

Minor Infrastructure Grants 2021

Form Preview

Instructions for Applicants

THIS IS A SAMPLE FORM ONLY. IT IS NOT TO BE USED AS A FORMAL APPLICATION.

Priority of Round

Minor Infrastructure Grants 2021 - The ECU will prioritise applications that directly support children's safety, health and wellbeing, in particular, where safety concerns in services' physical environments have been identified.

Completing your Application

Please read this application form together with the Minor Infrastructure Grants Application Guidelines and associated documentation, available on the [Education and Care Unit \(ECU\) website](#), under the News Heading.

Answer every question. Incomplete applications will be deemed ineligible.

Think 'big picture'. How does the application relate to your service's ongoing journey of continuous improvement? Can Minor Infrastructure grant funding address an existing waiver? Will the grant support the service to resolve any issues identified during the Assessment and Rating or Licensing process? Can you link the application to the service's Quality Improvement Plan or Licensing Action Plan?

Include photographs. Particularly when writing about the need for the proposed project, a simple photograph or two may be much more effective than a written description of the issue.

Ask for help. Contact the ECU by phone or email if you have queries about the criteria and eligibility. Local community organisations may also offer assistance with applying for grants and/or filling in forms.

You are advised to make a copy of your submission for your records

Incomplete applications and/or applications received after the closing date will not be considered.

ECU Applicant Help Information

The Minor Infrastructure Grant Guidelines may provide answers to your questions:

ECU-minor-infrastructure-grants-2021 - [ADD LINK](#)

If you have any questions in regards to the content or need assistance in understanding the questions, please contact Ingrid McGinniss at - Grants.ECU@education.tas.gov.au

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SmartyGrants Applicant Help Information

If you need technical assistance to complete your application please contact the SmartyGrants helpdesk.

<http://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

Closing Date

The closing date for applications is **Monday, 1 March 2021**.

Eligibility

* indicates a required field

Please read the following section and answer the question to indicate whether or not your submission will meet the eligibility criteria.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant.

It is crucial that you are able to agree to all of the dot points to ensure that you are suitable for the grant and the grant is suitable for you.

Eligibility Criteria

You are eligible to apply for minor infrastructure funding if you are applying on behalf of:

- A community-based, not-for-profit organisation (including non-Government schools) operating an approved education and care service.
- A private, for-profit organisation operating an approved education and care service located on community-owned premises, DoE premises or a non-Government school site. This means privately owned services operating from privately owned premises are not eligible to apply.

Your application may be deemed eligible if you:

- Submit an application that aligns with the funding priority for this grant round: **directly supporting children's safety, health and wellbeing**.
- Provide all required information, relevant evidentiary documents and submit your application by the due date.
- Provide two quotes for the proposed project that have been sourced from Tasmanian companies who will be undertaking the work. Quotes from companies located in other states/territories will not be accepted unless they are for proposed projects to be carried out on Flinders Island or King Island. If your quote is in relation to a piece of equipment, companies located in other States and Territories can be used.
- Provide quotes that are similar in nature. For example, the scope of the project and materials itemised in the quotes are comparable.
- Are able to complete the proposed project within 12 months of receiving the grant.

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- Provide evidence that the landlord/owner has agreed that the proposed project can be completed. *(Please note that special conditions apply for services located on Department of Education sites.)*
- Complete the declaration.

I believe that this submission meets the eligibility criteria above: *

- Yes No

Applicant

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

To view the Department of Education Personal Information Protection Policy under the Personal Information Protection Act 2004 go to [Personal Information Protection Policy](#).

Applicant Details (Approved Provider/Service Operator)

Applicant Organisation name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Provider Approval number

A response is required from approved providers only eg PR-0000XXXX. No response is required from Licensed services.

Type of Organisation

Other:

