

Building Blocks Capacity ICC (V3)

Form Preview

Information for Applicants

Application writing tips

Building Blocks Capacity Building Stream is a highly competitive funding program and organisations need to ensure that their applications make a clear and convincing case for why their project should be funded.

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 Capacity Building Stream Guidelines](#) and [Capacity Building Stream Assessment Factsheet](#). These are available at [Building Blocks Grants - Capacity Building | Victorian School Building Authority \(schoolbuildings.vic.gov.au\)](#). Please also read the [Frequently Asked Questions](#).
- Respond fully to each question on the application form.
- Ensure you include all necessary supporting evidence such as cost estimates / quotes, design drawings and evidence of authority to undertake the works.
- Ensure that all answers and supporting evidence are:
 - clear and concise;
 - factually correct; and
 - directly relevant to the application (for example, only attach policies or strategies that make explicit reference to the project or the existing service).
- Read through your prepared application to ensure it is ready. It can help to have someone else read the application before you submit.

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 about your grant application, contact the VSBA Early Childhood Grants team at building.blocks@education.vic.gov.au

Organisation Information

* indicates a required field

Applying on behalf of another organisation

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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 details regarding auspice arrangements can be found at <https://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>

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

Further details regarding auspice arrangements can be found in the [Capacity Building Stream Assessment Factsheet](#) and the [Frequently Asked Questions](#).

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 auspicing agreement clearly setting out the terms of the arrangement *

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	More information
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 project.

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.

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Applicant primary contact person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant alternate contact person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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. School Number as 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>

Transfer of service details

If the project will result in services being transferred to the new facility once the project is complete, please provide details below.

Will the project involve changes to existing early years services

- Yes, existing services at other locations will be transferred to the new facility
- No

Transferring service details

Please enter the details of the existing service that will transfer to the new facility.

Service trading name *

This should match the service trading name from the national register on the ACECQA website, see <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, see <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? *

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

How many four year old funded kindergarten places are currently provided by the service? *

Four year old funded kindergarten means funded kindergarten places for children in the year before school. Include sessional places as well as places provided as part of long day care.

How many three year old kindergarten places are currently provided by the service? *

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Include sessional places as well as places provided as part of long day care.

How many long day care places are currently provided by the service? *

Include all long day care places that will be created through the project, including any that are intergarted with kindergarten.

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

- Yes No

If the service provider transferring to 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.

Evidence of consultation with affected service providers *

Attach a file:

Decanting of children during works

Will the project require children to be decanted to an alternative location whilst construction is underway? *

- No
 Yes
 Unsure

Has an alternative location been identified? *

- Yes No

Decanting details

You have indicated that decanting of children will be required during construction. Please provide written confirmation detailing the location, timeframe and terms of the decanting arrangement signed by the appropriate delegate in your organisation.

*

Attach a file:

You have indicated that decanting of children **will** or **may** be required and that an alternative location has **not** been identified.

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Please contact your local Early Childhood Improvement Advisor or the Early Childhood Grants team at buildingblocks@education.vic.gov.au to discuss this issue **as soon as possible**.

Project Information

* indicates a required field

Kindergarten Infrastructure and Services Plan

Building Blocks Capacity Building stream projects must address unmet demand as identified in their relevant [Kindergarten Infrastructure and Services Plan](#) (KISP). Unmet demand within an LGA is categorised into Statistical Area 2 (SA2) levels.

Which SA2 will the proposed works be undertaken in?

If you are unsure of your SA2 you can enter your address into [ABS Maps](#).

Is this project responding to unmet demand in your SA2 as identified in your KISP?

Yes No

You have indicated that the proposed project will **not** be responding to demand as identified in the KISP. Please provide a response below on how the proposed project responds to unmet demand for kindergarten places in your area.

How will the proposed project respond to unmet demand for kindergarten provision in your area? *

Word count:

Must be no more than 500 words.

Supporting evidence

Attach a file:

Please upload a copy of your Kindergarten Infrastructure Services Plan (KISP) *

Attach a file:

Key information

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Project title *

Brief project description *

Word count:

Provide a short description (100 words recommended) of your project. What will your project deliver once finished?

If the new facility won't provide long day care, please attach evidence that there is no unmet demand for long day care.

