Questions and Answers
Community Child Care Fund (CCCF)

1. What is the closing time and date for applications?

The application form must be submitted by 2:00 pm Canberra local time AEDT on 2 November 2017. It is recommended that you submit your application well before the closing time and date.

Please note the original closing of 5 October 2017 has been extended to 2 November 2017.

a. Where can I find my ID numbers?

For many services, your ID number forms part of your CCMS User ID you use to log into your software product (for example, CCMS_*ID number*). Your CCB Approval letter may also have the IDs you need to apply. If you are unable to locate your ID numbers, please contact the Community Grants Hub via email at support@communitygrants.gov.au or call the Grants Hotline on 1800 020 283. As the round closing time and date approaches, email and phone traffic to the Grants Hotline is expected to significantly increase therefore services are strongly advised to locate their ID numbers before they start their application.

2. Can I receive help from someone in the Department with my application?

The Department cannot directly assist with the writing of any application however to support services applying under this grant opportunity, the Community Grants Hub has published "A guide to supporting your grant application" which is located at https://www.communitygrants.gov.au/information-applicants/strong-evidence. The department has also developed a resource to assist services that may be applying for grant funding, including the CCCF. This is available at www.education.gov.au/cccf. I encourage you to use the resources when applying for the CCCF and other grant opportunities.

3. If I am not able to submit my application by the due time and date, can I be granted an extension?

No, extensions will not be given.

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date, the late application policy, available on the Community Grants Hub website, will apply.

4. Are not for profit and for profit organisations eligible to apply?

Yes.

5. What attachments do I need to include in my application?

A requirement for the funding round is that attachments specified in the Grant Opportunity Guidelines should be provided with your application. Only attach the documents you have been asked to include. If you do not attach the documents specified in the Grant Opportunity Guidelines your application may not be assessed.

6. How much funding is available for this grant opportunity?

Up to $50 million per annum has been made available by the Australian Government from July 2018 for allocation under this CCCF open competitive grant opportunity. This includes up to $4 million for special circumstances grants, if required.

7. If my organisation is a part of a group of organisations, can we submit a joint application through a consortium (joint) arrangement?

A joint application can be submitted – see section 7.5 of the Grant Opportunity Guidelines. The joint application must include details of each of the organisations under 'Activity Delivery' in the Application Form. The Community Grants Hub may ask for further information regarding the members of the consortium before any agreement being finalised. If a joint application is successful, the Department of Education and Training will enter into a Grant Agreement with the nominated lead organisation.

8. What is a lead organisation of a Consortium?

The lead organisation, as well as consortium members, must be a provider of an eligible service (under section 3.1 of the Grant Opportunity Guidelines) to apply under this grant opportunity.

If you submit a joint application, you must nominate a lead organisation for the application. The lead organisation for the project will, if your application is successful, sign the Grant Agreement, receive the funding and take legal responsibility for performing the activities and meeting the outcomes of the Grant Agreement.

9. Would the Department prefer a consortium (joint) arrangement?

Individual and consortia (joint) applications will be considered equally.

10. What are the contract conditions for this grant?

A copy of the Terms and Conditions for the Grant Agreement is included in the Application Pack, available on the GrantConnect and Community Grants Hub websites.

Amended response to Question and Answer added on 30 October

11. When will I know the outcome of my application?

You will be notified of the outcome of your application once the grant selection and approval process is completed, which is expected to be by the end of April 2018. This date will not be affected by the extension of the grant opportunity closing date. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

12. Where should I go for further information?

Please email your enquiries to support@communitygrants.gov.au

13. What Feedback will be available for this funding round?

A Feedback Summary will be published on the Community Grants Hub website following the finalisation of the funding round.

The Feedback Summary will provide general round-specific information and will include main strengths and areas of improvement for the applications received in this round.

Individual feedback is available for this round. Instructions for how to register to receive individual feedback will be included in the email to each applicant advising of the outcome of their application.

14. What is the Community Child Care Fund?

The CCCF is part of the Australian Government's Child Care Safety Net, which contributes to giving the most vulnerable children a strong start in life, while supporting parents into work.

Under the CCCF, child care services will be able to apply for supplementary funding through a grants program to:

- reduce the barriers in accessing child care, in particular for disadvantaged or vulnerable families and communities
- provide sustainability support for child care services experiencing viability issues
- provide capital support to increase the supply of child care places in areas of high unmet demand.

