

# 2023 BB Planning Grant Application Form

## Form Preview

### Information for applicants

#### Funding conditions and application writing tips

##### Purpose of grant

The **Building Blocks Grants - Planning Stream helps** fund planning and pre-construction work for kindergarten building projects that will support the roll-out of Three-Year-Old Kindergarten and Pre-Prep. For the purposes of this grant stream, the 'planning process' includes the scope development, design and costing required for a project before it is tendered for construction.

##### Before you apply

Please refer to the Planning [Guidelines](#) and [Assessment Factsheet](#). This factsheet contains important information about eligibility and your grant application. Please also read the [Frequently Asked Questions](#).

To increase the chances of your application being successful, **we strongly recommend** that you consider the following tips:

- start working on your application as early as possible
- carefully read the Building Blocks Planning [Guidelines](#), [Assessment Factsheet](#) and [Frequently Asked Questions](#)
- respond fully to each question on the application form and provide any necessary documentation
- consider capability to deliver your proposed project within the specified 12 month period after execution of the Common Funding Agreement
- **all applications must include an attestation, signed by an authorised delegate** (if not a CEO, ensure this is an authorised officer that holds appropriate financial delegation) that any funds obtained via this program will be used to achieve the program objectives and be expended in accordance with the organisation's probity and procurement obligations.

##### Eligibility

Your organisation can apply if it is:

- a Victorian local government (Council);
- a not-for-profit community organisation that is a legal entity (for example an incorporated association, incorporated cooperative or Indigenous corporation);
- a Victorian government school; or
- a Victorian non-government school registered with the Victorian Registration and Qualifications Authority or Catholic Education Commission of Victoria.

##### For-profit organisations cannot apply.

If you have any queries, contact the VSBA Early Childhood Grants team at [building.blocks@education.vic.gov.au](mailto:building.blocks@education.vic.gov.au)

### Organisation information

\* indicates a required field

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### Applying on behalf of another organisation

Not-for-profit community organisations in the process of becoming incorporated, or those without capacity to manage the funding, may arrange for an eligible organisation to apply on their behalf. This is known as an 'auspice' arrangement. Further information about Auspice Arrangements can be found in the [Frequently Asked Questions](#).

Auspice arrangements **cannot** be used by for-profit organisations to apply for any type of Building Blocks grant.

#### Are you entering into an auspice arrangement? \*

☐ Yes

☐ No

### Auspice details

#### Name of auspiced not-for-profit community organisation \*

#### Address of auspiced not-for-profit community organisation \*

Address

  

#### Contact person at auspiced not-for-profit community organisation \*

Title

First Name

Last Name

#### Phone number \*

Must be an Australian phone number.

#### Email address \*

Must be an email address.

#### Please attach written confirmation from the auspicing party setting out the terms of the agreement. \*

Attach a file:

The auspicing agreement must list the names of all parties to the agreement and be signed by the most senior officer within the organisation.

### Applicant organisation details

#### Name of applicant organisation \*

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### ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

If your organisation does not have an ABN you should consider finding an organisation to auspice the grant on your behalf.

### Organisation type \*

- ☐ Local Government Authority
- ☐ Government School
- ☐ Non-Government School
- ☐ Not-for-profit Community Organisation

### Applicant organisation physical address \*

Address

  

### Applicant organisation postal address \*

Address

  

## Applicant contact details

Please nominate two people in your organisation who we can contact if we require further information about the application.

If the application is successful, the primary contact will be listed in the funding agreement and will be responsible for providing regular progress reports as required.

#### Applicant primary contact person \*

Title First Name Last Name

#### Applicant alternate contact person \*

Title First Name Last Name

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**Position \***

**Position \***

**Phone number \***

Must be an Australian phone number.

**Phone number \***

Must be an Australian phone number.

**Mobile phone number**

**Mobile phone number**

**Email address \***

Must be an email address.

**Email address \***

Must be an email address.

## Evidence of not-for-profit status

Applicants that have identified themselves as a not-for-profit organisation must provide evidence of not-for-profit status. This may be:

- a copy of your organisation's constitution (please reference page number of applicable section)
- certificate of registration as an incorporated association.
- a copy of your organisation's Australian Charities and Not-for-profits Commission (ACNC) registration certificate. You can obtain this from the ACNC website, see <http://www.acnc.gov.au>.

### **Evidence supporting not-for-profit status \***

Attach a file:

A minimum of 1 file must be attached.

## Evidence of solvency

Applicants that have identified themselves as a not-for-profit organisation or a non-government school must provide evidence of financial solvency such as a copies of audited financial statements for the **previous two** financial years signed by an authorised person.

### **Evidence of financial solvency \***

Attach a file:

A minimum of 2 files must be attached.

