

Building Blocks Capacity Grants Application Form

Form Preview

Information for Applicants

Building Blocks Capacity Grants Application Form

The Building Blocks Capacity Building stream offers grants to help increase capacity through new or expanded kindergartens.

Your project must be for a facility in Victoria that is, or will be, approved to provide a funded Three and Four-Year-Old Kindergarten/Pre-Prep program and **must** offer or **intend** to offer both programs.

APPLICATION ADVICE

The 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.

BEFORE YOU APPLY

Please visit [Early Childhood Grants](#) to decide on the best Building Blocks grant for your project, or contact us for advice before applying building.blocks@education.vic.gov.au.

Please consider which Building Blocks Capacity grant you are applying for:

- **Integrated Children's Centre:** These grants provide funding for new community hubs, bringing together a range of professional services to deliver education, care, health and support to children and their families.
- **New Early Learning Facility:** These grants provide funding for new kindergartens that will offer high-quality early learning for 3 and 4-year-olds.
- **Modular Kindergarten Buildings:** These grants cover the full cost of high-quality modular buildings. They can be available quickly to meet urgent demand for kindergarten places. They are relocatable, and their quick delivery reduces safety risks, construction time and costs.
- **Expansion:** These grants provide funding for projects to increase the licenced capacity of kindergartens offering programs for 3 and 4-year-old children.

Refer to the [Capacity Building Guidelines 2025](#) and the [Capacity Building Assessment Factsheet](#) found on the VSBA website at [Building Blocks Grants - Capacity Building](#). 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 **Building Blocks Capacity Building Guidelines and Assessment Factsheet** found on the VSBA website we **strongly** recommend that you:

- respond fully to each question on the application form and provide the required information, documentation and reports

Building Blocks Capacity Grants Application Form

Form Preview

- consider capability to deliver your proposed project within the specified time 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.

For-profit organisations cannot apply for any grant streams within Building Blocks.

VICTORIAN GOVERNMENT SCHOOLS and projects on DE Land

Kindergartens on Victorian Government schools are being assessed by the VSBA for suitability for a kindergarten aligned to demand data estimates. Schools are being prioritised based on agreed demand in the relevant Kindergarten Infrastructure Services Plan (KISP). Should a kindergarten be required in your area, the Kindergarten on School Sites (KOSS) team will lead this engagement with schools and other stakeholders.

Therefore, applications for new or expanded early childhood infrastructure on Department of Education (DE) owned land, including schools, are no longer accepted via Capacity and Planning grant applications. Should you wish to discuss a potential new kinder on a school site, or an expansion of an existing kinder on a school site, contact the KOSS team

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

Can be Funded:

- project management costs
- planning and design costs
- soil hygienist reports
- site preparation, including clearing or demolition (if the project will be on Department land, please contact VSBA before applying to confirm how these costs can be funded)
- construction and commissioning
- landscaping and car parking
- removal of contaminants on project sites (e.g. asbestos/arsenic), as long as it is within scope of the State's financial contribution to the project.
- non fixed fixtures, furniture and equipment (FF&E)
- fixed fittings and program equipment

What Cannot be Funded:

- site acquisition and lease costs
- routine or cyclical maintenance works
- purchase of cars, buses, and other vehicles
- ongoing administration or operational costs

Building Blocks Capacity Grants Application Form

Form Preview

- staff salaries and training
- consumables
- cosmetic upgrades that do not increase capacity
- removal of contaminants on projects sites (e.g. asbestos/arsenic), following announcement of the grant
- additional funding due to project cost overruns.

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 details regarding auspice arrangements can be found at [Building Blocks frequently asked questions \(FAQs\) | schoolbuildings.vic.gov.au](http://Building Blocks frequently asked questions (FAQs) | schoolbuildings.vic.gov.au)

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 Community Organisation *

Auspice Organisation 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 |

Building Blocks Capacity Grants Application Form

Form Preview

ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

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.

Evidence of 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 Organisation 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

Building Blocks Capacity Grants Application Form

Form Preview

| |
|---|
| 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.

