an appropriate budget to fund your proposed activity, product, service or project.
- Where there are multiple sources of income, make sure you clearly outline the sources of those funds. Depending on the requirements outlined in the grant application guidelines, you should also detail the value of in-kind contributions received.
- Clearly separate the expenditure for your service, including differentiating staff costs from other costs such as administration, facilities, products or services. In some cases, staff costs may need to be further separated into wages and on-costs (e.g. superannuation and workers compensation).

- Clearly detail how the calculations were undertaken and list any assumptions made in your calculations. For third party expenditure (for example for equipment and services), you may be required to provide quotes or invoices which you can attach as supporting documentation or evidence.
- Should the timeframe for funding cover a period lasting more than one year, you should provide a year by year breakdown of the costs.

For maximum readability, format your financial numbers to be \$1,500 and not 1500.

The table below is an example template that you can use to structure your budget.

Table 1: Example income and expenditure budget

Description	Income	Expenditure
Fees income	\$X	-
Other grant funds	\$X	
In-kind income*	\$X	-
Income sub-total	\$X	
Staff wages	-	\$X
Rent	-	\$X
Vehicles	-	\$X
Depreciation	-	\$X
Entertainment	-	\$X
Travel and accommodation	-	\$X
Long service leave	-	\$X
WorkCover	-	\$X
Superannuation	-	\$X
Expenditure sub-total	-	\$X
Net result	\$X	
Requested grant amount	\$X	

*In-kind income refers to the value of goods, commodities or services provided instead of money

How to use evidence

When using evidence to support your application, it is important that you reference the source of information provided. Two simple ways to reference a source include text referencing, including footnotes, and the use of a reference list, usually at the end of the document.

It may add more weight to your application if you can reference credible sources of information, such as the Australian Bureau of Statistics (ABS), which would provide strong support to any anecdotal evidence from your families and local community.

Useful links to find information and evidence to support your application

Here are some suggestions to find evidence and information.

Information requested	Information/Evidence	Suggested response and evidence source
<i>Your service details and background</i>	Australian Business Number	<ul style="list-style-type: none"> Australian Business Number (ABN) www.abr.business.gov.au/ or ask your accountant/lawyer
	Legal entity type	<ul style="list-style-type: none"> Check your legal entity type at www.abr.business.gov.au/ or ask your accountant/lawyer Some of the supporting documents that may be requested by the grant provider: <ul style="list-style-type: none"> For Companies, Corporations and Incorporated bodies – Certificate of Registration, Incorporation or equivalent For organisations established through specific Commonwealth or state/territory legislation (public benevolent institutions, churches, universities, unions etc.) – the relevant Act or Legislation under which the body was formed For Partnerships – valid and current registration details compliant with relevant State or Territory Government legislation for Limited or Incorporated Limited partnerships, or copies of formal written partnership agreement for Normal Partnerships For Australian Local, State or Territory Government bodies the department may use confirmation on official government and council webpages and possession of a '.gov.au' domain as validation of legal entity status
	GST registration	<ul style="list-style-type: none"> ABN www.abr.business.gov.au/ or ask your accountant/lawyer
	Not-for-profit status	<ul style="list-style-type: none"> ABN www.abr.business.gov.au/ or ask your accountant/lawyer Check your registration with the Australian Charities and Not-for-profits Commission www.acnc.gov.au/
	Financial viability	<ul style="list-style-type: none"> Financial statements – seek assistance from your accountant or financial planner

Information requested	Information/Evidence	Suggested response and evidence source
	Legal and financial background for key applicant representatives	<ul style="list-style-type: none"> • Provide detailed information of any relevant history, such as litigation or bankruptcy • Consider seeking appropriate advice from a legal professional
	Conflict of interest	<ul style="list-style-type: none"> • Disclose any relevant conflicts of interest • Consider seeking appropriate advice from a legal professional
	Supporting business planning documents	<ul style="list-style-type: none"> • In some circumstances an application may request a: <ul style="list-style-type: none"> ○ Business plan ○ Project plan ○ Risk management plan
	Partnership, consortia arrangements and subcontractors	<ul style="list-style-type: none"> • If you are applying as part of a partnership or a consortia, you will need to provide details of the arrangement, which may include a Memorandum of Understanding or a contract. • Typically a lead organisation will be responsible for applying for a grant, which means that the lead agency will be held liable for the grant terms and conditions. If in doubt, contact the grant provider’s nominated contact person, or seek the appropriate legal advice • Should sub-contractors form part of the arrangement, make sure to include relevant details, such as the role they will play in your service or project
<i>Demonstrate your understanding of the need for your service or project</i>	Population and demographic information	<ul style="list-style-type: none"> • The ABS website at www.abs.gov.au. Specific ABS statistics include: <ul style="list-style-type: none"> ○ Census www.abs.gov.au/census ○ Population statistics www.abs.gov.au/Population ○ Remoteness information ○ www.abs.gov.au/ausstats/abs@.nsf/mf/1270.0.55.005?OpenDocument ○ Socio-Economic Indexes for Areas as a measure of the relative socio-economic advantage and disadvantage of an area www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/2033.0.55.001Main+Features12011?OpenDocument • State based statistics (examples only – check individual state government sites): <ul style="list-style-type: none"> ○ Queensland Government Statistician’s Office (QGSO) www.qgso.qld.gov.au ○ Victoria in Future www.planning.vic.gov.au/land-use-and-population-