## School information

**School Number \***

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If the applicant is a school, the four digit school number must be provided. The School Number is provided by the Victorian Registration and Qualifications Authority (VRQA). You can obtain the number from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>

### School name

### Is this a Government School ?

☐ Yes ☐ No

### Existing service details

### Will your project involve works at an existing service or the transfer of an existing service to a new facility? \*

☐ Yes ☐ No

### Service Trading Name \*

This should match the Service Trading name from the national register on the ACECQA website <http://acecqa.gov.au/national-registers>

### Provider Approval Number \*

Provider Approval Number (i.e. PR-xxxxxxx) as provided by the Australian Children's Education & Care Quality Authority (ACECQA). You can obtain the number from the national register on the ACECQA website <https://www.acecqa.gov.au/resources/national-registers>

### Service Approval Number \*

Service Approval Number (i.e. SE-xxxxxxx) as provided by the Australian Children's Education & Care Quality Authority (ACECQA). You can obtain the number from the national register on the ACECQA website, see <http://acecqa.gov.au/national-registers>

### How many Approved Places does the service currently have? \*

Must be a number.

Approved Places can be obtained from the national register on the ACECQA website at <http://acecqa.gov.au/national-registers>

### Is the service operated by an organisation other than your own? \*

☐ Yes ☐ No

If the service provider currently operating at the facility is an organisation other than your own, please provide written confirmation that you have consulted with these providers about this project. The confirmation must be a signed, written approval (on letterhead) dated within three months of the application closing date.

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### Evidence of consultation with affected service providers \*

Attach a file:

## Application information

\* indicates a required field

### Key information

#### Project title \*

#### Brief description \*

Word count:

Provide a short description (100 words recommended) of what you will be planning. What will you deliver once finished?

### Location

#### Local Government Area where the works being planned will be undertaken (if known)

In which Local Government Area are the proposed works located?

#### DE Region where the works being planned will be undertaken (if known)

In which DE Region are the proposed works located?

#### Please list the address of the site/s included in this scope of planning work \*

### New places to be created through the planning process

This question is to clarify if you are proposing to create new licenced places. The following questions refer to the number of new places that you are intending to create through your planning process. Do not include any existing places that will be transferred to the new facility in your responses (if there are any existing places being transferred, these should be provided in the previous section).

#### Will the project you are planning result in an increase in licenced places? \*

☐ Yes ☐ No ☐ Unknown

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### Planned increase in licenced places (if known)

Licensed places are the maximum number of children that a service can educate and care for at any one time.

### Planning process timeline

Please provide an estimation for when your planning process is forecast to start and end, noting that **planning grant projects must be completed within 12 months of Common Funding Agreement (CFA) execution**. This means that successful planning grant applicants have 12 months to complete their infrastructure planning processes, including identifying projects to apply for a Building Blocks Capacity grant.

Estimated start date \*

Estimated end date \*

### Project planning and funding

\* indicates a required field

### Planning cost - individual quotes, cost estimates and itemised summary table

Refer to the Building Blocks guidelines for further information on what can and cannot be included as part of the planning cost.

### Total estimated planning cost (GST exclusive)

Must be a dollar amount.

### Please attach quotes and cost estimates \*

Attach a file:

Please attach individual quotes and cost estimates including wages of qualified professionals to be hired for the planning process (GST Exclusive)

### Please attach summary table of planning costs \*

Attach a file:

Attach an itemised table of costs including any eligible costs not included in the cost plan, quote or cost estimate (e.g. project management fees, external services, landscaping, non-portable equipment).

### Summary of planning costs and funding

### Total planning cost (GST exclusive)

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\$

This number/amount is calculated.

### Total planning grant funding requested (GST exclusive)

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application? Ensure this is GST EXCLUSIVE. Note: only eligible items can be included included for funding.

### Applicant funding contribution (GST exclusive). Co-contributions are encouraged but not required

\$

Must be a dollar amount.

How much is your organisation contributing to the project from its own funds?

### Total other co-contributions (GST exclusive)

\$

Must be a dollar amount.

Additional contributions are amounts that will be provided from sources other than Building Blocks and your organisation. This may include contributions from the Federal Government and other Victorian Government grant programs. In each instance you must provide the name, dollar amount and written confirmation of the funding contribution.

### Confirmation of applicant funding contribution

Attach a file:

A minimum of 1 file must be attached. This MUST be a letter from the most senior officer in your organisation or applicable delegate. The letter must explicitly state the name of this project and the funding amount committed by your organisation.

## Assessment criteria

### Assessment criteria information

You must provide a response to each of the following criteria in order for your application to be assessed.

Please ensure that all answers and supporting evidence are:

- clear and concise;
- factually correct; and
- directly relevant to the application (for example, only attach documents that make explicit reference to the project or the existing service).

Please refer to the Planning [Guidelines](#) and [Assessment Factsheet](#). This factsheet contains important information about eligibility and your grant application. Please also read the [Frequently Asked Questions](#).



