

2024 Minor Infrastructure Application Form

Form Preview

Information for Applicants

Application writing tips

APPLICATION WRITING TIPS

Building Blocks (Improvement Stream) is a highly competitive funding program, and organisations need to ensure that their applications make a clear and convincing case and include the required supporting documentation to increase the chances of being successful.

BEFORE YOU APPLY

Refer to the **Improvement Guidelines** and **Assessment Factsheet and Application Checklist** found on the VSBA website at [Building Blocks Grants - Improvement](#). These documents contain important information about eligibility and your grant application.

Please also read the [Frequently Asked Questions](#).

NOTE: The two documents that require the most time to secure are the **Soil Hygienist Report and the Asbestos Report**. Applicants **must** include these reports (if required) at the time of application to be considered. Note, if your project is on Department of Education owned land, the VSBA will procure these reports on your behalf.

TO SUPPORT YOUR APPLICATION

In addition to reading the **Assessment Factsheet and Application Checklist** found on the VSBA website at [Building Blocks Grants - Improvement](#) and the [Frequently Asked Questions](#), we **strongly** recommend that you:

- start working on your application as early as possible
- respond fully to each question on the application form and provide the required information, documentation and reports
- consider capability to deliver your proposed project within the specified 12 month period after execution of the Victorian Common Funding Agreement (VCFA)

We will not consider late or incomplete applications.

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.

Victorian kindergarten providers with a funded kindergarten service(s) at the time of application are eligible to receive funding.

For-profit organisations cannot apply for any grant streams within Building Blocks, they are not eligible for funding .

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

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What Can and Cannot be funded

What Can be Funded

- external project management costs*
- planning and design costs that result in a completed
- playground or building upgrade
- site preparation, including clearing or demolition (if the project will be on land owned by the Department, please contact the VSBA before applying to confirm how these costs can be funded)
- construction and commissioning
- landscaping and car parking
- fixed fittings and fixed equipment
- a soil contamination assessment, completed before the application is submitted*
- a Division 6 Asbestos Audit Assessment completed before the application is submitted*
- removal of contaminants on project sites* (e.g., asbestos/ arsenic)
- routine or cyclical maintenance works
- upgrades that do not increase capacity

What Cannot be Funded

- site acquisition and lease costs
- planning and design costs that do not result in a completed playground or building upgrade
- purchase of cars, buses and other vehicles
- ongoing administration or operational costs including volunteer committee costs, staff salaries and training**
- toys, portable equipment, and consumables
- movable electronic devices such as kitchen and garden appliances
- IT equipment such as laptops, tablets and installed interactive screens
- removal of contaminants on project sites (e.g. asbestos/ arsenic, lead), following announcement of the grant
- additional funding due to project cost overruns
- reimbursement for work already started or completed

*Provided it is within scope of the state's financial contribution for this grant stream and costs are included at application stage

**Staff salaries may be eligible where these apply to new roles which engage staff for the exclusive purpose of Project Management.

Organisation Information

* indicates a required field

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

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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 Auspice not for profit organisation *

Organisation Name

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.

Auspice Organisation Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Auspice Project Contact *

Title First Name Last Name

Auspice Primary Phone Number *

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Must be an Australian phone number.

Auspice Primary Email *

Must be an email address.

Auspice Mobile Phone Number *

Must be an Australian phone number.

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 *

Organisation Name

Applicant 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.

Organisation Type *

- ☐ Local Government Authority
- ☐ Government School

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

Applicant Primary Address *

Address

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Mobile Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email 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 monthly progress reports and requesting milestone payments in the Aconex system.

Applicant Primary Contact Person *			Applicant Alternate Contact Person *		
Title	First Name	Last Name	Title	First Name	Last Name
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Position * <div></div>			Position * <div></div>		
Phone Number * <div></div> <p>Must be an Australian phone number.</p>			Phone Number * <div></div> <p>Must be an Australian phone number.</p>		
Mobile Phone Number <div></div>			Mobile Phone Number <div></div>		
Email Address * <div></div> <p>Must be an email address.</p>			Email Address * <div></div> <p>Must be an email address.</p>		

Evidence of not-for-profit status

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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.