Does your organisation have an ABN? *

- Yes No

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

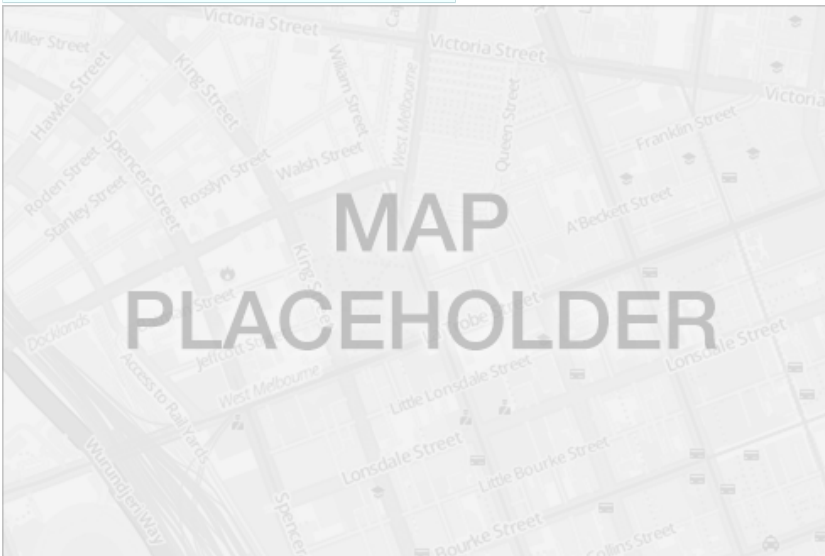
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ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type [More information](#)
ACNC Registration
Tax Concessions
Main business location

Must be an ABN

Applicant Address

Address



Applicant Postal Address

Address

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this grant including the Grant Deed

Position held in organisation *

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e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Must be an Australian phone number.

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Service

* indicates a required field

Service Details

Service Name *

Organisation Name

Service Approval number

A response is required from approved services only eg SE-0000XXXX. No response is required from Licensed services.

Service Primary Phone Number

Must be an Australian phone number.

Service Primary Address

Address

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Service Primary Email

Must be an email address.

Approved/Licensed Capacity of the Service:

Must be a number.

i.e. the maximum number of children that can attend the service at any one time

Premises Details

Introduction

The Department of Education is administering public monies therefore, it must do so responsibly in accordance with state service policy and guidelines.

It is important for the Department to understand the nature of the service's tenure in a building to assess the appropriateness of providing funds. It is especially important that where the premises are leased, the landlord/owner agrees that the proposed project can proceed.

The applicant owns the premises.

- Yes No

Department of Education Co-located Services

Is the service located on a Department of Education site?

- Yes No

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Please be aware that co-located services are required to obtain permission as per Minor Infrastructure Grant Guidelines

Tenure Details

Name of Landlord/owner of the premises

Please select the option that best describes the landlord/owner

State Government
Community Organisation
Local Government
Non-Government School
Private-for-Profit
Private Not-for-Profit
Other:

Please provide details if 'Other' is selected

Please describe the nature of the service's tenure in the premises

e.g. based on a lease, ongoing arrangement or other arrangement

How long has the service occupied the premises?

Must be a number.
eg. 6 months = 0.5

How many years remaining on the current lease? (or similar arrangement)

Must be a number.
eg 6 months = 0.5

Please Note

Education and Care services located on Department of Education sites are required to obtain written permission from both the school Principal and Facility Services (DoE) and submit this with the grant application.

Applicants with premises located on Department of Education property are required to:

- Discuss the proposed project with the school Principal and obtain confirmation in writing that permission for the project has been granted.
 - Discuss the proposed project with Facility Services providing the following documentation
- A copy of written approval for the project provided by the school Principal
 - Details of the proposed project, including relevant plans, reports and photographs
 - Expected timeframes and completion date for the project

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- Quotes and all associated costs, including council fees and/or additional expenses not included in the quotes
- Any additional details which may support your request for approval
 - Contact the Council in your municipality to discuss the requirements for lodging a Development Application. Should an application be required, commence the process and email Facility Services requesting an "Owners Permission Letter" to accompany your application to Council. Email these requests for permission letters to facpropertyservices@education.tas.gov.au

Applicants are also encouraged to keep all parties fully informed about the approval process by copying the school Principal and the ECU Grants Officer into relevant correspondence sent to Facility Services.

Please be advised that:

- Shade sail installations will not be authorised by Facility Services. Any shade installations must be permanent structures and be approved by the relevant local Council.
- All work must be done to Australian Standards and be undertaken by accredited contractors.

I believe I have met the requirement and have authorisation to undertake the proposed project.

- Yes No

Landlord/owner approval for the proposed project

Has the Landlord/owner agreed to the proposed project can be completed?

- Yes
 No
 Other:

Permission is required in writing from all Landlord/owners. This includes permissions from DoE (Facility Services) for co-located services

Landlord/Owner Authorisation

Please attach evidence that the landlord/owner has authorised the proposed project

Attach a file:

Services co-located on Department of Education sites are to submit authorisations from Principal and Facility services

Project Details

Project title:

Provide a name for your project/initiative. Your title should be short but descriptive.