Information requested	Information/Evidence	Suggested response and evidence source
		<ul style="list-style-type: none"> ○ research/victoria-in-future-2016 ○ WA tomorrow www.planning.wa.gov.au/publications/6194.aspx
	Children’s health related information	<ul style="list-style-type: none"> • Australian Institute of Health and Welfare http://www.aihw.gov.au/chi/ and www.aihw.gov.au/childrens-services/
	Childhood and child care access information	<ul style="list-style-type: none"> • ABS - 4402.0 - Childhood Education and Care, Australia, June 2014 www.abs.gov.au/ausstats/abs@.nsf/mf/4402.0 • Australian Institute of Family Studies www.aifs.gov.au/ • Australian Early Development Census www.aedc.gov.au • Waiting list and enrolment projections for your service
<i>Describe how your activity will achieve the intended outcomes for the target community, target families and other stakeholders</i>	Evidence of effectiveness of activity	<ul style="list-style-type: none"> • Research study reports. Sources may include: <ul style="list-style-type: none"> ○ Australian Institute of Family Studies www.aifs.gov.au/ ○ Early Childhood Australia www.earlychildhoodaustralia.org.au/our-publications/research-practice-series/research-practice-series-index/ • Details of the location of your service • Evaluations undertaken by your own organisation or other organisations • Surveys or interviews of parents/families • Evidence of specific partnerships that are, or will be, in place with other organisations to deliver the proposed activity, product, service or project, e.g. Memorandum of Understanding (MOU) and partnership arrangements
	Evidence for capital works	<ul style="list-style-type: none"> • Evidence of land/building ownership • Schematic design drawings • Property, land title and land use agreement • Pictures, maps and blueprints • Subcontractor and partner agreements (for funding co-contribution)
<i>Demonstrate how you will monitor that the activity is achieving its intended outcomes</i>	Evidence of a performance monitoring plan	<ul style="list-style-type: none"> • Details of specific target measures, for example the number of child care places or the level of parent satisfaction • Include proposed timeframes for monitoring the activity. Performance monitoring should occur throughout the proposed activity and not just upon completion

Information requested	Information/Evidence	Suggested response and evidence source
<i>Demonstrate that your organisation and staff have capacity and capability to deliver the activity</i>	Evidence for sustainability or program funding	<ul style="list-style-type: none"> • Examples of where you have delivered similar activities, products, services or projects in the past • Examples of funding that you received for similar activities, products, services or projects and how you successfully met the outcomes for the community • Letters of support from families and the community about your proposed activity, product, service or project • Evidence of where the educators are located
	Evidence for capital works	<ul style="list-style-type: none"> • Examples of where you have delivered similar activities, products, services or projects in the past • Examples of project management capacity and capability • Evidence of appropriate governance and risk management capacity and capability

4. How should I structure a free form grant application?

Depending on the grant, you may be required to submit your application using an application form that is paper based, or online. When completing an application form, it is important that you follow the template/structure provided.

While this section provides you with a general structure for a free form proposal, it is important that you check the selection criteria and that you have adequately responded to all of them in your proposal or application form.

For other grants, you may need to write a free form proposal. A proposal is a document where you present a compelling argument to receive grant funding. This needs to be communicated effectively to the grant provider assessing your application.

A very simple free form proposal structure could have the following sections:

- Application introduction
- Details of your organisation
- What is the proposed activity, product, service or project to address the problem or need?
- What do you hope to achieve?
- A breakdown of costs.

Application introduction

In this section, you should introduce why you are applying for grant funding. You should outline the need for your proposed activity, product, service or project that will assist your service, community or target families. This information could include demographic or socio-economic information such as age, cultural background and employment or income status. If relevant, you could include specific circumstances that led to the need for the proposed activity, product, service or project.

Start with simple bullet points of your ideas then turn them into complete sentences later.

