Community Child Care Fund - Round 2
Questions and Answers

How to apply

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

   The application form must be submitted by **11.00PM AEDT on Friday, 5 April 2019**. It is recommended that you submit your application **well before the closing time and date**.

2. **What Organisation ID's will I need to complete my application?**

   - Child Care Subsidy Approval ID (CCS ID): This ID is always 9 digits followed by an uppercase letter and is used to log into the Provider Entry Point (child care system).

   - Approved Child Care Service Organisation ID: This ID is related to your individual child care service where the proposed activity will be delivered.

   - Approved Provider Organisation ID: This ID is related to your provider organisation.

3. **Where can I find my ID numbers?**

   To obtain your Organisation IDs, 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.

   Please have your CCS ID available prior to contacting the Community Grants Hub.

4. **Do I need to be CCS approved to apply?**

   Yes, you must be CCS approved at the time of application.

5. **Can I receive help from the Community Grants Hub or the Department of Education and Training with my application?**

   To maintain the fairness and integrity of the application process, the Community Grants Hub and the Department of Education and Training 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.

   The Department of Education and Training has also developed a resource to assist services that may be applying for grant funding, including the CCCF. This is available on the Department of Education and Training Website.

If you're having trouble using or submitting an application form on the Community Grants Hub website, please contact the Grants Hotline on 1800 020 283 or TTY 1800 555 677.

6. How can I submit the application form?

The form is an online application form that you must submit electronically. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post unless otherwise stated in the grant opportunity documents.

7. Can I apply for more than one element?

Yes. You may apply for one or more element per service, however only one application per element per service is allowed. There is a separate application form for each element.

8. 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. There is a separate application form 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.

9. 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 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.

10. Can I apply directly for my service or do the operators of the 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.

11. 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.

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

The Community Grants Hub 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.

Instructions on how to lodge a late application can be found on the [Community Grants Hub Website](#).

12. 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.

13. 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.

14. 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.

15. 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 grant round 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.

16. 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.

17. 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.

18. Am I required to provide the budget proposal/s on the provided template/s?

Yes. Applicants must use the provided budget proposal template/s included in the application pack, available on the [Community Grants Hub Website](#).

19. Do word limits apply to selection criteria?

Yes, the following overall word limits apply to the application forms:

- Capital Support: word limit of 900 words (6000 characters)
- Community Support: word limit of 750 words (5000 characters)
- Sustainability Support: word limit of 750 words (5000 characters)

For all application forms, the overall selection criteria is broken down into sub-criteria which have a word limit of 150 words each.

Please note: character limits include any formatting used within the body of the response, this includes spaces.

20. How do I update my physical address details in the Provider Entry Point (PEP) system?

Please see the task cards at the [Department of Education and Training website](#) for guidance on updating your physical address details.

21. Where should I go for further information?

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

Eligibility to apply

22. Who can apply?

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 of the Grant Opportunity Guidelines

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.

If a service is not located in a CCCF priority area, but 50 per cent or more of the children that attend the service reside in a CCCF priority area, that service is considered to satisfy the eligibility criterion above.
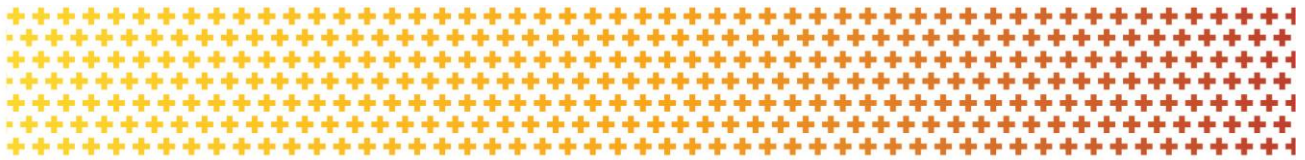
You will also be required to meet any other eligibility requirements that may apply to the CCCF element you are seeking funding under.

23. Who is not eligible to apply?

You are not eligible to apply if you:

- do not meet the eligibility criteria described under section 4.1 of the Grant Opportunity Guidelines
- 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.

24. If I have previously received funding under the CCCF, am I eligible to apply?

No, you are not eligible to apply if you are already receiving CCCF funding awarded under the 2017 CCCF restricted non-competitive grant opportunity.

25. 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. Can In Home Care services apply for CCCF?

In Home Care (IHC) services that were a previous recipient of funding under the department's Community Support Program, during 2017-18 will be able to apply under this grant opportunity.

IHC services that did not receive funding under the Community Support Program during 2017-18 may only apply if 50 per cent or more of the children being cared for by the service reside in a CCCF priority area.

26. Where are the priority areas?

The department has identified a list of priority areas that experience particularly high levels of disadvantage compared to most other communities. 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.
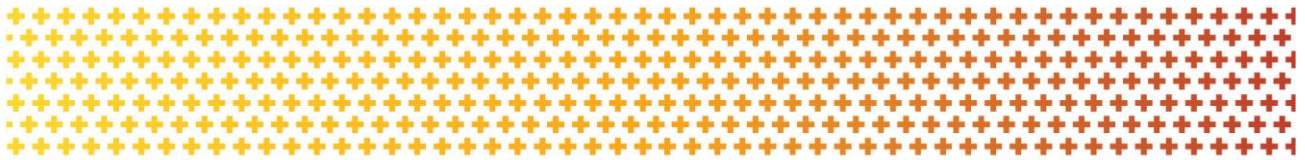
The measures have been selected for the following reasons:

- They are trusted measures 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

Please see the Department of Education and Training website for maps of the priority areas.