Attach a file:

Relative priority

Must be a number.

If your organisation is submitting more than one application in the Capacity Stream (including ICC, NELF, Modular and Expansion streams) please enter a number to indicate the priority for THIS submission (e.g. if your organisation is submitting three applications across all grant streams, give this application a number between 1 and 3).

Project location

Physical address (where the proposed works will be undertaken) *

Address

Will the service/facility be located on or adjacent to a school site? *

Yes No

Local Government Area *

In which Local Government Area is the project located?

DE Region *

In which DE Region is the project located?

Please indicate the applicable option

- Located on Government School Site
- Located adjacent to a Government School Site
- Located on a non-Government School Site
- Located adjacent to a non-Government School Site

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Please provide the name of the school that the service will be located on or adjacent to.

Permission to conduct works

Your application must demonstrate that you have permission to complete the proposed works:

For projects on government school sites, your application should include a COMPLETED Land Use Proposal Form

For projects on other sites (e.g. council land, non-government school sites), provide evidence of permission from the landowner to complete the proposed works

Who owns the land where the project will be delivered? *

- Department of Education
- Local council
- Landlord or Third Party
- Applicant (when not any of the above)

DE Land Use Proposal Form

Applications for projects on DE land must include a completed [Land Use Proposal Form](#). It is important to **start this process as early as possible** and ensure that you:

- complete the applicant section on page 1 of the form
- get the form signed by the school principal and the president of the school council
- send the form to the Provision and Planning Manager in your local DE regional office, who will then return it to you (this step can take up to four weeks)
- attach the completed form to your application.

Completed Land Use Proposal Form *

Attach a file:

Supporting documentation

Please select which type of documentation you would like to attach as evidence of permission.

Once selected, you can upload your files in the section(s) below.

NOTE: You may select more than one option if required.

*

- Certificate of Title for the relevant land
- Lease agreement (of head-lease and sub-lease agreements) with a minimum term of 10 years
- Written consents (signed) from land owner to carry out the project works

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Certificate of Title

Attach a Certificate of Title for the address where the proposed works are to be undertaken.

*

Attach a file:

Lease agreement

Attach a lease agreement, or head-lease and sub-lease agreements, with a minimum term of 10 years.

For buildings located on land not owned by DE (e.g. council land, non-government school sites), DE require a 10 year lease or signed written consent from the land owner stating the intent to operate as a kindergarten for at least 10 years after the completion of the project. This is to ensure that project works which were funded under Building Blocks will continue to be utilised for a kindergarten facility.

NOTE:

Organisations can have shorter term leases with the land owner (i.e. less than ten years) and there could be different organisations under a lease agreement at that facility over the ten year period, however the land owner must provide a signed written consent stating that the facility is intended to operate as a kindergarten for ten years after the completion of the project to be eligible for funding under the program.

Name of the land and/or building owner *

Lease start date *

Lease end date *

Copy of current lease agreement *

Attach a file:

Written consent

Attach signed written consent from the landowner stating the facility is intended to operate as a kindergarten for ten years after the completion of the project. This is to ensure that project works which were funded under Building Blocks will continue to be utilised for a kindergarten facility.

*

Attach a file:

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Designs, plans and permits

Attach professional schematic design drawings and/or site plans to illustrate what parts of the land or building will be changed by the project.

Schematic designs and plans *

Attach a file:

A minimum of 1 file must be attached.

Has a planning permit already been issued? *

Yes No Not Required

Does your project involve soil/ground works? *

Yes No

Licensed Quantity Surveyors report *

Attach a file:

A cost plan prepared by a licensed quantity surveyor is required for all applications.

Have you contacted the local council regarding a planning permit? *

Yes No

Please attach a copy of your planning permit *

Attach a file:

A minimum of 1 file must be attached.

Soil hygienist report

Please attach a copy of your soil hygienist report *

Attach a file:

A minimum of 1 file must be attached.

A soil condition report from a licensed soil hygienist is required.

When do you expect to submit a planning permit for this project? *

Must be a date.

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New places to be created through the project

The following questions refer to what will be created through the project. Do not include any existing places in your responses (if there are any existing places, these should be provided in the section above).

Approved Places to be created by the project *

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

Unencumbered indoor space to be created by the project (in square metres) *

Please see <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/indooroutdoor.aspx> for guidance on calculating unencumbered indoor space.