Once you have provided this context, you should explain the problem or challenges that your community, service or families may be facing which creates the need for your proposed activity. This problem may be caused by circumstances such as low income or little access to services. You should demonstrate how addressing the problem will benefit the community or target families.

It is important that your statements are supported by evidence from a credible source. See section 4 for guidance on sources of publicly available data and information that you may use as evidence for this section.

Details of your service

In this section, you should provide a short background of your service and its history, including key relevant information such as your ABN or organisation type (see **'Operational information'** for more details). It may be best to structure this information into a table for ease of reference.

Check that you have directly responded to the selection or assessment criteria.

If relevant you should provide information to show how your service has developed and delivered services in your community. Suggestions on how you can present this information are:

- Providing a history of your service providing child care to a community. This is particularly useful when you are applying for funds to deliver an activity, product, service or project in an area that you are well established in. You can provide evidence to support your proposal by using letters of support from parents or people in the community.
- Highlighting the knowledge and experience of educators, assistant staff and management of the service (i.e. capacity and capability).
- Some grant application guidelines may require you to demonstrate engagement with the local community or target families. In this instance, you could provide examples of past collaboration and relationship building in the community. For example, you may have had an agreement with a local community centre to use their facility as a child care centre during the day time at a discounted rental fee.

What is the work that you propose will address the problem or need?

In this section, you should outline the plans of your proposed activity, product, service or project. This could be plans to improve the financial sustainability of your service, proposed capital works, or a service to better meet community needs. The level of detail required for this section is dependent on the complexity of your activity, the amount of funding you are applying for, and the specific selection or assessment criteria. In general, your proposed plan should demonstrate:

- How the proposed activity, product, service or project will be implemented and delivered. Which stakeholders will be affected by the activity. This can include families, other child care service providers, business partners and the grant provider
- The timeframe and sequence of tasks that make up your proposed activity. This depends on the complexity of your proposal. Consider using the project plan template provided by the department at www.education.gov.au/eccc to assist with this.

What do you hope to achieve?

This section should demonstrate how your proposed activity, product, service or project will deliver outcomes. This should relate back to the grant objectives, as well as the problem or activity identified, and be supported by evidence. For example, you could provide evidence such as a waiting list and a family survey to demonstrate demand and support for increasing the operating hours of your service.

When writing your application be mindful of word limits.

A detailed budget of your activity

Finally, you should provide a detailed budget for the proposed activity, product, service or project and clearly identify the grant funding amount requested. Some grants application guidelines may provide a template for you to provide financial information. Further guidance on the financial information that you can provide in your application and how you can structure this information is provided in the **'financial information'** section.

5. Grant Application Checklist

Use the following checklist as you prepare your grant funding application

Have you reviewed the grant application guidelines and any additional required documents?

Does your service meet the eligibility requirements?

Have you checked the application submission format? Is it a form (online or on paper) or a free form proposal? Are there any restrictions such as word limits?

Have you reviewed the minimum and/or maximum grant limits and any co-contribution requirements?

Have you analysed your service's financial position to estimate the size of grant funding required?

Have you reviewed the grant application guidelines to check the timeframes for spending the funding should your application be successful?

Have you read the grant application guidelines to check any compliance requirements such as privacy, conflict of interest, security and probity?

Have you reviewed the grant application guidelines for requested supporting evidence such as financial analysis, budgets and project plans and attached it to your application?

Have you obtained and attached appropriate evidence to support your application?

Have you directly answered the selection or assessment criteria within the word limit (if applicable)?

Have you noted the grant application closing date, time and submission process?

Have you proofread and edited your grant application?

Did you keep a copy of your grant application?

Make sure you check for updates on the grant application process regularly

6. Example responses to selection criteria

Below are some general examples of responses to selection criteria. These examples are illustrative only and may or may not be relevant to your specific grant application.

The examples do not represent any specific community and do not use any real data.

An example of demonstrating need for a service

Example response:

The community of XYZ is in an inner regional area with a population of 25,000 people (ABS, 2016). As of June 2017, the employment rate for the region was 7% which is higher than the national average of 5% (ABS, 2017). It is a relatively disadvantaged area as shown by the Socio-Economic Indexes for Areas. Given the low population and relative disadvantage, access to child care services has been limited with only two child care services operating in the local area. Our service has reached the maximum number of children that we can care for on a daily basis (we have the capacity for 10 children but as the attached evidence demonstrates, we have a wait list of over 30 families).

An example of demonstrating achieving intended outcomes

Example response:

In order to meet the needs of our local community, we propose to increase enrolments by an additional 10 children, raising the capacity to 20. We propose to do this by:

- Moving from our current location to a new facility based in a nearby community centre, which provides us with the additional floor space. However, the facility is in need of refurbishment including:
 - New carpets
 - Bathroom upgrade to increase the number of toilets
 - Installation of a play area.