Applicant Organisation Type *

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

Victorian Government School Sites: Victorian Government Schools or services located on DE sites are no longer eligible to apply for Building Blocks Capacity grants on department-owned land. Victorian Government schools are being assessed for suitability for a kindergarten aligned to demand data estimates. Schools are being prioritised based on agreed demand in the relevant Kindergarten Infrastructure Services Plan (KISP). Should a kindergarten be required in your area, the Kindergarten on School Sites team will be in contact to discuss further assessment. If you are a government school please contact the Kinders on School Sites team building.blocks@education.vic.gov.au

Applicant Organisation Physical Address *

Address

| |
|--|
| |
| |

Applicant Organisation Postal Address *

Address

| |
|--|
| |
| |

Is your organisation an Aboriginal Community Controlled Organisation? *

- Yes
- No

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.

Applicant Primary Contact Person *

| | | |
|-------|------------|-----------|
| Title | First Name | Last Name |
| | | |

Position *

Applicant Alternate Contact Person *

| | | |
|-------|------------|-----------|
| Title | First Name | Last Name |
| | | |

Position *

Building Blocks Capacity Grants Application Form

Form Preview

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:

Project Information

* indicates a required field

Grant Type

The Building Blocks Capacity Grants program offers grant funding for different types of infrastructure projects.

Building Blocks Capacity Grants Application Form

Form Preview

- **Integrated Children's Centre:** These grants provide funding for new community hubs, bringing together a range of professional services to deliver education, care, health and support to children and their families.
- **New Early Learning Facility:** These grants provide funding for new kindergartens that will offer high-quality early learning for 3 and 4-year-olds.
- **Expansion:** These grants provide funding for projects to increase the licenced capacity of kindergartens offering programs for 3 and 4-year-old children.
- **Modular Kindergarten Buildings:** These grants are VSBA delivered and cover the full cost of high-quality modular buildings. They can be available quickly to meet urgent demand for kindergarten places. They are relocatable, and their quick delivery reduces safety risks, construction time and costs.

Please ensure you refer to the [Building Blocks Capacity Building Guidelines](#) and [Assessment Factsheet](#) found on the VSBA website at [Building Blocks Grants - Capacity website](#). These documents contain important information about eligibility and your grant application.

Please select which Building Blocks Capacity Grant you are applying for: *

- Integrated Children's Centre
- New Early Learning Facility
- Expansion
- Modular Kindergarten Building

Key Information

Project Title *

Brief Project Description *

Word count:

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

What is the Relative Priority of this application?

Must be a number.

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

Is this project related to a successful Building Blocks Planning grant? *

- Yes
- No

Application number of the related Building Blocks Planning grant *

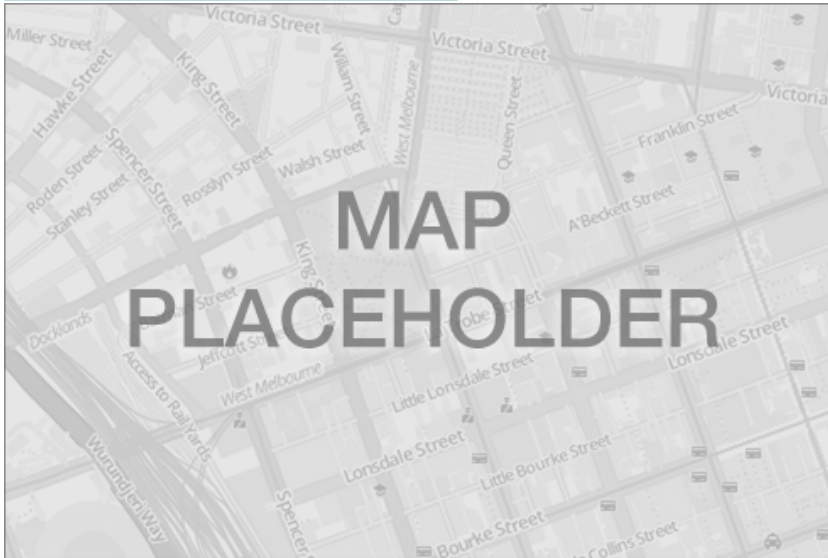
Project Location

Building Blocks Capacity Grants Application Form

Form Preview

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? <https://www.education.vic.gov.au/Documents/about/department/structure/DET-VIC-regions.pdf>

