



Community Child Care Fund Open Competitive grant opportunity - Round 3

Questions and Answers

How to apply

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

The application form must be submitted by **11:00 PM AEDT on Monday 01 March 2021**. It is recommended that you submit your application **well before the closing time and date**.

2. Do I need to be Child Care Subsidy (CCS) approved provider of an approved Child Care service to apply?

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

3. Do I need to participate in the National Redress Scheme (the Scheme) for Institutional Child Sexual Abuse?

Your application will be ineligible and will not progress to assessment if your organisation is listed, or entity details match those listed, on the National Redress Scheme website page – [Institutions that have not joined or signified their intent to join the Scheme](#). This includes entities that are a member of a proposed group applying for this grant opportunity.

Organisations are listed on the National Redress Scheme website where they are named in an application to the Scheme or in the Royal Commission into Institutional Responses into Child Sexual Abuse (the Royal Commission) and have not joined the Scheme within the required timeframe. The list of institutions can be found on the [National Redress Scheme website](#).

4. What Organisation IDs will I need to complete my application?

- Child Care Subsidy (CCS) Service ID: Each individual child care service has a CCS Service ID. It is 9 digits followed by an uppercase letter.
- Approved Provider Organisation ID: This ID is related to your provider organisation, and is identified in existing grant agreements. Please access the Approved Provider Details document to find your Organisation ID.
- Approved Child Care Service Organisation ID: Please access the Approved Child Care Service Details document to find your Organisation ID.



5. Where can I find my ID numbers?

Please access the Approved Provider Details and Approved Child Care Service Details documents to find your Organisation IDs.

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 (option 1).

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.

6. Can I receive help from the Community Grants Hub or the Department of Education, Skills and Employment with my application?

To maintain the fairness and integrity of the application process, the Community Grants Hub and the Department of Education, Skills and Employment (the department) cannot directly assist with writing your 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 has also developed a resource to assist services that may be applying for grant funding, including the Community Child Care Fund (CCCF). This is available on the [Department of Education, Skills and Employment 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 (option 1) or TTY 1800 555 677.

7. 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 or email.

8. Can I apply for more than one element of funding (for example, Sustainability, Community or Capital Support)?

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. 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.



The 3 program elements are:

- Sustainability Support – to assist the viability and sustainability of eligible child care services operating in areas of limited supply.
- 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.
- Capital Support – contributing towards the cost of modifying, renovating, extending or building child care facilities that results in more child care places in areas of unmet demand.

9. Can I put in 2 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?

You can apply directly for your child care service, as long as you are an authorised representative of your CCS approved provider.

Do I need to submit separate applications if applying for more than one service?

Yes. Applicants must submit a separate application per service, with a limit of one application per element per service.

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

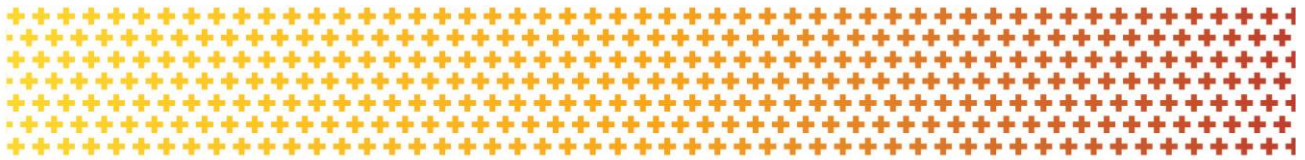
No, extensions will not be given.

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. I have already submitted an application but wish to revise it. What should I do?

An application cannot be revised once it is submitted. You can complete a new application so long as it is before the closing date and time. Where more than one application is submitted, only the last application received will be assessed.

You cannot submit a new application to replace a previously submitted application after the closing date and time. Any application submitted before the closing date and time will be the application that is assessed.