The expected outcomes of the CCCF are to:

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

15. What activities will be funded under the CCCF?

The CCCF open competitive grant opportunity will provide funding under three categories, called program 'elements'. Each element is intended to fund a specific type of activity. The elements are:

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
- developing and implementing an action plan to support transition to a more sustainable business model
- helping with additional costs of providing child care in unviable markets where a service is providing the most effective model of care for the community
- meeting standard child care operating costs during transition to a more sustainable business model.

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 don't use child care

- providing transport assistance that is clearly linked to broader child care engagement activities for isolated families and those with transport difficulties to access child care

- 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.

16. Who can apply?

To be eligible to apply under this grant opportunity you must be:

1. An approved provider of an approved child care service (see section 3.1.3); _**AND**_

2. An organisation which is either:
   a. Seeking funding for an approved child care service operating in a priority area (see section 3.2); _**OR**_
   b. Seeking funding for an approved child care service currently in receipt of funding under the department's Community Support Program (see section 3.1.4).

While both for-profit and not-for-profit services are eligible to apply (refer sections 3.1.1 and 3.1.2), funding preference will be given to not-for-profit services (refer section 8.1.2).

You will also be required to meet any other eligibility requirements that may apply to the CCCF element you are seeking funding under, as outlined in section 3.3.

17. Where are the priority areas?

The department has identified a list of priority areas that experience higher levels of disadvantage compared to most other communities. The department uses the Australian Geography Standard (AGS) Statistical Area 2 (SA2) level mesh block for the purpose of defining the priority areas. The priority 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 measures have been selected for the following reasons:

- They are the measures most commonly used by Government Agencies to determine areas of disadvantage

- Andrew Forrest recommended in his review of Indigenous jobs and training (the Creating Parity report) that AEDC is weighted most heavily because communities with the highest level of vulnerability and need, can be determined by the Australian Early Development Index (now AEDC)'s results

- The ABS SEIFA disadvantage index is often used to determine low socio –economic areas in Australia.

Please see the [Department of Education and Training website](#) for maps of the priority areas.

18. What does it mean to be a current Community Support Program (CSP) funding recipient?

For the purposes of eligibility to apply for the CCCF open competitive grant opportunity, a CSP funding recipient is deemed to be 'current' if they are receiving CSP funding on the day the application round opened – 23 August 2017. Please see section 3.1 of the CCCF open competitive grant opportunity guidelines for further eligibility information.

19. How do I verify if my child care service operates in a priority area?

It is important to note that the CCCF priority areas do not necessarily match up with suburb or town boundaries. Applicants are required to determine if they are operating in a CCCF priority area before applying. By inputting the service address into the search engine described in the instructions at the top of [this webpage](#), an applicant will be able to determine if they are operating in a CCCF priority area.

20. Can I submit an application with another organisation?

Yes. Some organisations may apply together, as a consortium, to deliver grant activities. If you are submitting a joint grant application or submitting on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. The lead organisation must be an approved provider under the family assistance law.

21. If my organisation is a part of a group of organisations, can we submit a joint application through a consortium (joint) arrangement?

Some organisations may apply as a consortium to deliver grant activities. A consortium is two or more businesses who are working together to combine their capabilities when developing and delivering a grant activity.

If you are submitting a grant application on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. The lead organisation, as well as consortium members, must be a provider of an eligible service (under section 3.1) to apply under this grant opportunity.

Only the lead organisation will enter into a grant agreement with the Commonwealth and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium in the application.

Shortlisted applicants will be required to provide a letter of support from each organisation involved in the grant.

22. What are the minimum and maximum grant amounts per element per year?

CCCF Element	Minimum Grant Funding Amount*	Maximum Grant Funding Amount*
Sustainability Support	$10,000	$200,000
Community Support	$20,000	$100,000
Capital Support	$50,000	$150,000

23. How much funding should I apply for and for what period of time?

It is up to services to determine how much funding they apply for under the CCCF. The funding needs to be directly related to the activity for which funding is being sought and needs to form part of a costed proposal.

The period of time would also be dependent on the activity for which funding is being sought for. For example, an application for funding for a capital project could be for a period of less than 12 months, where sustainability funding for a remote service may cover a longer period of time, depending on the individual circumstances of the service.

24. Do I need to submit a separate application if I want to apply for more than one element/category of the CCCF?

Yes. Applicants can apply for one or more elements per service, with a limit of one application per element per service.