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

Name of the school that the service will be located on or adjacent to *

School Number *

If the applicant is a non-government school, the four digit school number must be provided. School Number as provided by the Victorian Registration and Qualifications Authority (VRQA). You can

Building Blocks Capacity Grants Application Form

Form Preview

obtain the number from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>

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.

Statistical Area Level 2 (SA2) the proposed works will be undertaken in *

SA2s (Statistical Areas Level 2 statistical Geography Standard (ASGS). They are designed to represent a community that interacts together socially and economically) are medium-sized general-purpose areas (in some cases, suburbs) as defined by the ABS and Australian Government. <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>

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

If there is no unmet demand in the SA2 as outlined in the KISP, please provide any contextual evidence (e.g. travel patterns of families attending the service) as to how the proposed project responds to unmet demand for kindergarten places in your area.

Supporting Documentation

Attach a file:

Existing Service Details

Is there an existing service on the site? *

- Yes
 No

Existing Service Details

Please enter the details of the existing kindergarten 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 *

Building Blocks Capacity Grants Application Form

Form Preview

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>

National Quality Framework (NQS) current overall rating: *

You can find your current overall rating on the ACECQA website <https://www.acecqa.gov.au/>

How many approved places does the service currently have? *

Licensed 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.

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

Yes No

If the service provider currently operating at the facility is an organisation other than your own, please provide written confirmation that you have consulted with the provider 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 Provider *

Attach a file:

Building Blocks Capacity Grants Application Form

Form Preview

Decanting Of Children During Works

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

- Yes No 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.

Evidence of Decanting Arrangement *

Attach a file:

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

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**.

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

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? *

Building Blocks Capacity Grants Application Form

Form Preview

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

The following questions refer to what will be created through the project. **Do not** include any existing places in your response.

Number of 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.

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.

Building Blocks Capacity Grants Application Form

Form Preview

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

Attach a file:

This question is relevant to Integrated Children's Centre applications only.

Permission To Conduct Works

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

For projects on sites that you do not own (e.g. council land, non-government school sites), you must provide evidence of permission from the landowner to complete the proposed works.

Do you (the applicant organisation) own the land where the project will be delivered? *

- Yes
- No

You (the applicant) have indicated that you **do not** own the land where the project will be delivered.

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

- Local Council
- State/Federal Government Agency
- Landlord or Third Party

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 **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.
- 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:

Building Blocks Capacity Grants Application Form

Form Preview

- 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.
 - leasing arrangements of facilities developed through the grant must ensure they are not used to yield commercial or near-commercial rents, and that the longstanding practice of charging services peppercorn or low rents is continued, with any rent charged to be applied to maintenance costs of the service.
- 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. This must show the **owner's name and service address** where the proposed works are to be undertaken.

If the Certificate of Title does not specify the owner's name or project address, please provide additional evidence demonstrating this info. Example include LANDATA documents or council rates notice.

Certificate of Title *

Attach a file:

Additional Evidence to Demonstrate Owner and Address

Attach a file:

e.g. LANDATA documents, council rates notice showing owner's name and service address

Lease Agreement

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

- refer to the specific property proposed project.

Building Blocks Capacity Grants Application Form

Form Preview

- state that they intend to allow the facility to operate as a kindergarten for at least **ten years** after completing the project.

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 *

Evidence of 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 :

- 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.
- state that any leasing arrangements of the facility developed through the grant will not be used to yield commercial or near-commercial rents

Evidence of Written Consent from Landowner / Building Owner *

Attach a file:

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

Building Blocks Capacity Grants Application Form

Form Preview

Planning Permit *

Attach a file:

When did/do you expect to submit an application for a planning permit for this project? *

Must be a date.