13. In the 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.

14. What feedback will be available for this funding round?

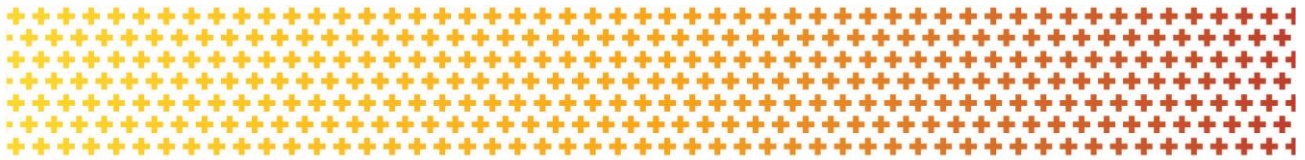
A feedback summary will be published on the Community Grants Hub website following the finalisation of the grant round to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

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

15. 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 this CCCF Open Competitive round. 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 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.



16. 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.

Depending on which element you apply for, attachments may include a simple floor plan, evidence of land/building ownership, 2019-20 profit and loss statement or 2019-20 balance sheet.

17. 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 online application form available on the [Community Grants Hub website](#).

18. Can the staffing line in the budget include wages?

Only staffing costs directly related to the proposed activity can be included in the proposal budget.

19. Do word limits apply to selection criteria?

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

- Sustainability Support: word limit of 600 words (4,000 characters)
- Community Support: word limit of 600 words (4,000 characters)
- Capital Support: word limit of 600 words (4,000 characters)

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, Skills and Employment 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, the applicant must be a CCS approved provider of an approved child care service, and

- located in, or servicing families from a CCCF priority area OR
- servicing regional, remote or a very remote area OR
- providing specialised child care services to a vulnerable or disadvantaged sector of its community OR
- the provider of the service previously funded under the CCCF Round 1 or 2 open competitive processes (to which the application relates).

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 means 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 Community Support

There are no additional eligibility requirements for applicants applying for Community Support funding. This funding is to help 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.

Applications for Capital Support

Applicants applying for funding under the Capital Support element must be operating in an area of high unmet demand. That means an area where there is a shortage of child care places because of higher demand and/or 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% of the total cost of the project. In-kind contributions may be considered. Applicants may be required to provide letters of support or other forms of evidence to demonstrate their eligibility under this requirement.



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 and 4.2 of the Grant Opportunity Guidelines.
- You are already receiving CCCF funding awarded under the 2017 CCCF Restricted Non-Competitive grant opportunity.

You are also not eligible to apply for this grant opportunity if your organisation is listed, or entity details match those listed, on the National Redress Scheme website page – [Institutions that have not joined or signified their intent to join the Scheme](#). This includes entities that are a member of a proposed group applying for this grant opportunity.

The list of institutions can be found on the [National Redress Scheme website](#).

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

Yes, if your service also meets other eligibility criteria.

25. Are all care types eligible to apply for CCCF Open Competitive grant opportunity?

Yes, so long as the services to which the application relates meets all the relevant eligibility criteria. Care types include centre based day care, family day care, In Home Care and Out of School Hours Care (including vacation care).

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 (see [CCCF Priority Areas for Round 3](#)).

Please see the Department of Education, Skills and Employment website for maps or list of the priority areas.

The CCCF Priority Areas Round 3 list is for CCCF Round 3 applications only. This list is not for use in other CCCF programs at this time.

27. How do I verify if my child care service operates in a CCCF priority area or is servicing regional, remote or very remote area?

Input the service address into the search engine on this [link](#) to help determine if your child care service is operating in a CCCF priority area, or check the geographic regional/remoteness area of the service on the ABS website.



Please note that CCCF priority areas do not necessarily align with suburb or town boundaries.

It is recommended that applicants determine if they are operating in a CCCF priority area before applying.

