



Community Child Care Fund Round 2 (for approved child care services)

Opening date:	8 March 2019
Closing date and time:	11.00PM AEDT on 5 April 2019
Commonwealth policy entity:	Department of Education and Training
Administering entity	Community Grants Hub
Enquiries:	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: support@communitygrants.gov.au Questions should be sent no later than 5.00PM AEDT on 29 March 2019
Date guidelines released:	8 March 2019
Type of grant opportunity:	Open competitive

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1. Community Child Care Fund – Round 2 processes

The Support for the Child Care System program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program that contributes to Department of Education and Training's Outcome 1: Improved early learning, schooling, student educational outcomes and transitions to and from school through access to quality child care, support, parent engagement, quality teaching and learning environments. The Department of Education and Training works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We will advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Community Child Care Fund

We evaluate your specific grant activity and the Community Child Care Fund as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Community Child Care Fund (CCCF) Round 2 grants. You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub (the Hub) on behalf of the Department of Education and Training (the department).

2. About the grant program

The new Child Care Package (the package) that commenced in July 2018 is designed to make the child care system more affordable, more accessible, more flexible and targeted to those who need it most. The package contains two key components - the Child Care Subsidy and the Child Care Safety Net.

The objective of the Support for the Child Care System program is to:

- help families participate in social economic life of the community by promoting and supporting quality and affordable child care; and
- assist services to improve access and inclusion for vulnerable or disadvantaged children and families, including children with disabilities and their families.

The Child Care Safety Net contributes to the Support for the Child Care System program, in which the CCCF is one of three activities announced under the package.

The CCCF aims to support child care services to address barriers to child care participation, particularly targeting disadvantaged and vulnerable families and communities.

The overall outcomes of the CCCF are to:

- improve early childhood development outcomes for vulnerable and disadvantaged children
- increase workforce participation by vulnerable and disadvantaged families.

Grants provided under the CCCF are intended to supplement fee income received from families, including Child Care Subsidy and Additional Child Care Subsidy payments.

The Community Grants Hub administers the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

2.1 About the Community Child Care Fund – Round 2 grant opportunity

This grant opportunity is for CCCF Round 2. It is available to approved child care services that meet the eligibility criteria outlined in section 4.

The objectives of the grant opportunity are to:

- support eligible child care services in disadvantaged and vulnerable communities to transition to and operate viably under the new child care system
- support the longer-term sustainability of eligible child care services.

The intended outcomes of the grant opportunity are:

- child care services operating in disadvantaged and vulnerable communities are able to address (or have increased capacity to address) community level barriers to child care participation
- increased number of children from vulnerable or disadvantaged families and communities accessing child care
- increased sustainability of child care services operating in disadvantaged communities experiencing viability issues, including in areas with fluctuating and/or low short-term demand
- increased availability of child care places in disadvantaged communities with high unmet demand through capital works projects.

This grant opportunity will provide funding under three categories, called program 'elements'. Each element intends to fund a specific type of activity. The elements are (in order of grant funding priority):

- **Sustainability Support:** helping eligible child care services operating in areas of limited supply improve the viability and sustainability of their service.
- **Community Support:** helping eligible child care services to work with other organisations and families to identify and address community level barriers to child care participation. The engagement must ultimately result in increased child care participation.
- **Capital Support:** helping eligible child care services by contributing towards the cost of modifying, renovating, extending or building child care facilities ('capital works'). These capital works must result in more child care places in areas where there is unmet demand.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has approved funding of approximately \$110 million per annum (GST exclusive) for the CCCF. Within this allocation, there is approximately \$21.8 million (GST exclusive) available under this grant opportunity: up to \$11.5 million in 2019-20 and \$10.3 million in 2020-21.

Minimum and maximum grant amounts will apply under this grant opportunity as per the following table.

The value of money awarded under this grant opportunity cannot exceed the total funding available.

CCCF Element	Minimum grant funding amount* (GST exclusive)	Maximum grant funding amount* (GST exclusive)	Total value of CCCF grant funding available under this grant opportunity (up to) (GST exclusive)
Sustainability Support	\$2,000	\$200,000	2019-20 \$11.5 million 2020-21 \$10.3 million
Community Support	\$5,000	\$100,000	
Capital Support	\$50,000	\$150,000	

* These amounts are per CCCF element, per annum.