Unencumbered outdoor space to be created by the project (in square metres) *

Please see <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/indooroutdoor.aspx> for guidance on calculating unencumbered outdoor space.

The following questions are about how you will use the approved places that will be created by the project to deliver particular early years programs.

Please refer to the Frequently Asked Questions (available at <https://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx> if you require guidance on the relationship between approved places and kindergarten and long day care places.

How many new places for four year old funded kindergarten will be created as a result of this project? *

Include sessional places as well as places provided as part of long day care.

How many new places for three year old kindergarten will be created as a result of this project? *

Include sessional places as well as places provided as part of long day care.

How many new places for long day care will be created as a result of this project? *

Include all long day care places that will be created through the project, including any that are integrated with kindergarten.

Project timeline

Please provide an estimation for when your project is forecast to start and end.

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Estimated start date *

Estimated end date *

Project manager details

A project manager that has suitable experience in delivering similar types of projects must be appointed. A project manager will develop project plans, monitor the project to ensure milestones are met, co-ordinate contractors and oversee budgets. This may be someone in your organisation or an industry professional.

Project manager organisation *

Organisation Name

Project manager contact name *

Title First Name Last Name

Phone number *

Must be an Australian phone number.

Email address *

Project Delivery and Funding

* indicates a required field

Project budget

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

Total estimated project cost (GST Exclusive) *

\$

Must be a whole dollar amount (no cents).

What is the total budgeted cost (dollars) of your project?

Table of total project cost *

Attach a file:

A minimum of 1 file must be attached.

Attach an itemised table of project 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).

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Project funding

Building Blocks Capacity funding is scalable. This means the funding amount you are eligible for will increase and decrease pro-rata, based on the number of approved places being created.

Building Blocks Integrated Children's Centre applications seeking a funding contribution of **\$4,500,000** are expected to increase approved places by **66**.

For projects seeking a **smaller** increase to approved places, the maximum grant allocation would be less.

Projects proposing to create **more** than 66 approved places are eligible for additional funding. For example, the creation of **132** new approved places would be eligible for **\$9,000,000** in funding.

Total grant amount requested through Building Blocks (GST Exclusive) *

\$

Must be a whole dollar amount (no cents).

What is the total financial support you are requesting in this application?

Applicant funding contribution (GST Exclusive) *

\$

Must be a whole dollar amount (no cents).

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

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.

How many additional funding contributions are being made? *

- 0
- 1
- 2
- 3 or more

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.

Details of first additional contribution

Organisation *

Amount (GST Exclusive) *

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\$

Must be a whole dollar amount (no cents).

Written confirmation *

Attach a file:

Attach one document only from this contributor.

Details of second additional contribution

Organisation *

Amount (GST Exclusive) *

\$

Must be a whole dollar amount (no cents).

Written confirmation *

Attach a file:

Attach one document only from this contributor.

Details of third and other additional contributions

Where an application is supported by more than three additional contributions, attach individual documents confirming each contribution and enter the total amount in the Amount field.

Organisation *

Amount (GST Exclusive) *

\$

Must be a whole dollar amount (no cents).

Written Confirmation *

Attach a file:

Attach one document only from each additional contributor.

Summary of project cost and funding

The following fields are calculated based on your responses to the questions above.

Total project cost (GST Exclusive)

\$

This number/amount is calculated.

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Amount requested through Building Blocks (GST Exclusive)

\$

This number/amount is calculated.

All contributions - other than Building Blocks (GST Exclusive)

\$

This number/amount is calculated.

Total project funding - including Building Blocks (GST Exclusive)

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Co-contribution percentage

This number/amount is calculated.

Project cost minus funding (GST Exclusive)

\$

This number/amount is calculated.

Use this field to check that the costs and funding balance.

Assessment Criteria

* indicates a required field

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).

Further information can be found in the [Building Blocks Capacity Building Stream Guidelines](#) and [Frequently Asked Questions](#) available at [Building Blocks Grants - Capacity Building | Victorian School Building Authority \(schoolbuildings.vic.gov.au\)](#).

Integrated delivery of services and partnerships

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.

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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, 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.

How will the proposed project support the integrated delivery of early childhood and related family services? *

Must be no more than 500 words.