Service Details

Please enter the details of the service facility where the proposed works will be undertaken.

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>

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

☐ Yes

☐ No

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Please indicate if this service has been successful in obtaining one or more Building Blocks grants since 2020. *

☐ Yes ☐ No

Previous successful grants

Please provide the application number/s of previous successful grants received for this site since 2020. *

For example, ELFU2022-23XXXXX. Use a comma between each reference number.

Affected services

If your project will directly affect service providers currently operating at the facility, please provide evidence that you have consulted with these providers, such as letters of support or documented outcomes of consultation and engagement.

Evidence of consultation with affected service providers *

Attach a file:

Current Places

Does the service provide Kindergarten (KGN) only or Kindergarten (KGN) and Long Day Care (LDC) ? *

☐ Kindergarten (KGN) only ☐ Kindergarten (KGN) and Long Day Care (LDC)

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? *

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.

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Will this project create more approved service places? *

- ☐ Yes ☐ No

Note: There is no requirement that improvement projects must increase capacity.

Transfer of Service Details

The project will result in services being transferred to the new facility once the project is complete.

Will the project involve changes to existing early years services

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

What is the Service Approval Number(s) of the existing service(s) that will be directly affected by this project?

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 <https://www.acecqa.gov.au/resources/national-registers>. If more than one service will be directly affected by the project then please provide the Service Approval number for each service.

How many Approved Places at existing services will be directly affected by this project?

Approved Places can be obtained from the national register on the AECQA website at <https://www.acecqa.gov.au/resources/national-registers>. If more than one service will be directly affected by this project, put the total number of approved places for all services.

How many four-year-old funded kindergarten places are currently provided by services that will be directly affected by the project?

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 services that will be directly affected by the project?

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

How many long day care places are currently provided by services that will be directly affected by the project?

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

New places to be created through the project.

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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. *

Must be a number.

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

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? *

Must be a number.

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? *

Must be a number.

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? *

Must be a number.

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

Project Information

* indicates a required field

Key Information

Project Title *

For example, Service Name and brief description of project ie. Merry Court Kinder - Playground Upgrade

Brief project description *

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Word count:

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

Is your organisation submitting more than one application in the 2024 Building Blocks Grants program? *

☐ Yes ☐ No

The Building Blocks program includes Capacity, Improvement, Planning and Inclusion grant streams

Relative Priority

If your organisation is submitting more than one grant application in the 2024 Building Blocks Grants program, indicate the priority for THIS grant application *

Must be a number.

If your organisation is submitting more than one application in the 2024 Building Blocks Grants program (including Capacity and Inclusion 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).

Please provide the Smarty Grants Reference Number/s (IDs) *

For example, BBBPG2023XXXXX. Use a comma between each reference number. The Early Childhood Grants team will perform a review of any current grant applications

Project Location

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

Address

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Local Government Area *

In which Local Government Area is the project located?

Department Region *

In which DE Region is the project located? <https://www.vic.gov.au/regional-model-department-education>

Please select the statistical area level 2 (SA2) of the service location. *

SA2s (Statistical Areas Level 2) are medium-sized general-purpose areas (in some cases, suburbs) as defined by the ABS and Australian Statistical Geography Standard (ASGS). They are designed to represent a community that interacts together socially and economically. <https://www.abs.gov.au/statistics/standards/australian-statistical-geography-standard-asgs-edition-3/jul2021-jun2026/main-structure-and-greater-capital-city-statistical-areas/statistical-area-level-2> Find your SA2 here <https://maps.abs.gov.au>

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

☐ Yes ☐ No

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

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>

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 on Department of Education land, your application **must** include a **completed [Land Use Proposal Form](#)** (LUPF) found on the VSBA website (refer to Projects on Department of Education land).

