

Building Blocks Planning Grant Application Form

Form Preview

Information for Applicants

Planning Application

APPLICATION WRITING TIPS

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

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

TO SUPPORT YOUR APPLICATION

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

- 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)

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); 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.

Victorian government schools please contact the Kindergarten on School Sites team at KOSS@education.vic.gov.au

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

What Can and Cannot be funded

What can be funded

- project management costs
- planning and design costs, such as:

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- quantity surveyor fees and reports
- architect and design
- geo technical services
- feasibility studies
- town planning consultants
- planning permits
- soil contamination reports
- asbestos reports
- environmental sustainability assessments for energy and or water efficiency, e.g. NABERS and NatHERS

What cannot be funded

- costs already incurred
- site preparation, including clearing or demolition (these may be funded by a subsequent Building Block Grant)
- construction and commissioning (these may be funded by a subsequent Building Blocks Grant)
- landscaping and car parking (these may be funded by a subsequent Building Blocks Grant)
- site acquisition and lease costs
- ongoing administration or operational costs

Exclusions

The Building Blocks Planning Grant program **will not fund** planning for projects that:

- do not address unmet demand as identified in the relevant KISP
- do not intend to create additional capacity or maintain existing kindergarten capacity required for the roll-out of Three-Year-Old Kindergarten and/or Pre Prep
- are not for facilities that offer, or intend to offer, both Three and Four-Year-Old funded Kindergarten/Pre Prep programs
- are intended to be located outside Victoria
- do not align with the program objectives
- do not meet the requirements outlined in these guidelines
- do not meet the assessment criteria
- have already been invoiced or paid.

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 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.

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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 *

Must be an Australian phone number.

Auspice Primary Email *

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

If you are a government school please contact the Kinders on School Sites team
building.blocks@education.vic.gov.au

Applicant Primary Address *

Address

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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 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			
<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>	

Position *

--

Phone Number *

--

Must be an Australian phone number.

Mobile Phone Number

--

Email Address *

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Must be an email address.

Applicant Alternate Contact Person *

Title	First Name	Last Name			
<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>	

Position *

--

Phone Number *

--

Must be an Australian phone number.

Mobile Phone Number

--

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:

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- 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.

Existing service details

Will your project involve works at an existing service? *

☐ Yes

☐ No

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>

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

- ☐ Yes ☐ No

Has this service been successful in obtaining one or more Building Blocks grants since 2020. *

- ☐ Yes ☐ No

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:

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.

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? *

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

New places to be created through the project.

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

Approved Places

Estimated 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.

How many new places for four year old funded kindergarten may 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 may 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 may 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

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Key Information

Project Title *

For example, Service Name and brief description of project ie. Merry Court Kinder - Planning costs, Bluegum City Council feasibility study

Brief project description *

Word count:

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

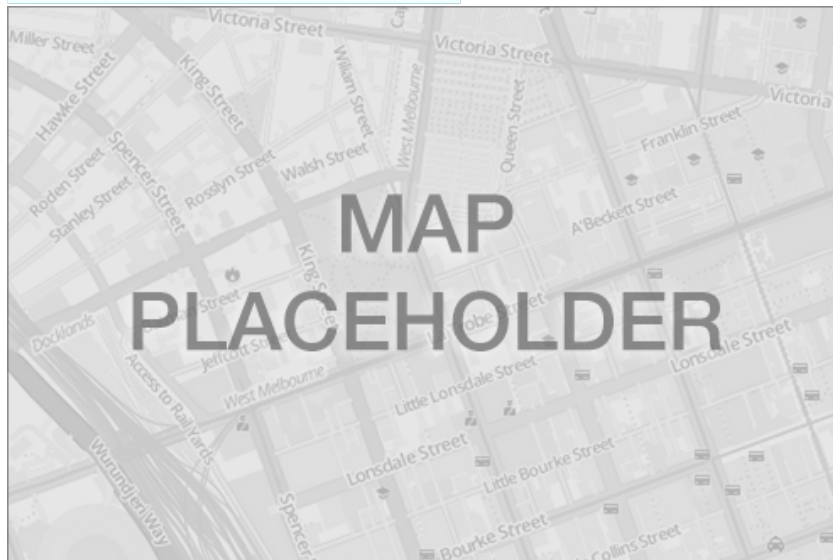
How many services/sites is the planning grant for? *

Must be a whole number (no decimal place) and at least 1.