The amount and term of funding provided to applicants will be determined on a case-by-case basis, depending on the activity being funded, the circumstances of the applicant, and the department's program priorities. Grant agreements will be offered for between one and two years. Services can apply for funding for either or both 2019-20 and 2020-21, noting that the majority of grant opportunity funding is available in 2020-21.

It is expected that for most funding recipients, reliance on supplementary funding under the CCCF will reduce over time, as services build capacity and viability under the new child care system.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible for this grant opportunity, at the date of application lodgement, you must be:

- a Child Care Subsidy (CCS) approved operator of an approved child care service under Family Assistance Law,

AND

- your service must be providing child care in a CCCF priority area (refer to section 4.3); **OR**
- 50 percent or more of children attending your service must reside in a CCCF priority area **OR**
- 50 percent or more of your educators must be delivering care in a CCCF priority area (for family day care services)

OR

- you must be an approved operator of an In Home Care service that was a previous recipient of funding under the department's Community Support Program, during 2017-18.

The approved provider can apply for funding with respect to a single approved child care service or a number of approved child care services that the approved provider operates.

While both for-profit and not-for-profit services are eligible to apply, funding preference will be given to not-for-profit services. For definitions, please refer to section 15 Glossary.

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible provider under the Family Assistance Law as per above (refer to section 7.2)

4.2 Additional eligibility requirements

All applicants must also meet the additional eligibility requirements for the relevant CCCF element.

Applications for Sustainability Support

Applicants applying for funding under the Sustainability Support element must be operating in an area of limited supply, that is, they must be the only service provider in the area or the only service provider within reasonable proximity, and/or they must be providing an essential service that meets the specific needs of the community. Shortlisted applicants may be requested to provide evidence to demonstrate their eligibility under this requirement.

Applications for Capital Support

Applicants applying for funding under the Capital Support element must be operating in an area of high unmet demand, that is, an area where there is a shortage of child care places because of higher demand/need for child care places than supply. Proposed activities under this element must result in more child care places. Shortlisted applicants may be requested to provide evidence to demonstrate their eligibility under this requirement.

Applicants applying for funding under the Capital Support element are required to make a capital contribution of at least 50 per cent of the total cost of the project. In-kind contributions may be considered. Shortlisted applicants may be required to provide letters of support or other forms of evidence to demonstrate their eligibility under this requirement. This requirement may be relaxed or waived in certain circumstances, at the discretion of the department.

Applications for Community Support

There are no additional eligibility requirements for Community Support.

4.3 Priority areas

The department has identified a list of priority areas that experience particularly high levels of disadvantage compared to most other communities (see [CCCF Priority Areas](#)).

Shortlisted applicants are required to provide evidence in their application to demonstrate their claims in this regard, and may be requested to provide additional information by the selection advisory panel.

The department uses the Australian Statistical Geography Standard Statistical Area 2 level mesh block for the purpose of identifying the priority areas. The priority areas list is based on Australian Early Development Census (AEDC), Socio-Economic Indexes for Areas (SEIFA) and Australian Bureau of Statistics (ABS) remoteness and population data.

The following weightings have been applied to the measures:

- AEDC results - 50%
- SEIFA disadvantage data - 20%
- ABS remoteness data - 20%
- ABS population data - 10%

You can find further information on the ABS population, remoteness and SEIFA at [abs.gov.au](#).

Further information on the AEDC can be found at [aedc.gov.au](#).

4.4 Who is not eligible to apply for a grant?

You are not eligible to apply if you:

- do not meet the eligibility criteria described under section 4.1;
- are already receiving CCCF funding awarded under the 2017 CCCF restricted non-competitive grant opportunity.

Services that were awarded funding under the 2017 CCCF open competitive grant opportunity (Round 1) are not eligible to apply for funding under this grant opportunity if this is for the same child care service under the same CCCF element.