25. Can I apply directly for my service or does my parent organisation need to apply?

Applications for funding will also be accepted from approved child care services where they have been authorised to submit on behalf of the approved provider.

26. I am a family day care operator and some of my services are delivered in a priority area. Can I apply for funding under the CCCF open competitive opportunity?

If your service is delivered across multiple areas, such as a family day care service, at the time of applying you must have more than 50% of your family day care educators registered within a priority area, for your service to be eligible to apply for CCCF funding.

27. Are co-contributions for a Capital project mandatory?

Applicants applying for funding under the Capital Support element are also required to make a capital contribution of at least 50 per cent of the total cost of the project. In-kind contributions will 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.

28. What if my circumstances change after the funding agreement is in place, will my eligibility be reviewed and potentially lose my funding?

CCCF grant agreements will include regular review points, where the service's actual financial circumstances can be compared to those projected at the time of the CCCF application, and adjustments may be made. This will be particularly relevant to services seeking funding under the Sustainability Support element.

29. Is the funding on-going?

The CCCF is an ongoing program. 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 typically be offered for between one and three years, with agreements of up to five years considered under exceptional circumstances, such as where the service is located in a highly disadvantaged community with little prospect of change in the medium term.

30. Under the competitive grant process, will the department consider providing funding applicants with less funding than what they have bid for?

The grant assessment and selection process will consider various factors in making funding decisions. These include:

- that the proposed activity (or activities) has been well considered (i.e. that it will address barriers to child care participation in the community)

- that the proposal represents value for money

- that the service has capacity to implement the proposal.

As such, it is likely that for some applicants, there may be a difference between the amount of grant funding sought and the amount approved.

31. Can services seek CCCF funding to cover fee shortfalls for parents now affected by the Activity Test?

No. CCCF funding cannot be used to cover fee shortfalls for parents affected by the Activity Test.

32. My service is a Budget Based Funded (BBF) service but is not Child Care Benefit (CCB) approved. Can I apply under the CCCF open competitive grant opportunity?

No.

33. My service is a Budget Based Funded service that is CCB approved. Can I apply under the CCCF open competitive grant opportunity?

If your service is currently funded under the BBF program and is eligible to apply under the CCCF restricted non-competitive grant opportunity you do not need to apply under the open competitive grant opportunity (for approved child care services).

Amended response to Question and Answer added on 19 September 2017

34. My service is a Children and Family Centre that is CCB approved. Can I apply under the CCCF open competitive grant opportunity?

Yes, you may be eligible to apply, if your Children and Family Centre is CCB approved and transitioning to the new child care system AND if you meet the other CCCF eligibility criteria e.g. providing care in a CCCF priority area and/or being a current Community Support Program funding recipient.

35. Can I apply for the CCCF Restricted Non-Competitive Grant Opportunity?

If your service is currently funded under the BBF program and is eligible to apply under the CCCF restricted non-competitive grant opportunity you do not need to apply under the open competitive grant opportunity (for approved child care services).

36. Am I required to provide the Budget Proposal(s) on the provided template(s)?

Applicants must use the provided Budget Proposal template(s) included in the Application Pack, available on the Community Grants Hub website.

37. How will I know if I am operating in an area of limited supply?

Applicants applying for funding under the Sustainability Support element must be operating in <u>an area of limited supply</u>, that is, they must be the only service provider in the area or the only service provider within reasonable proximity, or the only suitable service, 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.

38. How will I know if I am operating in an area of high unmet demand?

Applicants applying for funding under the Capital Support element must be operating in <u>an area of high unmet demand</u>, 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 in areas where there is unmet demand. Shortlisted applicants may be requested to provide evidence to demonstrate their eligibility under this requirement.

39. How does my service use the application form to apply for more than one grant element?

The service must first complete an application for one of the grant elements and select submit. The following page will provide the child care provider with the option of applying for another grant element without the need for entering the service details again. Please note, a service may only apply for each element once. For example, an applicant cannot submit two community support grant applications for the same service.

40. How do I copy a submitted application to apply for another element?

Ensure that after submitting an application that you click the link to apply for another element. There is no facility to copy information if you close the application form after submitting.

41. Will CCCF priority areas change as new data and/or information becomes available?

No, not for this round. The main release for the 2016 Census starts on 20 June 2017 and will provide Community level Census data for a wide range of topics, including information on small population groups and for small geographic areas such as suburbs and Local Government Areas. For example the CCCF Priority Areas currently utilise SEIFA data published in 2011. However the release date for updated SEIFA is not until 2018. As such, 2011 SEIFA data will be used to determine the weighted score for the CCCF priority areas in the first funding round as this is the most recent SEIFA data at this point in time.