Project Location

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

Address



Local Government Area *

In which Local Government Area is the project located?

Department Region *

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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) 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 ☐ N/A

Please indicate the applicable option *

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

Project Location - Multiple sites

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. Find your SA2 here <https://maps.abs.gov.au>

Address

Address or Service name Site 1 *

LGA

LGA Site 1 *

SA2

SA2 Site 1 *

Address or Service name Site 2 *

LGA Site 2 *

SA2 Site 2 *

Address or Service name Site 3

LGA Site 3

SA2 Site 3

Address or Service name Site 4

LGA Site 4

SA2 Site 4

Address or Service name Site 5

LGA Site 5

SA2 Site 5

Address or Service name Site 6

LGA Site 6

SA2 Site 6

Kindergarten Infrastructure and Services Plan

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Building Blocks Planning 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.

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? *

School Information

School Number *

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 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? *

- ☐ Local Council
☐ State/Federal Government Agency
☐ Landlord or Third Party
☐ Applicant (when not any of the above)

Local Council or State/ Federal Landowner Supporting Documentation

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

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- certificate of land title with owners name and service address
- current lease with an end date at least **ten years** after completing the project signed and dated by both parties; or
 - If the current lease will end earlier than **ten 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 **ten 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 **ten years** after completing the project signed and dated by both parties; or
 - If the current lease will end earlier than **ten 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 **ten 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

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.

Site 1

Site 1 *
Attach a file:

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Site 2

Site 3

Site 4

Site 5

Site 6

Site 2

Attach a file:

Site 3

Attach a file:

Site 4

Attach a file:

Site 5

Attach a file:

Site 6

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 **ten 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 *

Ten year lease agreement or signed letter of 10 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 :

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- 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.
- state that they intend to allow the facility to operate as a kindergarten for at least **ten years** after completing the project.
- not be dated more than three months.

Written consent *

Attach a file:

Type of Project

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

*

- ☐ Planning and design costs - e.g. architect designs, Q.S, soil and asbestos reports architect designs, geo technical services, environmental sustainability assessments
- ☐ Feasibility study
- ☐ Project management costs

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 Delivery and Funding

* indicates a required field

Planning cost

Refer to the **Planning Guidelines** and **Assessment Factsheet and Application Checklist** found on the VSBA website at [Building Blocks Grants - Planning](#).

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

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/>

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Please attach quotes *

Attach a file:

Please attach individual quotes from architects, for soil, QS and asbestos reports etc or for cost estimates including wages of qualified professionals to be hired for the planning process (GST Exclusive)

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

Project Funding

Applicants can apply for a maximum of \$150,000 GST exclusive per grant under the Building Blocks Planning Grant.

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.

Total project cost (GST Exclusive)

\$

This number/amount is calculated.

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

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 senior funding contribution or any additional 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. 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

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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 Building Blocks Grants funding

Total Building Blocks grant funding (GST Exclusive)

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).

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](#).

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

Please 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.

Response should include:

- reference to unmet demand in the SA2 where the planning works are intended, linking to estimates outlined in section 4.5 of the LGA's published [KISP](#)

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- reference to Partnership Agreement if in place
- a clear proposed timeline for the planning process
- details and experience of the project manager appointed to the project
- outline of project scope and objectives
- identification and addressing of potential project risks.

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%)

Supporting documentation

Attach a file:

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

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

Must be no more than 500 words.

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Supporting documentation

Attach a file:

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.

Refer to your organisation's sustainability building policy and attach a copy.

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

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 Grants - Planning 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, including, in particular:

- Common Funding Agreement for project must be signed no later than four weeks after official notification of a successful grant application.
- holding milestone events on request from the Department of Education and Training.
- no additional state funding will be allocated to the proposed project and if additional costs arise they must be met by the applicant.
- 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.
- the completed facility, which was supported by the planning grant 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 10 years from when the facility becomes operational.

An example of the [Common Funding Agreement](#) used for Planning projects can be found here along with [Terms and Conditions](#).

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.

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Name *

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

Position *