The total cost of the refurbishment is \$30,000. Partial funding of \$10,000 has already been secured from the local council and a fundraising event. This grant requests the remaining \$20,000 in funding. A detailed breakdown of cost for refurbishment has been included in the next section. Quotes for building services have also been provided as a separate attachment.

We will also recruit an additional full-time educator to meet the additional capacity and ensure we continue to deliver quality child care. We currently have one educator who will also transition to a full-time role. A local recruitment service will undertake the recruitment of the additional staff.

Further details of these activities have been detailed in our attached project plan.

An example of demonstrating performance monitoring plans

Example response:

It is anticipated that the refurbishment and recruitment of additional staff will be complete by the next financial year. To record our progress, we will measure the following:

Example Output	Example Measure
Refurbishment	<ul style="list-style-type: none"> • All refurbishment activities including carpet, bathroom upgrade and play area installation are completed on time and on budget. • It is expected that the time frame for refurbishment is as follows: <ul style="list-style-type: none"> ○ New carpets – End of September ○ Bathroom upgrade – End of November ○ Installation play area – Mid-May next year <p>Note: these timeframes are based on the assumption that full funding can be secured by 1 August per your specified grant funding timeline.</p>
Recruitment	<ul style="list-style-type: none"> • Our volunteer staff will have completed their requisite accreditation training by the end of November. • We are expecting to have recruited and on-boarded our new full-time staff member by September. • Should training be required, we will expect that they will have completed their accreditation by mid-next year.
Example Outcome	Example Measure
Increase in child care capacity	<p>It is expected that once refurbishments and the recruitment of new full-time staff is complete, that we will increase our child care capacity. Our targets are as follows:</p> <ul style="list-style-type: none"> • Mid-term targets – Increase our daily average number of children cared for per day from 10 to 15. We will aim to meet this target by July next year • Long-term targets – Increase our daily average number of children cared for per day from 15 to 20. We will aim to meet this target by December next year.

An example response of demonstrating capacity and capability

Example response:

Our service has delivered child care in this community for the past 20 years. Since we opened, our service has played a vital role in caring for the children of the local community. Our quality rating for the National Quality Framework is 'Exceeding the National Quality Standard' as demonstrated on the Australian Children's Education and Care Quality Authority website. We have provided letters of support from parents and the local community regarding the quality of our service in an attachment. Our current full-time child care staff members are qualified and experienced educators who have also been with us since the service began and meet the qualification requirements for the National Quality Framework. Our service is supported by our governance committee comprised of professionals from the local community. It is through their support that we are able to secure co-contributed sources of funding for the refurbishment, as well as discounted quotes for services from the local area.

One of our staff will be the project manager for the refurbishment and move. This staff member will be supported by a governance committee member with a background in large-scale construction project management.

7. Glossary

The following are some of the more common terms that you will encounter when you apply for various grants.

Assessment or selection criteria	A set of principles that grant providers will use to assess the relative merit of applications. Typically, grant application guidelines will define assessment/selection criteria.
Business Plan	A business plan is a formal statement of business goals, reasons they are attainable, and plans for achieving them.
Capital Works	Works to build, extend, modify or renovate facilities.
Eligibility criteria	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to assessment criteria.
Evaluation	This can have two meanings. This can be the assessment of your grant application and how well the application meets the assessment criteria. The second meaning is the assessment of how well your work/project is tracking. This will be done by monitoring the performance measure/indicators.
Financial viability	The ability of a business to survive, measured by its financial performance and position.
Inputs	Inputs are what need to be done or purchased in order to finish the work/project.
In-kind	The value of goods, commodities or services provided instead of money.
Not-for-profit	Generally, a not-for-profit organisation is one that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives), whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it ceases to operate.
Objectives	Objectives are what you ultimately want to achieve with the proposed activity, product, service or project. A good objective should be measurable which means that you have defined features that you can measure to show how successful the work has been. A general structure for an objective is 'To do what, for whom, by when?'
On-costs	Overhead expenditures, for example superannuation expenses.
Outcomes	Not to be confused with output, the outcomes show the effect that the activity has on the community or group. Particularly it should show how the work has affected the original need or problem.
Outputs	The outputs are the completed results of a proposed activity, product, service or project. These can be physical items or non-physical (for example, five of our staff members will be trained and accredited).
Sustainability	The ability to maintain financial viability in the long-term.
Stakeholder	A person or an organisation with an interest or concern with your activity.