

Minor Infrastructure Grants 2024-25

Form Preview

Instructions for Applicants

Priority of Round

Minor Infrastructure Grants 2024-25

The ECU will prioritise applications that directly support children's health and safety, particularly, where safety concerns in services' physical environments have been identified.

Completing Your Application

IMPORTANT: 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](#).

1. **Answer Every Question:** Incomplete applications will be deemed ineligible.
2. **Think Big Picture:** Consider how this grant can support your service's long-term goals. Reflect on how the proposed project will contribute to continuous improvement and the lasting impact it will have on the quality of care you provide.
 - **Assessment and Rating:** Address any specific challenges identified during your Assessment and Rating or Licensing processes, such as areas requiring improvement or compliance issues.
 - **Quality Improvement Plan (QIP):** Align the project with your service's QIP or Licensing Action Plan. Demonstrate how the funding will support goals like enhancing educational programs, improving safety standards, or upgrading facilities.
3. **Visual Evidence:** Include photographs to illustrate the need for the proposed project. A simple photograph can often be more effective than a written description.
4. **Seek Assistance:** If you have any questions about the criteria and eligibility, contact the Grants Officer at the ECU by phone at 616 55 437 or by email at Grants.ECU@decyp.tas.gov.au. Local community organizations may also offer assistance with applying for grants and filling out forms.
5. **Keep a Copy:** Make a copy of your submission for your records.

Note: 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-2024-25](#)

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

SmartyGrants Applicant Help Information

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

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

PLEASE NOTE

On 1 October 2022, the Department of Education and some services from Communities Tasmania combined to form the new Department for Education, Children and Young People (DECYP).

All references to Department for Education, Children and Young People (DECYP or the Department) relate to the formerly known Department of Education (DoE).

Closing Date

The closing date for applications is 8 December 2024.

Eligibility

* indicates a required field

Eligibility Check

Please review the section below and respond to the questions to determine if your submission meets the eligibility criteria.

This part of the application helps both you and us ensure that you are eligible for this grant.

It is crucial that you can affirm all the listed points to confirm that you meet the eligibility requirements and that this grant is suitable for your needs.

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, Department for Education, Children, and Young People premises or a non-Government school site.
- A private, for-profit organisation located on privately owned premises, willing to apply for funding on a co-contribution basis. The ECU will fund a maximum contribution of 50% of the total cost, up to a maximum of \$5000 per service for successful applicants.

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 health and safety.**

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- Provide all required information, relevant evidentiary documents and submit your application by the due date.
- Provide quotes that are similar in nature. For example, the scope of the project and materials itemised in the quotes are comparable.
- Provide **two separate and itemised quotes** for the proposed project. These separate quotes must be clearly identified as having been provided by Tasmanian companies, one of which will be contracted to undertake 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, or for equipment or resources and submitted with a separate quote for installation from a Tasmanian company.
- Are able to complete the proposed project within 12 months of receiving the grant.
- 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 for Education, Children and Young People 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 for Education, Children and Young People Personal Information Protection Policy under the Personal Information Protection Act 2004 go to [Personal Information Protection Policy](#).

Applicant Details (Approved Provider/Service Operator)

This section refers to the Approved Provider/organisation responsible for operating the service where the proposed project is to occur.

Applicant Organisation name *

Organisation Name

Please use your organisation's full name as shown in the ABN search below. Check your spelling.

Provider Approval number

A response is required from Approved Providers under the NQF only (eg PR-0000xxxx). This can be found on the NQAITS system. No response is required from Licensed services.

Type of Organisation *

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Does your organisation have an ABN? *

☐ Yes ☐ No

ABN *

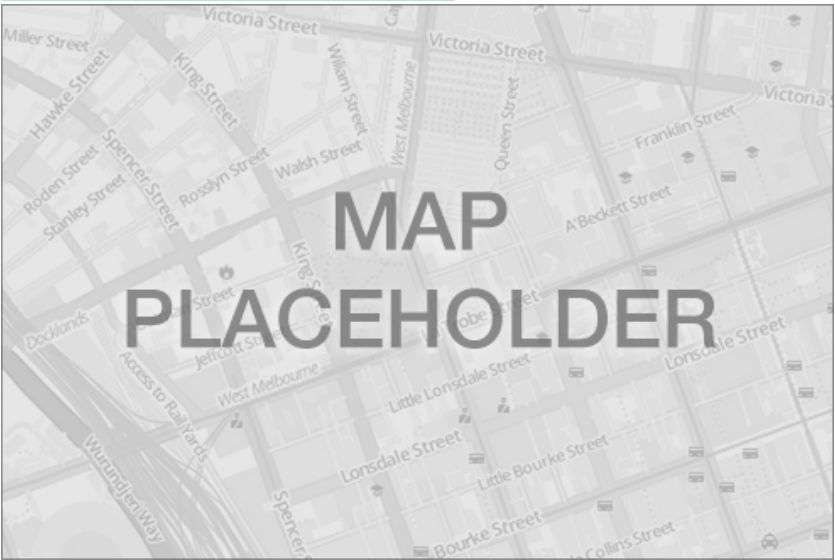
The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
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 *

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Address

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

Primary contact person of Approved Provider *

Title First Name Last Name

The person to contact regarding details including the Grant Deed. eg a contact or PMC as shown on NQAITS

Position held in organisation *

e.g. Manager, Board Member, PMC.