For projects on other sites (e.g. council land, non-government school sites), you **must** 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
- ☐ State/Federal Government Agency
- ☐ Landlord or Third Party
- ☐ Applicant (when not any of the above)

Department of Education Land Use Proposal Form (LUPF)

For projects on Department of Education owned land (such as government school sites), your application **must** include a **completed [Land Use Proposal Form](#)** (LUPF) found on the VSBA website (refer to Projects on Department of Education land).

Regional provision and planning managers are the first point of contact for schools submitting grant applications and provide guidance around the general requirements. Please contact the Early Childhood Grants team at building.blocks@education.vic.gov.au if you need advice on who your regional provision and planning manager is.

It is important to **start this process as early as possible** and ensure that you:

- communicate with your regional provision and planning manager about the proposed project
- complete and sign the applicant section
- get the form signed by the school principal and the president of the school council
- attach quotes, site plan, proposed floor plan and any current lease or agreement to the form
- attach the completed form to your application.

The VSBA will send the completed form to the regional provision and planning manager and the VSBA property agreements and land regeneration manager for review and sign off.

Completed Land Use Proposal Form *

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Attach a file:

Local Council or State/ Federal Landowner Supporting Documentation

If a local council or state/federal government agency, own the land, you must provide:

- certificate of land title with owners name and service address
- current lease with an end date at least **four years** after completing the project signed and dated by both parties; or
 - If the current lease will end earlier than **four years**, the applicant must provide a signed letter from the landowner (on letterhead) referring to the specific property and project, stating they intend to allow the facility to operate as a kindergarten for at least **four years** after completing the project. It should not be dated more than three months.
- signed, written consent to undertake the work from the landowner (on letterhead) referring to the specific property and project, including **who will deliver the project** (i.e. applicant, landowner or the building owner) and any known risks or issues for the project site. It should not be dated more than three months.

Applicant Landowner Supporting Documentation

If you (the applicant) owns the land for the nominated project site, you must provide:

- certificate of land title, LANDATA documents or council rates notice with owners name and service address.

Landlord or Third Party Landowner Supporting Documentation

If you are leasing the building or the landowner is not the building owner, you must provide:

- certificate of land title with owners name and service address
- current lease with an end date at least **four years** after completing the project signed and dated by both parties; or
 - If the current lease will end earlier than **four years**, the applicant must provide a signed letter from the landowner (on letterhead) referring to the specific property and project, stating they intend to allow the facility to operate as a kindergarten for at least **four years** after completing the project. It should not be dated more than three months.
- signed, written consent to undertake the work from the landowner (on letterhead) referring to the specific property and project, including **who will deliver the project** (i.e. applicant, landowner or the building owner) and any known risks or issues for the project site. It should not be dated more than three months.

Certificate of Title

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Attach Certificate of Land Title OR relevant evidence of land ownership (showing owners name and service address). Must include the address where the proposed works are to be undertaken.

If you own the land for your nominated project site you can provide copy of the certificate of land title, LANDATA documents or council rates notice showing owners name and service address.

*

Attach a file:

Lease Agreement

If the current lease will end earlier than four years, the applicant must provide a signed letter from the landowner (on letterhead). The letter must:

- refer to the specific property proposed project.
- state that they intend to allow the facility to operate as a kindergarten for at least **four years** after completing the project.
- not be dated more than 3 months.

This is to ensure that project works which are funded under Building Blocks will continue to be utilised as a kindergarten facility.

Name of the Land and/or building owner *

Lease Start Date *

Lease End Date *

Four year lease agreement or signed letter of 4 year intent *

Attach a file:

Written Consent

Attach signed, written consent to undertake the work from the landowner / building owner (on letterhead). The letter must :

- refer to the specific property and project.
- state **who will deliver the project** (i.e. applicant, landowner or the building owner)
- include any known risks or issues for the project site that could impede project delivery with this arrangement.
- not be dated more than three months.

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Written consent *

Attach a file:

Type of Project

Please select the relevant project type. You can select all that apply.