4.5 What qualifications, skills or checks are required?

If you are successful, relevant personnel working on activities must maintain the following registration/checks:

- Working with Vulnerable People Registration
- Working with Children Check
- any other requirements that may apply under Family Assistance Law.

5. What the grant money can be used for

5.1 Eligible grant activities

Sustainability Support grants can be used for activities such as:

- implementing changes to business practices and introducing innovative solutions to improve the sustainability and viability of a child care service
- meeting standard child care operating costs during transition to a more sustainable business model
- helping with the costs of providing child care in unviable markets where a service is providing the most effective model of care for the community.

Community Support grants can be used for activities such as:

- linking child care services with relevant local organisations to work together to address community level barriers to child care participation and ultimately deliver increased child care utilisation
- building relationships with vulnerable and disadvantaged families with children who currently do not use child care
- providing transport assistance to facilitate attendance by isolated families
- developing and implementing a community stakeholder engagement plan for a child care service.

Capital Support grants can be used for proposals such as:

- extending or modifying an existing child care centre
- extending or modifying a community centre or other building that will be used for child care
- building a new child care centre.

Any building built, extended or modified using grant funding from the capital works element must be used for the intended purpose for an agreed period (called the designated use period). The designated use period will be agreed between the department and the applicant, and will reflect the level of government funding.

5.2 What the grant money cannot be used for

Grant funding cannot be used to directly generate or contribute to the profit of a child care service.

The following are examples of activities grant funding cannot be used to pay for (this list is not exhaustive):

- costs normally associated with running a child care service (for example rent, insurances, maintenance, salaries), unless:
 - as part of a transition to a more sustainable business model
 - the service is the sole provider of child care in an unviable market
- professional development for individual staff members of a child care service, unless as part of a strategy to increase family engagement or clearly linked to maintaining viability
- activities not related to the delivery of child care services (for example environmental sustainability projects)
- purchasing of land
- proposals where capital works have commenced and/or been fully committed to at the time of application
- activities that are already fully funded by another government grants program
- activities that have already occurred, or to re-produce resources that have previously been developed
- the purchase or lease of vehicles not directly linked to the transport of children to child care.

6. The assessment criteria

You must address all of the following assessment criteria in your application.

The application form includes character limits. The application form will not accept characters beyond this limit.

Sustainability Support

Criterion - Describe the particular barrier/s to child care viability or sustainability that your service is experiencing and describe how your proposal will address these.

Your response should include:

- the particular barrier/s to child care viability or sustainability that your service is experiencing
- how your proposal will address these particular barrier/s to child care viability or sustainability
- data or information that supports your application such as evidence of:
 - low population and/or fluctuating demand
 - costs or disadvantage specific to location
 - your understanding of your client base
- how grant funding will be used to deliver the proposal
- the qualifications and experience of your staff and the ability of your organisation to deliver the proposal.

Community Support

Criterion: Describe the particular barrier/s to child care participation in your community and how your proposal intends to address these.

Your response should include:

- the particular barrier/s to child care participation that your organisation is experiencing
- how your proposal address these particular barrier/s and increases child care participation
- how you will build and maintain relationships with relevant stakeholders to help you achieve intended outcomes

- how grant funding will be used to deliver the proposal
- the qualifications and experience of your staff and the ability of your organisation to deliver the proposal.

Capital Support

Criterion: Describe the need for additional child care places in your community and how your proposal will contribute to meeting this need.

Your response should include:

- the need for additional child care places in your community and how your capital works project will address the need and result in more child care places
- information that supports your application such as population data or evidence of need and support from families, schools, other child care services in the area or community groups
- how you estimated the cost of the project and how you will manage unexpected expenses, including how grant funding will be used to deliver the proposal
- the result of your efforts in securing other financial contributions for your project (for example bank, local council, charity, community organisation)
- the qualifications and experience of your staff and the ability of your organisation to deliver the proposal
- how your organisation will ensure that the capital construction will be completed as planned.

7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement and questions and answers.

These documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda¹ will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You will need your CCS ID and Organisation ID to apply. If you do not know these IDs please contact the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au

You may apply for one or more element per service, however only one application per element per service is allowed. A separate application form must be submitted for each element. If more than one application is submitted for the same element the latest accepted application form will progress. Any earlier applications submitted for the same element and service will be withdrawn from the assessment process.

Where an applicant seeks funding for more than one approved child care service, the applicant is required to apply separately for each child care service, addressing the eligibility and assessment criteria separately in each application.

- to apply you must complete the online application form on [GrantConnect](#).
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents

- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 05 April 2019.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help around the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 or email support@communitygrants.gov.au. The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

7.1 Attachments to the application

All of the following supporting documents should be attached to your application. Templates are provided for your use with the grant opportunity documents as specified:

Sustainability Support or Community Support

- budget proposal outlining the estimated costs associated with the proposed activity – template provided.

Capital Support

- budget proposal outlining the estimated costs associated with the proposed capital project – template provided
- simple floor plan
- evidence of land/building ownership or permission from the land/building owner.

You must attach supporting documentation to the application form according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments that we do not request.

Please note: There is a 2MB limit for each attachment.

7.2 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver grant activities.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The lead organisation, as well as consortium members, must be eligible provider under the Family

Assistance Law (refer to section 4.1). The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via support@communitygrants.gov.au.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative² will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

² This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

Expected timing for this grant opportunity

If you are successful, you will be expected to start your activity from September 2019 and the expected completion date will be negotiated with each funding recipient.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	September 2019
End date of grant activity	Negotiated with each grant recipient

7.4 Questions during the application process

If you have any questions during the application period questions will be responded to during the application submission period, contact the Community Grants Hub on 1800 020 283 or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5.00PM AEDT on 29 March 2019. Following this time, only questions relating to using and/or submitting the application form will be answered.

8. The grant selection process

The assessment centre will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see section 6) and against other applications. We will consider your application on its merits, based on how:

- well it meets the criteria
- it compares to other applications.

A Selection Advisory Panel will consider whether it provides value with relevant money.³

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- the extent to which the geographic location of the application matches identified priorities

³ See Glossary for an explanation of 'value with money'.

- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals
- how the services and/or projects will be delivered
- service provider mix
- consideration of provider profit status (refer to section 4.1 and below)
- existing and/or potential market failure
- minimising possible duplication with other Commonwealth/State/Territory Government programs/service delivery.

The selection advisory panel will consider the profit status of applicants, giving preference to applicants that are not-for-profit over comparable for-profit applicants. From a practical sense, this means that where not-for-profit and for-profit applicants with comparable proposals are similarly scored in the assessment process and are located in the same area, the department will preference funding to the not-for-profit service.

8.1 Financial viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity
- verification that entities have a legal existence.

8.2 Who will assess and select applications?

The assessment centre will assess each eligible and compliant application on its merit and compare it to other eligible applications. The assessment centre will be made up of Community Grants Hub staff, who will undertake training to ensure consistent assessment of all applications.

The selection advisory panel may seek additional information about you or your application and this may delay completion of the selection process. The additional information may help verify claims made in the application form or determine the relative merit of an application. The selection advisory panel may request information from within the Commonwealth, even if you do not nominate the sources as referees. The assessment centre may also consider information about you or your application that is available through the normal course of business.

The selection advisory panel recommends to the decision maker which applications to approve for a grant.

8.3 Who will approve grants?

The relevant Group Manager of the Early Childhood and Child Care cluster, Department of Education and Training (the decision maker) decides which grants to approve taking into account the recommendations of the selection advisory panel and the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

The decision maker must not approve funding if they reasonably consider the program funding available across financial years will not accommodate the funding offer, and/or the application does not represent value for money.

In making grant decisions, the decision maker may also take into account other considerations such as ensuring families will have equitable access to services and that grants are allocated fairly and consistently in line with the department's and/or Government's funding priorities.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you will be advised of any specific conditions attached to the grant.

If an applicant is unsuccessful in the competitive round the department reserves the right to use the application for the purposes of brokering a partnership between applicants or as the basis for further negotiation. This is to maximise project outcomes that may be achieved by collaboration between one or more applicants. This process will only apply where there is significant benefit to the program.