Approved Provider 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

Please provide the full name of the service where the proposed project is to occur

Service Approval number

A response is required from Approved Services under the NQF only (eg SE-0000XXXX). This information can be found on the NQAITS system. No response is required from Licensed services.

Service Primary Phone Number *

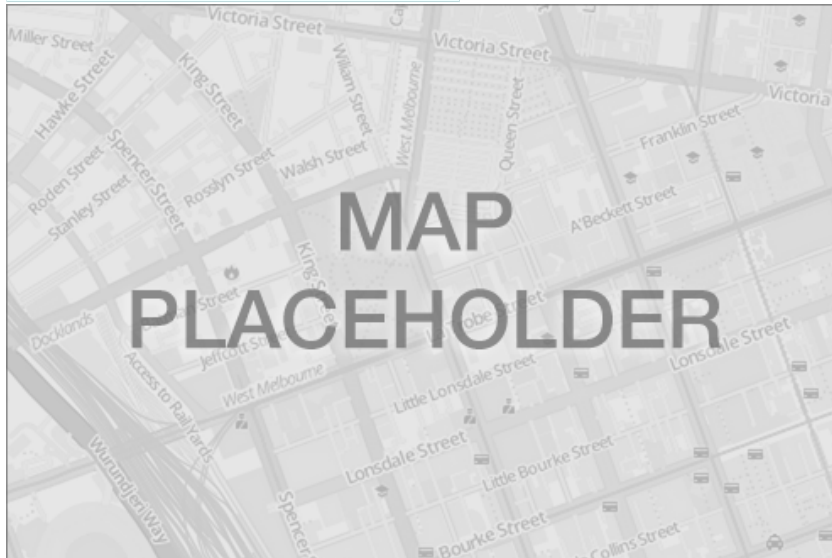
Must be an Australian phone number.

Service Primary Address *

Address

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

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

* indicates a required field

Introduction

The Department for Education, Children and Young People 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.

Premise Ownership

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The applicant owns the premises. *

☐ Yes ☐ No

"Applicant" is the organisation applying for this grant

Department for Education, Children and Young People (DECYP) Co-located Services

Is the service located on a DECYP site? *

☐ Yes ☐ No

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 *

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 DECYP sites are required to obtain written permission from both the school Principal and Facility Services (within the Department) and submit this with the grant application.

Applicants with premises located on DECYP 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

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- Expected timeframes and completion date for the project
- 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@decyp.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? *

☐ Yes
☐ No

Permission is required in writing from all Landlord/owners. This includes permissions from Department for Education, Children and Young People (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 for Education, Children and Young People sites are to submit authorisations from Principal and Facility services

Project Details

* indicates a required field

Project Title: *

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Provide a brief and descriptive title for your project. Aim for a title that clearly conveys the main focus or goal of the project in just a few words. For example, "Playground Safety Upgrade" or "Community Garden Expansion."

Anticipated start date *

Anticipated end date *

It is expected that grant funding will be distributed to successful applicants in June 2023. If unknown, provide your best guess or leave blank.

Project Overview *

Word count:

Provide a clear and concise overview of your proposed project. Describe the purpose of the funding and how the project aligns with the National Quality Standard, National Regulations, or relevant Licensing Standards. Reference your most recent Assessment and Rating Report, Quality Improvement Plan, or Licensing Action Plan. Ensure the project aligns with the funding priorities of this Minor Infrastructure Grants Round.

How was the need for the project identified? *

Tell us why your initiative is needed. Please provide photos, risk assessments, professional development documents 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? *

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

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

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Total Amount Requested

*

\$

Must be a dollar amount.

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

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 that align with the Minor Infrastructure Grant Application Guidelines and:

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

Please read the following Notes section for further information.

Please attach at least two quotes *

Attach a file:

Quote 1 *

Quote 2 *

Notes:

1. Due to administrative processes within DECYP, **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 prior to the application closing date 8 December 2023, 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.

Conflict of Interest

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It is the applicant's responsibility to disclose any relevant details which give rise, or may give rise, to a conflict of interest, such as: personal, professional, and business interests or others you may wish to benefit or disadvantage.

Please note that a 'yes' answer will not automatically disqualify your organisation from receiving funding but may impact the ECU's monitoring of the grant if your application is successful.

Is there any potential conflict of interest (real or perceived) between the organisation applying for funding and the organisations that have provided quotes? *

- ☐ Yes
☐ No

e.g. a contractor may be related to a member of staff at the service

Conflict of Interest Details

Please describe any conflicts of interests

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

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.

Please Select *

- ☐ Yes ☐ No

If yes, please provide details:

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Checklist

* indicates a required field

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 for Education, Children and Young People 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

Applicant Capacity

* indicates a required field

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. *

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

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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 *

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.

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Date *

Must be a date

Feedback

* indicates a required field

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. *