Additional Permit Requirements

Does the proposed project require any of the following permits:

Cultural Heritage Permits *

Yes No

Applicants are advised to refer to <https://www.aboriginalvictoria.vic.gov.au/cultural-heritage-sensitivity> before submitting an application.

Heritage Permit *

Yes No

Applicants are advised to refer to <https://www.heritage.vic.gov.au/> before submitting an application.

Please list any other known planning restrictions if any (e.g. Urban Growth Zone: Development Contributions Plan Overlay or Flood Overlay)

Additional Permit or Requirement Information

Attach a file:

Design and Project Works

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.

Does your project involve soil/ground works? *

Yes No

Does your project involve internal building demolition works to an existing structure? *

Yes No

Building Blocks Capacity Grants Application Form

Form Preview

Project Works for Modular Kindergartens

Applicants seeking a modular kindergarten must contact the VSBA Early Childhood Grants team to discuss the application before it is submitted. The team will work through site suitability, budget, and delivery elements to ensure the modular kindergarten building can fit on site and is an appropriate solution for the site.

Does your project involve soil/ground works? *

Yes No

Does your project involve internal building demolition works to an existing structure? *

Yes No

Condition Report

Expansion stream applicants must provide a condition report of the existing buildings in their application. This report should confirm the buildings are fit for their intended purpose. Providing this information helps give a full understanding of the current state of the site and the proposed work.

Condition Report *

Attach a file:

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 .

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.

Building Blocks Capacity Grants Application Form

Form Preview

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 - Capacity](#).

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.

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

Yes

No

Soil Management Plan (SMP) and Declaration

Soil Management Plan (SMP) *

Attach a file:

Declaration: The attached Soil Management Plan (SMP) will be used to guide the safe management, removal, and disposal of contaminated soil as identified in the soil hygienist report. We have notified the regional Quality Assessment and Regulation (QA&R) Division of the contamination at the early childhood site via the NQAITS portal. We are committed to adhering to these requirements to ensure that risks associated with contamination are managed appropriately and in compliance with regulatory standards. If our funding application is successful, we agree to assume responsibility for any remediation costs necessary prior to commencing any works. *

Yes

Has your Soil Management Plan and soil remediation costs been factored into project budget? *

Yes

No

Other:

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. This report must be provided at application stage.**

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.

Building Blocks Capacity Grants Application Form

Form Preview

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 [Capacity Building Stream Assessment Factsheet](#) found at [Building Blocks Grants - Capacity Building | Victorian School Building Authority \(schoolbuildings.vic.gov.au\)](#).

Was the building constructed after January 1990? *

Yes No

Please select no if the building was constructed before 1990

Asbestos Report

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

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.

Asbestos Containing Material (ACM) Declaration

As asbestos has been identified onsite, please attach a copy of your Asbestos Management Plan * *

Attach a file:

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.

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

The costing for remediation may be included as part of your grant application, not exceeding the maximum grant amount.

Has your Division 6 Report and Asbestos management costs been factored into your project budget? *

Yes No Other:

Building Blocks Capacity Grants Application Form

Form Preview

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 and
- 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.

Evidence that the building was constructed from 1990 onwards *

Attach a file:

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 present. *

Attach a file:

Project Delivery Timeline

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

Please note: An outcome of the Building Blocks Capacity grants takes approximately 3 months from submission of your application. To remain eligible, projects cannot begin until your Common Funding Agreement has been executed. Funding is to be expended and acquitted within the specified time frames of executing the Common Funding Agreement (CFA). Specified construction timeframes can be found at [Frequently Asked Questions](#) .

Estimated Project Start Date *

Must be a date.

Estimated Project Completion Date *

Must be a date.

Estimated date that this service will be operational with the new approved places *

Must be a date.

Project Delivery and Funding

* indicates a required field

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

Building Blocks Capacity Grants Application Form

Form Preview

Project Manager Contact Name *

Title First Name Last Name

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Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Modular Requirements

If you think a modular kindergarten might be right for your project, you first need to contact the VSBA. Email the VSBA Building Blocks Early Childhood Grants team to arrange a pre-application meeting: building.blocks@education.vic.gov.au.