9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

9.2 Further grant opportunities

The department reserves the right to offer grants to organisations on an ad hoc basis, where special circumstances have been identified (refer CCCF Special Circumstances Grant Opportunity Guidelines). This may include where service viability is affected by a natural disaster or another unexpected factor outside the control of the service. Up to \$4 million (GST exclusive) within the CCCF annual allocation will be made available for this purpose.

Should this full amount be unlikely to be expended within the financial year period, the department reserves the right to fund additional grants from this allocation, giving first consideration to meritorious but unsuccessful grant applications from the most recent open competitive grant opportunity, assuming their application was still current. Such funding would be provided at the sole discretion of the department and would not be on an ongoing basis.

Any grants awarded under ad hoc or special circumstances arrangements as described, will be subject to a separate set of grant opportunity guidelines.

9.3 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth.

We use two types of grant agreements for this grant opportunity. Our selection will depend on the associated risks and complexity of your grant activity.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These will be identified in the agreement.

Through the grant agreements, the department will maintain a right to use the grants provided to offset a debt against a provider in respect of the Child Care Subsidy (as per Minister's rules made under section 3(1) – the definition of a *child care service payment* – of the *A New Tax System (Family Assistance) (Administration) Act 1999*).

If you are successful for more than one proposal, you will receive a single grant agreement that will have a schedule for each proposal that receives funding.

If there are unreasonable delays in negotiating a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Payments will be made according to schedules agreed between grant recipients and the department, as recorded in the grant agreement. Payment schedules will reflect the nature of the proposal, and generally be linked to the achievement of project milestones and key performance indicators. Release of each payment will depend on your organisation meeting all requirements as specified in the grant agreement.

You must accurately report on the grant activities and the expenditure of the grant, as required in the grant agreement. The grant must be spent and acquitted by the grant agreement completion date unless otherwise agreed with the department.

The department may vary or extend grant agreements in some circumstances where permissible under the terms and conditions of the agreement, and where agreed by both parties.

You should not make financial commitments in expectation of receiving the grant until an agreement has been signed by the Commonwealth.

You may start your project from the date that the department notifies you that your application is successful. If you choose to start your project before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

9.4 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children; or
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

9.5 Multicultural Access and Equity

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications (to assist with identifying these costs see the Translating and Interpreting Services costing tool in the grant opportunity documents).

9.6 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- ratio of costs covered by the grant (in the case of capital support)
- schedule of payments (based on the budget proposal and subject to negotiation between the department and the funding recipient)
- reporting requirements.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

9.7 Grant Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

11. How we monitor your grant activity

11.1 Keeping us informed

You should let us know if anything is likely to affect your grant activities or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

11.2 Reporting

You must submit reports in line with the grant agreement. We will provide templates for these reports. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Progress reports

Progress reports must:

- include statements of your progress toward completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

You must tell us of any reporting delays with us as soon as you become aware of them.

Final report

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within three months of completion in the format provided in the grant agreement.

11.3 Financial reporting

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money or in some cases, we may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

11.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager at the Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

11.5 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

11.6 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

11.7 Evaluation

We will evaluate the CCCF to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

11.8 Acknowledgement

If you make a public statement about a grant activity funded under CCCF, we require you to acknowledge the grant by using the following:

'This activity received grant funding from the Australian Government.'

12. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

The Department of Education and Training may change these guidelines. When this happens, the revised guidelines will be published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

12.1 Enquiries and feedback

Complaints about this grant opportunity

Complaints about this grant opportunity, including grant decisions, must be provided in writing by completing the department's [feedback and enquiry form](#).

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can lodge complaints using the complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or Department of Education and Training has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or Department of Education and Training.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

12.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Department of Education and Training and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Education and Training and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

12.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Education and Training would breach an Australian Privacy Principle as defined in the Act.