*

- ☐ Indoors
- ☐ Outdoors

Indoors applies to all internal works and any works that may disturb the fabric of the existing building

Building Works selection

Indoor building works selection *

- ☐ Bathroom
- ☐ Kitchen
- ☐ Internal e.g. painting, blinds, opening up space, office, storage, nappy station, roof
- ☐ Flooring
- ☐ Other

Select all that apply

Other - please briefly describe.

Outdoor works selection

Outdoor works selection *

- ☐ Landscaping
- ☐ Playground
- ☐ Sunshade
- ☐ Solar Panels
- ☐ External building e.g. ramp, deck, blinds, extension, painting
- ☐ Other

Select all that apply

Other - please briefly describe.

Planning Permit requirements

Have you contacted the local council / Department of Environment, Land, Water and Planning (DELWP) regarding a planning permit? *

- ☐ Yes ☐ No ☐ Not required

Has a planning permit already been issued? *

- ☐ Yes ☐ No ☐ Not required

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Please attach a copy of your planning permit *

Attach a file:

Designs and Project Works

Attach professional schematic design drawings, photos 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.

Provide photos of existing space where proposed project will occur as evidence of need. *

Attach a file:

Is the project critical to the operation of the service? *

☐ Yes

☐ No

Further details can be provided in the Assessment Criteria section.

Brief description of evidence attached for proposed upgrade.

Soil Hygienist Report

A Soil Hygienist Report is required for **any project that disturbs the soil** to demonstrate that their nominated construction site is sufficiently safe for the proposed works to be undertaken.

If required, a Soil Hygienist Report must be provided at application stage and no later.

Soil Hygienist Reports **must**:

- be performed by a qualified environmental professional
- include **testing for contaminants** such as arsenic, asbestos, and heavy metals
- align with standards such as the National Environmental Protection (Assessment of Contaminated Sites) Measure (NEPM)
- involve a desktop review of past site history and soil investigation samples for analysis of contaminants with particular focus on where project soil works are proposed
- compare contamination results against NEPM human health and ecological investigation levels as well as Victoria EPA Industrial Waste thresholds
- include a statement to indicate if the site is suitable for the intended use as an early learning centre and/ or potential project risks
- specify if contaminated soil is identified above the levels specified for the intended use as an early learning centre .

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If contaminated soil has been identified above the levels specified for the intended use as an early learning centre, a Soil Management Plan (SMP) must be developed and provided with your grant application.

For further information on Soil Hygienist Report requirements, refer to the **Assessment Factsheet and Application Checklist** found on the VSBA website at [Building Blocks Grants - Improvement](#).

Does your project involve soil/ground works? *

☐ Yes ☐ No

Please attach a copy of your Soil Hygienist report *

Attach a file:

A minimum of 1 file must be attached.

Has your soil report identified contaminated soil above the levels specified for the intended use as an early learning centre? *

☐ Yes ☐ No

Please attach a copy of your Soil Management Plan (SMP) *

Attach a file:

An SMP documents the safe management or removal and disposal of contaminated soil

Asbestos Audit Report

A Division 6 Asbestos Audit Report is project site specific and is required for **any building built pre 1990 and if the project involves internal works to a building where the fabric of the building will be disturbed.**

If required, a Division 6 Asbestos Audit Report must be provided at application stage and no later.

Division 6 Asbestos Audit Reports **must:**

- be performed by a trained professional such as an Occupational Hygienist
- contain the results of a **visual and invasive** inspection of a building to monitor and identify Asbestos Containing Material (ACM).
- include the logged results of the asbestos audit in an asbestos register, which is to be updated following all subsequent audit reports and removal works.

If ACM is discovered in a building or site, an asbestos management, removal, and disposal plan. must be developed and provided as part of your grant application.

For further information on Asbestos Report requirements, refer to the **Assessment Factsheet and Application Checklist found on the VSBA website at [Building Blocks - Improvement](#).**

Does your project involve internal building demolition works? *

☐ Yes ☐ No

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Was the building constructed from 1990 - onwards? *

☐ Yes

Built after 1990

☐ No

Asbestos report

Please upload a copy of your Division 6 Asbestos Audit Report. *

Attach a file:

A minimum of 1 file must be attached. If ACM is discovered in a building or site, an asbestos management, removal, and disposal plan. must be developed and provided as part of your grant application.