For more information on the Modular Kindergarten Program please visit [Modular Kindergarten Program | schoolbuildings.vic.gov.au](https://www.schoolbuildings.vic.gov.au/modular-kindergarten-program)

Have you contacted the VSBA Building Blocks Early Childhood Grants team to discuss this application? *

- Yes
 No

Please select which modular kindergarten facility you are applying for: *

Please contact the VSBA regarding this application

You have indicated that **you have not** made contact with the VSBA Building Blocks Early Childhood Grants team about this project. Please contact them at building.blocks@education.vic.gov.au prior to submitting this application.

Applicant Co-contribution

Funding for modular kindergartens does not require a co-contribution to deliver the standard scope.

Applicants can choose to contribute towards the cost of the project or may be requested to contribute for costs associated with works above the scope of the program, including:

- Additional scope requirements to address environmentally sustainable design (ESD) outcomes or local government policy requirements
- Additional scope requests (e.g. increased outdoor play space)

Building Blocks Capacity Grants Application Form

Form Preview

- Changes to the templated floor plan;
- Works required to address existing site conditions (site remediation)
- Building modifications required to meet Bushfire Attack Level (BAL) requirements, where these arise due to the applicant's preferred siting and alternative compliant siting options are available

Are you choosing to and/or are you required to make a co-contribution? *

- Yes
 No

Applicant Funding Contribution (GST Exclusive) *

Must be a dollar amount.

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? *

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.

Project Budget

Please refer to the [Building Blocks Grants - Capacity Building Guidelines](#) for further information on what can and cannot be included as part of the project cost.

What is the total estimated project cost (GST Exclusive)? *

Must be a whole dollar amount (no cents).

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

Licensed Quantity Surveyors report *

Attach a file:

A Quantity Surveyor cost plan from a registered Quantity Surveyor is required for all projects and must include a minimum cost contingency of 15% (ex GST)

Table of Total Project Costs *

Attach a file:

Building Blocks Capacity Grants Application Form

Form Preview

A minimum of 1 file must be attached.

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

Project Funding

Building Blocks Capacity funding amounts are dependent on the type of capacity building project you are applying for.

The funding amounts are also scalable. This means that funding is increased, and decreased pro-rata based on the number of Approved Places being created.

For further information regarding funding based on your project type and scalability please refer to [Building Blocks Capacity Building Assessment Factsheet](#) and visit [Building Blocks Grants - Capacity Building | schoolbuildings.vic.gov.au](#)

Total Grant Amount Requested (GST Exclusive) *

\$

Must be a whole dollar amount (no cents).

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

Applicant Organisation 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 Application Organisation 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? *

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 Name *

Amount (GST Exclusive) *

Building Blocks Capacity Grants Application Form

Form Preview

\$

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 Name *

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 Name *

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.

Amount Requested Through Building Blocks (GST Exclusive)

\$

This number/amount is calculated.

Building Blocks Capacity Grants Application Form

Form Preview

All Contributions - Other Than Building Blocks (GST Exclusive)

\$

This number/amount is calculated.

Total Project Cost (GST Exclusive)

\$

This number/amount is calculated.

What is the total budgeted cost of your project?

Summary of Applicant Co-Contribution

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

All Contributions - Other Than Building Blocks (GST Exclusive)

\$

This number/amount is calculated.

Assessment Criteria

* indicates a required field

Assessment Information

All applicants are required to provide responses to the selection criteria. Funding recommendations will be based on the extent you can demonstrate that your project addresses the following assessment criteria. These are weighted according to specified percentages.

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 [Capacity Building Assessment Factsheet](#).

Please also refer to the [Frequently Asked Questions](#) available at [Building Blocks Grants - Capacity Building | Victorian School Building Authority \(schoolbuildings.vic.gov.au\)](#).

Criteria 1: 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

Building Blocks Capacity Grants Application Form

Form Preview

- 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 score for this criteria will count towards 15% of your overall assessment score.