12.4 Confidential Information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

12.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public and private interests and business affairs of persons in respect of whom the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
Government and Executive Services Branch
Department of Social Services (DSS)
GPO Box 9820
Canberra ACT 2601

By email: foi@dss.gov.au

13. Consultation

The department conducted comprehensive public consultations for the draft CCCF program guidelines in 2017, prior to undertaking the first CCCF grant rounds (open competitive and restricted non-competitive grant opportunities). This included nation-wide face-to-face consultations with approved providers, approved child care services, Budget Based Funded services and other stakeholders, as well as webinar presentations, stakeholder surveys and email feedback.

The current guidelines reflect feedback received as part of this process, as well as feedback from services and other stakeholder received during and following the conducting of the first CCCF grant opportunities. Notably additional information has been provided in these guidelines regarding eligible and ineligible grant activities.

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
approved child care services	child care services approved under the Family Assistance Law
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
capital works	works to build, extend, modify or renovate facilities
child care provider	legal entity that runs the child care business. One child care provider can operate more than one child care services in several locations
child care service	the physical location where children are cared for and where proposals under the CCCF would take place
Child Care Subsidy	income and activity tested Australian Government child care subsidy that came into effect from July 2018
commencement date	the expected start date for the grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	these establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
community level barriers	reasons that may prevent families from using available child care, for example their socio-economic background and family resources
completion date	the expected date that the grant activity must be completed and the grant spent by

Term	Definition
Consortium	two or more businesses who work together to combine their capabilities to develop and deliver a grant activity
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
Department	the Australian Government Department of Education and Training
eligibility criteria	refer to the mandatory criteria that must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Element	one of the three grant elements of the CCCF: Sustainability Support, Community Support and Capital Support
Family Assistance Law	<p>the Family Assistance Law refers to both</p> <p>a) <u><i>A New Tax System (Family Assistance) (Administration) Act 1999</i></u></p> <p>b) <u><i>A New Tax System (Family Assistance) Act 1999</i></u></p> <p>It is the basis for Commonwealth child care fee assistance. Family Assistance Law also provides for the approval of child care services to administer child care fee assistance on behalf of families using the service, and provides for many other associated matters.</p>
fluctuating demand	the market interest for child care shows variations over time, for example due to seasonal or economic changes
Funding Arrangement Manager	the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement
for-profit services	<p>for the purposes of this grant opportunity, the department is adopting the following definition of a for-profit organisation:</p> <ul style="list-style-type: none"> • A for-profit organisation is any organisation that is running a business for profit and does not meet the definition of a not-for-profit organisation.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
Grantee	the individual/organisation which has been selected to receive a grant
(high) unmet demand / need	situation where there is a shortage of child care places because of (significantly and consistently) higher demand/need for child care places than supply

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
In Home Care services	<p>the department's In Home Care program provides flexible care in the home, particularly for families where other child care options are not available or are not appropriate.</p> <p>In Home Care services that were in receipt of funding under the department's Community Support Program as at 30 June 2018 (the date of the program's closure) are eligible to apply under this grant opportunity.</p>
limited supply	<p>situation where a service:</p> <ul style="list-style-type: none"> • is the only service provider in the area or the only suitable service, and/or • provides an essential service for a particular client base.
not-for-profit services	<p>for the purposes of this grant opportunity, the department is adopting the Australian Taxation Office definition of a not-for-profit organisation:</p> <ul style="list-style-type: none"> • a not-for-profit (NFP) organisation does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. An NFP organisation is not an organisation that has not made a profit. An NFP organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people. We accept an organisation as NFP where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up. These documents should contain clauses that are acceptable to us as showing the organisation's NFP character.
Portfolio Budget Statement (PBS) Program	<p>described within the entity's Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.</p>
priority areas / communities	<p>list of areas/communities identified by the department as experiencing high levels of disadvantage. The list of priority areas may change from time to time.</p>
selection criteria	<p>comprise eligibility criteria and assessment criteria</p>

Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
selection advisory panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives
Sustainability	<p>the ability to maintain viability in the long-term.</p> <p><u>Note:</u> For the purposes of this open competitive grant opportunity, when referring to sustainability the definition above applies and should not be confused with <u>environmental</u> sustainability.</p>
value with money	<p>refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.
Viability	the ability of a business to survive, measured by its financial performance and position