28. How do I know if an area has limited supply?

You can find out if you are operating in an area of limited supply by going to childcarefinder.gov.au, selecting the Care Types you are looking for and entering the address, suburb or postcode of the area. The search results will indicate whether any services of those Care Types exist in the area you select, how many services by Care Type exist and whether those services have vacancies. If more than one service of a Care Type exists with vacancies, then that area is unlikely to be deemed an area of limited supply. However, if only one service of a Care Type exists, then that area may be deemed to have limited supply.

If you are applying for funding under the Sustainability Support element, your service must be operating in an area of limited supply and must:

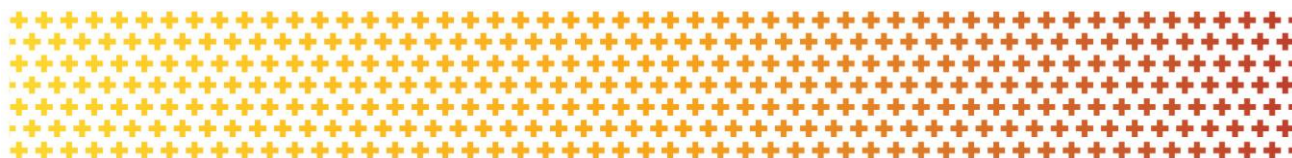
- be the only service provider of their Care Type in the area or within reasonable proximity
- be providing an essential service that meets the specific needs of the community.

Shortlisted applicants may be requested to provide evidence to demonstrate eligibility under the limited supply 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 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. Evidence may include a copy of waitlists.

You can also find out if you are operating in an area of unmet demand by going to childcarefinder.gov.au, selecting the Care Types you are looking for and entering the address, suburb or postcode of the area. The search results will indicate whether any services of those Care Types exist, and if so, how many services exist and whether those services have vacancies. If there are none of your Care Type, or there are several with no vacancy, then that area may have unmet demand.



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, for example, 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 can only apply for funding in relation to educators who reside in, or provide care for, vulnerable and disadvantaged communities. You may be asked to provide evidence to confirm the care locations of your educators and how your proposed grant activities relate to those educators.

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

Yes. Applicants applying for funding under the Capital Support element are also required to make a capital contribution of at least 50% 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 (at the discretion of the department) in certain circumstances. You must describe the circumstances in your application.



Policy

36. What is the Community Child Care Fund (CCCF)?

The CCCF is part of the Australian Government's Child Care Safety Net, which gives the most vulnerable and disadvantaged children, as well as those from regional and remote communities, a strong start through access to quality early childhood education and care.

The objective of the CCCF grant opportunity is to support eligible child care services to address barriers to child care participation, particularly disadvantaged and vulnerable families and communities, and to support the longer-term sustainability of eligible child care services.

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.

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 3 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 disadvantaged and vulnerable 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 Support 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 service/business viability in the long-term.

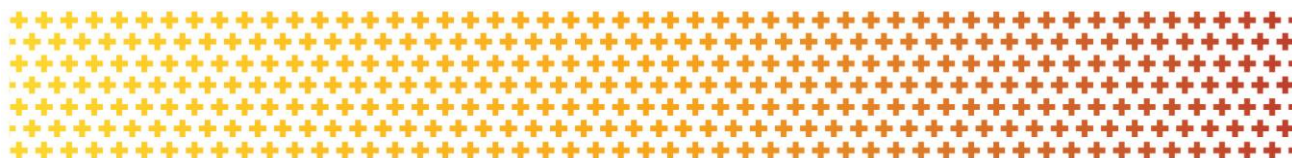
Please note: For the purposes of this open competitive grant opportunity, when referring to sustainability the definition above applies and should not be confused with environmental sustainability.

39. What is an example of a disadvantaged and vulnerable community?

There are many examples of what determines if a community is disadvantaged or vulnerable. A combination of indicators are used to determine the CCCF priority areas, primarily the Australian Early Development Census and Australian Bureau of Statistics' Socio-Economic Indexes for Areas (known as SEIFA). These are recognised indicators of disadvantage and/or vulnerability. 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 grant opportunity documentation, available on the [GrantConnect](#) and [Community Grants Hub](#) websites.