Has Asbestos Containing Material (ACM) been identified? *

☐ Yes

☐ No

Asbestos Containing Material (ACM) Declaration

Declaration: We confirm that we will follow the guidance provided in the Division 6 report for the safe management, removal, and disposal of asbestos that has been identified. We acknowledge it is crucial to adhere to these guidelines to ensure the safety of everyone involved and to comply with regulations regarding hazardous materials. If there are specific instructions or protocols outlined in the report, we will ensure they are followed meticulously *

☐ Yes

Please further consider whether any remediation is required. The costing for remediation may be included as part of your grant application, not exceeding the maximum grant amount.

Please attach any further documentation regarding asbestos management

Attach a file:

Proof of building age

Division 6 Asbestos Audit Reports are not required for works to buildings constructed from 1990 onwards. Where this is the case, an applicant is required to provide:

- an asbestos report (if one is available) or evidence, such as an occupancy permit or statement from the landowner that the building is not older than 1990
- a letter signed by an authorised representative of the organisation that confirms the applicant will be responsible for any remediation and ongoing management should ACM or other contaminants be discovered during works undertaken at the site.

Please provide proof your building was constructed from 1990 onwards. *

Attach a file:

Project Construction Timeline

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

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Project Manager Phone Number *

Must be an Australian phone number.

Email Address *

Project Delivery and Funding

* indicates a required field

Project Value

Is the total value of your project greater than or equal to \$200,000 GST exclusive? *

☐ Yes

☐ No

Licensed quantity surveyors report for projects \$200,000 or over (GST exclusive)

For projects valued at \$200,000 or over (GST exclusive), applicants must provide **one** Licensed Quantity Surveyor (QS) Report for the proposed purchases, showing the trading name of the organisation providing the cost estimate and an itemised list of individual costs to demonstrate all expenditure is eligible under the program guidelines.

QS reports must include a minimum **10-15% contingency (GST exclusive)**.

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Licensed quantity surveyors report *

Attach a file:

Builder's quotes for projects under \$200,000 (GST exclusive)

For projects under \$200,000, applicants must provide two quotes / cost estimates for all proposed works, showing the trading name of the organisation providing the quote and an itemised list of individual costs to demonstrate all expenditure is eligible under the program guidelines.

Builders quotes must include a minimum **10-15% contingency (GST exclusive)**.

Builder's quote 1 *

Attach a file:

Builders quote 2 *

Attach a file:

Which is your preferred quote?

Project Budget

Refer to the **Building Blocks Guidelines** and **Assessment Factsheet and Application Checklist** found on the VSBA website at [Building Blocks Grants - Improvement](#) for further information on what can and cannot be included as part of the project cost.

Ongoing administration and operational costs, including volunteer committee costs, staff salaries and training are not eligible for funding.

Ensure a minimum 10-15% contingency (GST exclusive) is included.

Total Estimated project cost (GST Exclusive) *

\$

Must be a whole dollar amount (no cents).

What is the total budgeted cost of your project EXCLUSIVE of GST? Please use the GST calculator to assist <https://gstcalculator.com.au/>

Please provide an itemised table including total projected expenditure, as aligned with the quote/s provided to support your grant application. An excel spreadsheet is recommended to capture these costs exclusive of GST. *

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

Applicants can apply for a maximum of \$150,000 GST exclusive per grant under the Minor Infrastructure - Improvement category of Building Blocks.

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

\$

Must be a whole dollar amount (no cents) and no more than 150000.

Amount cannot exceed \$150,000. What is the total financial support you are requesting in this application? Ensure this is GST EXCLUSIVE

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? This may include contributions from the Federal Government and other Victorian Government grant programs.

Confirmation of applicant funding contribution

Confirmation of applicant contributions or other funding contributions. *

Attach a file:

This MUST be a signed letter from the most snt funding contribution or any additional enior 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. 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.