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Anticipated start date

Anticipated end date

It is expected that grant funding will be distributed to successful applicants in June 2021. If unknown, provide your best guess or leave blank. If unknown, provide your best guess or leave blank.

Project Overview

Word count:

Be descriptive, but succinct. Please provide an overview of the proposed project, outlining the purpose of the funding. Explain how the project links to the National Quality Standard, National Regulations or relevant Licensing Standards. You may refer to the most recent Assessment and Rating Report, Quality Improvement Plan or Licensing Action Plan. Please note the project must align with the funding priority of this Minor Infrastructure Grants Round.

How was the need for the project identified?

Tell us why your initiative is needed. You may wish to provide photos, risk assessments, professional development and your observations as evidence of the current issue. Please include documentation that does not identify children or staff members.

What are the identified benefits of the project for children attending the service?

Details may include how the project will support outcomes for children disadvantaged by geographic and/or socio-economic circumstances.

Documentation

Please attach any additional documents and information regarding the project details including photos, plans, supporting correspondence etc.

Attach a file:

Quotes to be attached on the next page

Financial Details

* indicates a required field

Total Amount Requested

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

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Total Project/Program Cost

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

Quotes

Your application will only be deemed eligible if you provide quotes:

- with sufficient detail regarding the scope of work to be undertaken.
- that have been sourced from Tasmanian companies who will be undertaking the work.
- that are similar in nature. For example, the scope of the project and materials itemised in the quotes are comparable.

Please attach at least two quotes *

Attach a file:

Quotes are attached from the following businesses

Notes:

1. Due to administrative processes within the Department of Education, please ensure that the quotes either: - exclude GST; or clearly identify the GST amount.
2. If you are experiencing difficulty in obtaining two quotes (e.g. due to a lack of qualified tradespersons in the local area), please contact the ECU to discuss alternative options. You must contact the ECU if unable to provide two quotes or your application will be determined to be invalid.
3. If your application is successful and the quotes appear to cover the same scope of work, the ECU is likely to provide funding in line with the lower quote. This does not mean that your organisation must choose the business providing the lower quote to complete the project. However, any additional cost will need to be met by your organisation.

Partial Funding

As is the case with all grants programs, the ECU may receive more applications than it has the capacity to support. If the ECU is unable to provide the full amount of grant funding requested, is your organisation willing to consider an offer of partial funding?

Please note that this would require your organisation to meet the difference between the amount of funding provided and the total cost of the proposed project.

Is your organisation willing to consider an offer of partial funding?

Yes

No

Comment

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Amount willing to contribute

Other Grants for this Project

Has your organisation already applied for funding for the proposed project?
e.g. through other community grants programs, or previous ECU grant rounds.

- Yes No

If yes, please provide details:

Checklist

I have submitted the following documentation

Evidence that the landlord/owner has authorised the proposed project

- Yes
 No

Please note that services located on Department of Education Sites must provide written evidence of permission from the school Principal and approval from Facility Services

At least two written quotes

- Yes
 No

Photographs and other relevant documentation

- Yes
 No
eg plans

Other

- Yes
 No
 Other:

Applicant Capacity

Now that we know about your project/initiative, we want to find out more about your organisation's ability to undertake the work you propose. Please provide some information about your organisation that will give us confidence that you can complete the work you've described in this application.

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Please include information about the strategies you will use to complete this project within the proposed timeframes. Also provide information about any past work that may demonstrate your organisation's capacity to undertake the project. Provide information on how any potential impacts on the children being educated and cared for will be managed.

Declaration

* indicates a required field

Declaration

This section must be completed by an appropriately authorised person on behalf of the applicant (may be different to the contact person listed earlier in this application form).

I certify that, to the best of my knowledge, the statements made within this application (including any attachments) are true, accurate and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the Grant Deed.

I agree *

Yes

No

I have read, understood and agree to the content of this application form and associated material, including the associated application guidelines. (available on the ECU website)

I agree

Yes

No

The organisation is financially viable and is able to meet all accountability requirements.

I agree

Yes

No

I am

- a person authorised to sign on the approved provider's/service operator's behalf or
- the approved provider/service operator of the education and care service named in this application

Name of authorised person *

Title

First Name

Last Name

Position *

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Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Feedback

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

- Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.