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

There is up to \$117.4 million (GST exclusive) available under this grant opportunity for the 2021-22, 2022-23 and 2023-24 financial years.

42. Is the funding ongoing?

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 1 and 3 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

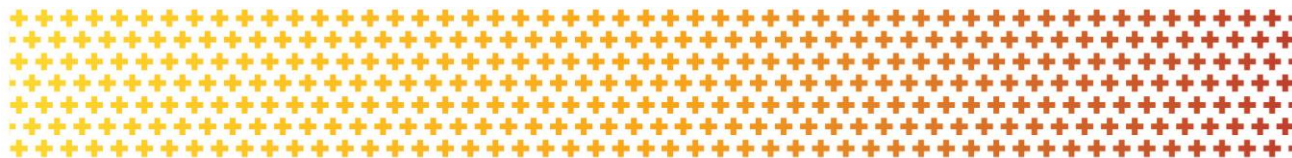
* These amounts are per CCCF element, per annum.

44. If my circumstances change after the funding agreement is in place, will my eligibility be reviewed, and could I 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. In certain circumstances, the department may agree to a variation of the funding agreement.

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 applicants with less funding than 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 (that is, 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, or co-contribution, by families.

48. Will CCCF priority areas change as new data or information becomes available?

Each grant funding round uses current data at the time to determine the CCCF priority areas and may differ to previous rounds. Once the priority areas have been determined and published there are no further changes made.

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

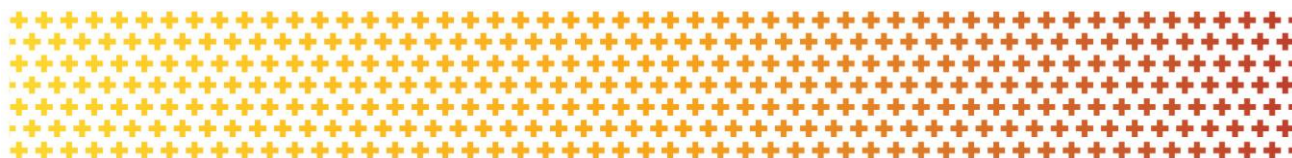
You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

Timeframes are indicated in the Grant Opportunity Guidelines, although in some instances due to volume and complexity of applications, timeframes may be extended.

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.



Question and Answer added on 20 January 2021

- 51. We have audited financial statements at 31 December 2019 that includes consolidated and separated profit and loss statements and a consolidated balance sheet. Would this be sufficient to support our application?**

The department requires a 2019-20 profit and loss and balance sheet. The audited financial statements for the twelve months to 31 December 2019 period does not meet the program guidelines. However, the guidelines do not require services to produce audited or certified financial reports. The applicant can produce the documents themselves in order to put in an application.

Under the program guidelines the department may require the service to undergo a financial viability assessment. The department may request audited financial statements at this point.

Question and Answer added on 21 January 2021

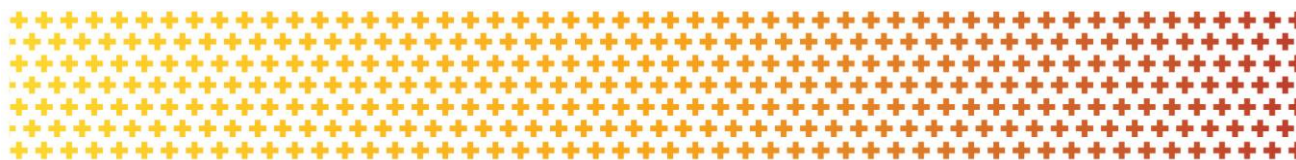
- 52. Does my organisation have to be on the Excel spreadsheets provided to be eligible for this grant opportunity? My organisation has a few locations, and all but one is on the list. Am I able to obtain the relevant IDs to apply for that one? Am I able to apply if I have not applied for a grant before as I won't have an Approved Provider Organisation ID?**

One of the eligibility criteria for this grant opportunity is that at the date of application lodgement, you must be a CCS approved operator of an approved child care service (see section 2.1 of the Grant Opportunity Guidelines for the definition of an 'approved child care service'). If your service is not in the Approved Child Care Service Details Excel spreadsheet located on the Community Grants Hub website, but is an approved child care service as defined in the Grant Opportunity Guidelines, it will still be eligible. If you do not have the relevant IDs to apply please contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au and provide your Organisation Name and ABN as we may be able to provide you with the relevant information.