Summary of project cost and funding

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

Amount requested through Building Blocks (GST Exclusive)

\$

This number/amount is calculated.

Applicant funding contribution (GST Exclusive)

\$

This number/amount is calculated.

Total project cost (GST Exclusive)

\$

This number/amount is calculated.

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

Total Building Blocks Grants funding

Total Building Blocks grant funding (GST Exclusive)

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This number/amount is calculated.

Assessment Criteria

* indicates a required field

Assessment 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).

Refer to the **Improvement Guidelines** and **Assessment Factsheet and Application Checklist** found on the VSBA website at [Building Blocks Grant - Improvement](#). These documents contain important information about eligibility and your grant application.

Please also read the [Frequently Asked Questions](#).

Criteria 1: Demonstrate how the proposed works improves the learning environment and access to high quality early childhood service (50%)

Please demonstrate:

- the pre existing building and service provision and the potential improvement in post project building and service provision
- how the project will impact on the children and the learning environment
- any increase in approved service capacity post project
- established and planned partnerships between early childhood services working together to meet the needs of families and children
- any additional services that will be provided.

Consider the following when preparing your response:

- how will this project impact on children and service delivery
- what were the results of the most recent national Quality Assessment Rating for Quality Area 6?

Your score for this criterion will count towards 50% of your overall assessment score.

How will the proposed project improve the quality of the learning environment?

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Supporting documentation

Attach a file:

Criteria 2: The proposed project facilitates access for children of all abilities (20%)

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

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: [Building Quality Standards Handbook \(BQSH\) — School Construction and Design Standards: Policy | education.vic.gov.au](#)

Your score for this criterion will count towards 20% of your overall assessment score.

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

Must be no more than 500 words.

Supporting documentation

Attach a file:

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Criteria 3: The proposed project adheres to environmental sustainability principles, and includes environmentally sustainable features, in design or construction where possible (20%)

Please demonstrate how the project adheres to environmental sustainability principles, and includes environmentally sustainable features, in design or construction where possible.

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

More information can be found [here](#) or your local council website may have information about environmentally sustainable building practices.

Your score for this criterion will count towards 20% of your overall assessment score.

How will the proposed project promote environmental sustainability and includes environmentally sustainable features, for example in design or construction? *

Supporting Documentation

Attach a file:

Criteria 4: Confirmation that the project is ready to commence construction (10%)

Consider the following when preparing your response:

- has authorised evidence of financial contribution been submitted?
- do you have evidence of building and land ownership?
- do you have evidence of building and landowner authorised permission for project works?

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- have you confirmed **who will deliver the project** (i.e. applicant, landowner, building owner) and considered any **known risks or issues** for the project site that could impede project delivery with this arrangement?
- do you have evidence of a 4-year lease and/ or building/ landowner evidence of intent that the facility can be used for a kindergarten facility for 4-years post construction?
- have two authorised registered builders detailed costings been submitted for projects under \$200,000?
- has a **Soil Hygienist Report** that tests for contaminants been submitted if the project involves soil and groundworks?
- has an **Asbestos Report** been submitted if the project involves internal building demolition works?
- how much preparatory work has been done?
- how advanced are your designs and costings?
- has a Project Manager been appointed?
- have your plans been discussed with council where applicable?
- do you need a building permit for any component of the work?
- what level of consultation has been undertaken with key stakeholders? (e.g. early years manager, MCH and other health service providers)?
- do you have the capability to deliver your proposed project within the specified 12 month period?

Your score for this criterion will count towards 10% 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

The organisation accepts the terms and conditions described in the Building Blocks Improvement 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.

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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 and Training
- 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
 - operate as a kindergarten service for at least 4 years from when the facility becomes operational.

An example of the [Common Funding Agreement](#) used for Minor Infrastructure projects can be found here.

By providing this declaration you are confirming that the necessary approvals and permissions to submit this application on behalf of the applicant have been obtained.

Declaration *

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

Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