New Question and Answer added on 25 August 2017

42. Can In Home Care services apply for CCCF?

In Home Care (IHC) services will not be able to apply for the first round of the CCCF as this round occurs prior to the completion and review of the current IHC Program. Until the new policy is finalised, there will be no decisions regarding the eligibility of IHC services for future CCCF rounds.

New Question and Answer added on 28 August 2017

43. What Organisation ID's will I require to complete my application?

- Parent Organisation ID

- Sub Organisation ID

- CCB Approval ID/s

New Question and Answer added on 1 September 2017

44. Can the staffing line include wages that are specific to the project that we are seeking funding for, if those salaries are specific to implementing the project, does that make it acceptable?

Yes, providing the staffing costs directly relate to the proposed activity then it is acceptable to include these costs in the proposal budget.

New Question and Answer added on 18 September 2017

45. Can Sustainability Support grants be used to cover operational costs?

Sustainability Support grants cannot be used to pay for costs normally associated with running a child care service (for example rent, insurances, maintenance, registration or membership fees, salaries, training), unless as part of a transition to a more sustainable business model (refer section 4.2 of the guidelines).

In this situation grant funding can be used for activities such as (refer section 4.1 of the guidelines):

- meeting standard child care operating costs

- implementing changes to business practices and introducing innovative solutions to improve the sustainability and viability of a child care service

- developing and implementing an action plan to support transition to a more sustainable business model

Sustainability Support funding can also be used to help with additional costs of providing child care in unviable markets where a service is providing the most effective model of care for the community (refer section 4.1 of the guidelines).

New Question and Answer added on 21 September 2017

Amended Question and Answer for Question 19 and 46. New Question and Answers added on 22 September 2017

46. Can I put in two different proposals for the same element?

No, you may only submit a maximum of one application per element. If more than one application is submitted, only the last application received will be assessed.

47. I have already submitted an application but wish to revise it, what should I do?

While an application cannot be revised once it is submitted, you can complete a new application. Where more than one application is submitted, only the last application received will be assessed.

New Question and Answer added on 28 September 2017

48. In the CCCF online application form, applicants are asked for information relating to any issues with compliance with child care laws and regulations. What does this mean?

The term "issues with compliance" refers to any formal compliance notifications you may have received in relation to the Family Assistance Law, and any other law that relates to child care and the management of the service.

You should also disclose any formal compliance notifications you have received in relation to National Law, and any other law that relates to child care and the management of the service.

New Questions and Answers added on 9 October 2017

Answer updated on 11 October 2017

49. Why was the application period extended?

The application period was extended to provide applicants with additional time to apply. All services were notified of the extension via email on 4 October 2017.

Any services that have already submitted an application can amend or resubmit their application to take advantage of the longer timeframe. Services wishing to resubmit their application should contact the Community Grants Hub Hotline on 1800 020 283 or email support@communitygrants.gov.au.

50. Does CCCF directly replace the Community Support Program?

The CCCF is not a direct replacement for the Community Support Program (CSP).

The CSP comprises a range of payments that vary depending on the type of child care service, its size and location. The CCCF (open competitive grant opportunity) awards grants via an open competitive grant process. This means that applications are considered based on their relative

merit, ability to support the program's intended outcomes, and to specifically address barriers to child care participation, particularly in disadvantaged communities.

New Questions and Answers added on 11 October 2017

51. **Will the change of closing date change the assessment and announcement timeframes?**

The assessment of applications and approval of outcomes will be dependent on the volume and complexity of applications received. Negotiations and notifications of selection outcomes are expected by the end of April 2018 (refer to section 7.1 of the guidelines).

52. **My Organisation's address is just outside the A2 area by a couple of streets, for eligibility for the CCCF grant. We currently provide transport to and from children's homes in which are all in the priority A2 areas, as we have previously identified transport as a barrier in accessing quality early childhood education and care. Would my Organisation still be ineligible to apply for this funding opportunity?**

Yes. Eligibility to apply for CCCF is based on your approved service operating in a CCCF priority area or your service must be a current recipient of funding under the Community Support Program as at 23 August 2017. Close proximity to a CCCF Priority Area cannot be considered