Questions and Answers added on 8 February 2021

- 53. What is the difference between an operator and a service provider?**

There is no difference between an operator and a service provider. Both are terms used interchangeably to reference a person or legal entity that provides child care in one or more of its services.



- 54. In relation to dot point 4 of the eligibility criteria, our operator was previously funded under the CCCF for a service (Service A). We have since opened a new additional service in a different location run by the same operators (Service B). We would like to apply for the new service that is not in a remote or priority area. Given the operator has received CCCF funding previously for Service A, would this make Service B eligible by association?**

An operator/provider funded under a previous CCCF Open Competitive grant opportunity is eligible to apply for further funding under the current CCCF Round 3 grant opportunity. If a provider commences a new service in a different location (Service B), the application for this service will be assessed on its own merits. The eligibility of Service A does not translate to eligibility for Service B. An application is required for each service operated, and each application will be assessed against the eligibility criteria and on its own merits.

Question and Answer added on 18 February 2021

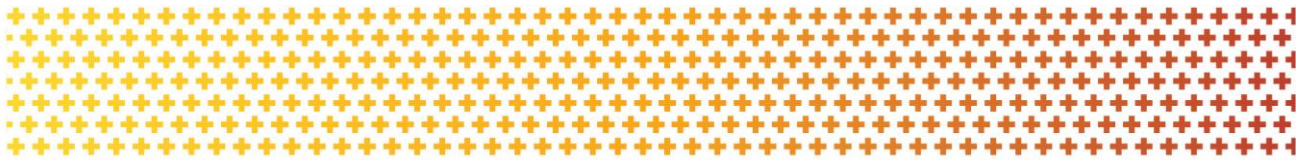
- 55. If funding is for 2021—22, 2022—23 and 2023—24, why do the budget templates in the Sustainability Support and Community Support application forms ask for budget information for the 2020-21 financial year? Is this column an error or should we just leave it blank as the earliest start date for this grant activity is July 2021?**

Prior to 12:25 pm on Thursday 11 February 2021, the CCCF Round 3 Sustainability Support and Community Support application forms incorrectly asked applicants to supply a breakdown of the proposed grant funding for the 2020—21 financial year. The online application forms were rectified and did not impact applicants who submitted after this time. The Community Grants Hub will email primary contacts of applicants impacted by the error and request they review their proposed grant funding for financial years 2021—22 through to 2023—24 and confirm any necessary updates prior to the round closing on 22 February 2021.

Question and Answer added on 26 February 2021

- 56. Section 7.1 Sustainability Support says I must supply a 2019-20 profit and loss statement and 2019-20 balance sheet. This is something that I am unable to do, due to the fact that the service was transferred to us very recently and therefore I have no financial information for the service for the 2019-2020 financial year. The previous owners did not keep accurate financial records of the service, so I am unable to provide this in the application. Could you please advise on how I can proceed and whether there are other options?**

In general, where there has been a recent transfer of service ownership, a service should be in a position to provide a full set of financial statements as set out in the Guidelines. Where financial statements are not available from a recent previous owner, a periodic statement (ie profit and loss and balance sheet, from date of transfer and for a shorter period than 1 year) will be accepted if also accompanied by a statutory declaration. This statutory declaration must



clearly explain why the 2019-20 full financial statements are not provided with the application and verify the financial information that is provided with the application is true and correct.