Supporting documentation

Attach a file:

Improved access to services, particularly for disadvantaged and vulnerable families

Please demonstrate:

- accessibility for all in the local community
- an understanding of, and specific response to, the characteristics and needs of the local community
- how services will respond to the particular needs of vulnerable / disadvantaged families.

Consider the following when preparing your response:

- What services will be offered at the facility, and how have you involved the local community in determining what will be offered?
- In what ways do the services to be offered at the facility reflect the characteristics and needs of the local community?
- What indicators do you have of disadvantage and vulnerability for local children and their family, and how does the design of the facility and proposed services respond to this? You might like to review the Australian Early Development Census (available at <http://www.aedc.gov.au/data>) and the Socio-Economic Indexes for Areas prepared by the Australian Bureau of Statistics (available at <http://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa>).

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

How will the proposed project improve access to high quality early childhood services for the local community, particularly for disadvantaged and vulnerable families? *

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Must be no more than 500 words.

Supporting documentation

Attach a file:

Co-location and/or connections with government schools

Please demonstrate that the proposed project is co-located on, or adjacent to, a government school site and / or has established links with government schools locally. Credit will also be given to projects that are co-located with non-government schools where it is demonstrated that the service is broadly accessible to, and used by, the local community.

Consider the following when preparing your response:

- Which government primary schools are adjacent or close to the facility?
- What arrangements are (or will be) established between the facility and the school, and for what purposes?
- What examples can you provide with your application (e.g. flyers for excursions, transition programs, joint staff professional development plans, minutes of joint committees)?

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

Is the proposed project co-located with a government school, and/or how will the project support the establishment of connections with local schools? *

Must be no more than 500 words.

Supporting documentation

Attach a file:

Access for children of all abilities

Please demonstrate how the project will improve or develop access for children to accommodate children of all abilities.

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When preparing your response, consider how the facility design reflects the seven principles of universal design:

- Equitable use
- Flexibility in use
- Simple and intuitive use
- Perceptible information
- Tolerance for error
- Low physical effort
- Size and space for approach and use

Information on universal design can be found at <http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/>. Section 3 of the VSBA's Building Quality Standards Handbook also includes information that, while primarily designed for schools, may assist with design of your project: <https://www.education.vic.gov.au/Documents/school/principals/infrastructure/BuildingQualStandHdbk%202018.pdf>

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

How will the proposed project facilitate access for children of all abilities? *

Must be no more than 500 words.

Supporting documentation

Attach a file:

Environmentally sustainable design

Please demonstrate how the project will promote environmental sustainability.

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

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

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More information can be found at <https://www.schoolbuildings.vic.gov.au/Pages/Building-Blocks-Grants-Capacity.aspx> or your local council website may have information about environmentally sustainable building practices.

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

How will the proposed project promote environmental sustainability? *

Supporting Documentation

Attach a file:

Readiness to commence construction

Consider the following when preparing your response:

- How much preparatory work has been done?
- How advanced are your designs and costings?
- Has a Project Manager been appointed?
- Has a Project Control Group been established?
- What level of consultation has been undertaken with key stakeholders? (e.g Early Years Manager, MCH and other health service providers).

Your score for this criterion will count towards 25% of your overall assessment score.

Is the project ready to commence construction? *

Supporting Documentation

Attach a file:

Declaration - Terms and Conditions

* indicates a required field

Applicant declaration

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The organisation accepts the terms and conditions described in the [Building Blocks Capacity Building Stream 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, including any changes to the project name, scope of works and contact details for the project.

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:

- common Funding Agreements for projects must be signed no later than four weeks after official notification of a successful grant application.
- hold milestone events on request from the Department of Education
- that no additional state funding will be allocated to the proposed project and if additional costs arise they must be met by the applicant.
- 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.
- the project will be completed within 12 months of signing the funding agreement unless otherwise agreed with the VSBA.
- that the completed facility will:
 - be operated by an organisation that is licensed to provide kindergarten services in Victoria
 - offer a funded kindergarten program for children in the year before school
 - operate as a kindergarten service for at least 10 years from when the facility becomes operational.

An example of the [Common Funding Agreement](#) used for Capacity- Integrated Children's Centre projects is available for your reference.

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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