27. 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 on this webpage, an applicant will be able to determine if they are operating in a CCCF priority area.

28. 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 an <u>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, 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.

29. 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 an <u>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. Shortlisted applicants may be requested to provide evidence to demonstrate their eligibility under this requirement.

30. My service is a Children and Family Centre that is CCS approved. Can I apply under this grant opportunity?

Yes, you may be eligible to apply, if your Children and Family Centre is CCS approved AND if you meet the other CCCF eligibility criteria e.g. providing care in a CCCF priority area.

31. Are not-for-profit and for-profit organisations eligible to apply?

Yes. While both for-profit and not-for-profit services are eligible to apply, funding preference will be given to not-for-profit services.

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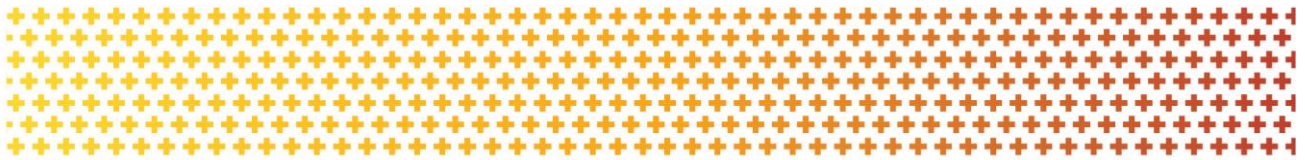
Yes. Some organisations may apply together, as a consortium, to deliver grant activities. If you are submitting a joint grant application or submitting on behalf of a consortium, a member organisation or a newly created organisation must be appointed as the 'lead organisation'. The lead organisation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

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

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

34. 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 at the time of applying you must have more than 50% of your family day care educators providing care within a priority area/s, for your service to be eligible to apply for CCCF funding. You may be asked to provide evidence to confirm the care locations of your educators.

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

Yes. 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 if the circumstances are described in your application, at the discretion of the department.

Policy

36. 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.

The objectives of the CCCF 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 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.

The intended outcomes of this 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.

37. 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
- 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.

38. What is sustainability?

The ability to maintain viability in the long-term.

Please note: For the purposes of this open competitive grant opportunity, when referring to sustainability the definition above applies and should not be confused with environmental sustainability.

39. What is an example of disadvantage and vulnerable community?

There are many examples of what determines if a community is vulnerable or disadvantaged. The indicators used to determine the CCCF priority areas e.g. Australian Early Development Census or Socio-Economic Indexes for Areas, are recognised indicators of disadvantage and/or vulnerability. However, there may be unique circumstances that cannot be measured in these ways such as drought affected communities or communities recovering from other significant events.

40. 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.

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

Up to $21.8 million is available for the 2019-20 and 2020-21 financial years for allocation under this CCCF open competitive grant opportunity.

42. 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 two years.

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

CCCF element	Minimum grant funding amount*	Maximum grant funding amount*
Sustainability Support	$2,000	$200,000
Community Support	$5,000	$100,000
Capital Support	$50,000	$150,000

* These amounts are per CCCF element, per annum.

44. 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.

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

Sustainability Support grants can be used to meet standard child care operating costs during transition to a more sustainable business model OR for the costs of providing child care in unviable markets where a service is providing the most effective model of care for the community.

46. 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)
- proposal represents value for money
- 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.

47. Can CCCF grant funding be used to reduce the 'gap' fee payable by parents?

No. CCCF cannot be used to cover any part of the gap fee payable by families.
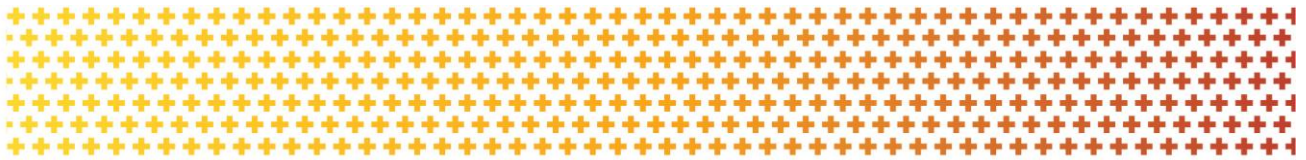
48. Will CCCF priority areas change as new data and/or information becomes available?

No, not for this round but updated data may be utilised for future rounds.

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

You will be notified of the outcome of your application at the end of the selection process. 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.

Timeframes are indicated in the grant opportunity guidelines, although in some instances due to volume and complexity of applications, timeframes may be increased.

50. Did the CCCF directly replace the Community Support Program?

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

The CSP comprised a range of payments that varied 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.