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### Criteria 1. High-level intended project scope and confidence that the planning process will support a Capacity Building grant project commencing (70%)

Demonstrate that the application provides clarity of high-level intended project scope and confidence that the planning process will be completed within 12 months to support a Capacity grant application and project commencing.

Please demonstrate or attach evidence that demonstrates clarity of scope and confidence of project completion within the allocated 12 month time frame.

This may include providing:

- a clear proposed timeline for the planning process and the intended construction start and finish dates
- details and experience of the project manager appointed to the project
- outline of project scope and objectives
- evidence of demand such as attachments or reference to KISP or Department estimates
- reference to Partnership Agreement
- evidence of landowner consultation, permission, and intent of use
- all of the recommended Planning Application documentation
- quotes for all of the potential costs that may be funded
- identification and addressing of potential project risks.
- details of contractor availability

#### Supporting Documentation

Attach a file:

### Demonstrate that the application provides clarity of high-level intended project scope and confidence that the planning process will support a Capacity grant project commencing (70%)

### Criteria 2. Integrated delivery of services and partnerships (15%)

Please demonstrate:

- established or planned partnerships between early childhood services to work together to meet the needs of families and children
- established or planned partnerships with related child and family services
- any additional services that will be provided to support greater integration and meet the local needs of the community.

Consider the following when preparing your response:

- What arrangements are in place for delivery of integrated services and partnerships, and what examples can you provide (e.g. letters of intent, service agreements,

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memoranda of understanding, membership lists and meeting minutes for cross-organisation groups)?

- If your project relates to an existing service, what were the results of the most recent national Quality Assessment Rating for Quality Area 6?

Your score for this criterion will count towards 15% of your overall assessment score.

### Supporting documentation

Attach a file:

### How will the proposed project support the integrated delivery of early childhood services and partnerships? (15%)

## Criteria 3. Environmentally Sustainable Design (15%)

Please demonstrate how the planning process will promote environmental sustainability.

When preparing your response, consider how the planning process demonstrates the following design decisions:

- Indoor Environment Quality
- Energy Efficiency/Sun Shading
- Water Efficiency
- Storm water Management/Site Permeability
- Building Materials
- Transport
- Waste Management
- Urban Ecology
- Innovation
- Construction and Building Management

More information may be found at your local council website regarding environmentally sustainable building practices.

### Supporting Documentation

Attach a file:

### Demonstrate how the proposed planning process promotes environmental sustainability, and includes environmentally sustainable features, for example in design or construction (15%)

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### Declaration - Terms and Conditions

\* indicates a required field

#### Applicant Declaration

The organisation accepts the terms and conditions described in the Planning Guidelines.

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify the VSBA of any changes to this information and any circumstances that may affect this application.

In making this application, I warrant that I have obtained or will obtain all permits (including building permits), approvals and authorities necessary and required by law to undertake the works proposed.

I understand that the VSBA will refer this application to other areas within the DE for advice on alignment with program principles, compliance with regulatory requirements, and potential risks and issues.

I consent to the VSBA referring this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.

I understand that personal information collected through this application will be managed in accordance with DE [privacy policies](#).

I understand that the VSBA is subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, the VSBA will consult with the applicant before any decision is made to release the application or supporting documentation.

I understand that this is an application only and may not necessarily result in funding approval.

I understand that by submitting this application I am agreeing to all terms and conditions set out in the Guidelines and in particular:

Successful Building Blocks Planning grant applications will be funded subject to the execution of a CFA with the VSBA. Successful applicants will be required to comply with delivery requirements described in these guidelines. These include:

- signing a CFA no later than four weeks after the official notification of a successful grant application
- allowing site inspections and teleconferences by staff or representatives of the VSBA if required;
- producing, contracts, receipts and/or invoices if required by the VSBA;
- completing acquittal forms for milestone instalments including supporting evidence;
- submitting documentation within agreed timeframes
- Milestone Payments .
  - 70% of funding upon signing a Common Funding Agreement (CFA) to be executed by the VSBA
  - 30% of funding upon submitting final acquittal documentation within agreed time frames, including appropriate supporting evidence.
- that no additional state funding will be allocated to the proposed planning grant and if additional costs arise they must be met by the applicant.
- the Department reserves the right to recoup any planning under spent funds

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- that my organisation has not entered into and will not enter into a construction contract for any works proposed in this application prior to being informed of the application outcome.

All planning works must be delivered, and final acquittals made within **12 months** of execution of the CFA.

An example of the [Common Funding Agreement](#) used for planning grants can be found here.

In cases where planning works are delayed for an unreasonable length of time, or where substantive changes to scope are made after funding has been approved, the VSBA reserves the right to cancel the grant and, if applicable, recoup any funds that have already been provided.

### Declaration \*

- ☐ I understand and agree with the Terms and Conditions as outlined above.

### Name \*

Title      First Name      Last Name

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### Position \*

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