How does the proposed project support the integrated delivery of early childhood and related family services and/or the establishment of partnership arrangements with other services? *

Must be no more than 500 words.

Supporting Documentation

Attach a file:

Criteria 1: Integrated Delivery Of Services And Partnerships (30%)

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 score for this criterion will count towards 30% of your overall assessment score.

Building Blocks Capacity Grants Application Form

Form Preview

How does the proposed project support the integrated delivery of early childhood and related family services and/or the establishment of partnership arrangements with other services? *

Supporting Documentation

Attach a file:

Criteria 2: Improved Access To Services For The Local Community (15%)

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? *

Must be no more than 500 words.

Building Blocks Capacity Grants Application Form

Form Preview

Supporting Documentation

Attach a file:

Criteria 2: Improved Access To Services For The Local Community (30%)

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 30% of your overall assessment score.

How will the proposed project improve access to high quality early childhood services for the local community? *

Supporting Documentation

Attach a file:

Criteria 3: Connections With Local Schools (15%)

Please demonstrate how the proposed project supports the establishment of connections with local government and non-government schools.

Consider the following when preparing your response:

- Which government primary schools are adjacent or close to the facility?

Building Blocks Capacity Grants Application Form

Form Preview

- 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.

How does the proposed project support the establishment of connections with local government and non-government schools? *

Must be no more than 500 words.

Supporting Documentation

Attach a file:

Criteria 3: Connections With Local Schools (40%)

Please demonstrate how the proposed project supports the establishment of connections with local government and non-government schools.

Consider the following when preparing your response:

- Which government or non-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 40% of your overall assessment score.

How does the proposed project support the establishment of connections with local government and non-government schools? *

Supporting Documentation

Building Blocks Capacity Grants Application Form

Form Preview

Attach a file:

Criteria 4: Access For Children Of All Abilities (15%)

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: <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:

Criteria 5: Environmentally Sustainable Design (15%)

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

Building Blocks Capacity Grants Application Form

Form Preview

- Stormwater Management/Site Permeability
- Building Materials
- Transport
- Waste Management
- Urban Ecology
- Innovation
- Construction and Building Management

More information can be found at Building Blocks Grants - Capacity Building | schoolbuildings.vic.gov.au 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 and include environmentally sustainable features in design or construction? *

Supporting Documentation

Attach a file:

Criteria 6: Readiness To Commence Construction (25%)

In addition to the **below checklist**, consider the following when preparing your response:

- Have you considered any **risks or issues** for the **project site**?
- Have you confirmed **who will deliver** the project and considered any risks or issues with this arrangement?
- 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?
- Have your plans been discussed with **council** where applicable?
- Do you need a **building permit** for any component of the work, and factored this into your project delivery timeline?
- 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 period as outlined in the Guidelines for your grant type?

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

Building Blocks Capacity Grants Application Form

Form Preview

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 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

Building Blocks Capacity Grants Application Form

Form Preview

- 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 the specified timeframe (either 12, 18 or 24 months) upon execution of the funding agreement unless otherwise agreed with the VSBA.
- that the completed facility will:
 - be operated by a not-for-profit organisation that is licensed to provide kindergarten services in Victoria
 - offer a funded Three-Year-Old and/or Four-Year-Old Kindergarten program
 - must deliver free kinder for at least 10 years after completion of the grant project

An example of the [Common Funding Agreement](#) and the [Victorian Common Funding Agreement Terms and Conditions](#) are 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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Applicant Declaration

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.

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Building Blocks Capacity Grants Application Form

Form Preview

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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:

- Agree to a Letter of Intent following official notification of a successful grant application that outlines the proposed arrangement of the grant funding under the Building Blocks capacity stream for the delivery, installation, and operation of a modular kindergarten facility.
- 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 the completed facility will:
 - be operated by a not-for-profit organisation that is approved to provide kindergarten services in Victoria
 - offer a funded Three-Year-Old and/or Four-Year-Old Kindergarten program
 - must deliver free kinder for at least 10 years after completion of the grant project.

Declaration *

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

Name *

Title First Name Last Name

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Position *