KINDERGARTENS

2024 CAPITAL ASSISTANCE ROUND AND INFORMATION SESSION

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Agenda

- ❑ 2024 Capital Assistance Program
- ❑ 2024 Important Dates
- ❑ 2024 Conditions of Compliance
- ❑ 2024 Capital Application
- ❑ Administration and Governance
- ❑ Resources and Guidelines

What are the rules that we work under

State Government

- ❑ Community Services Act 2007

QCEC

- ❑ QCEC 2024 Capital Assistance Round – Important Dates
- ❑ QCEC 2024 Capital Assistance Guidelines
- ❑ QCEC 2023 Conditions of Compliance
- ❑ QCEC Appeal Process – Government Funding Programs

Program Objectives and Outcomes

Delegated Catholic Agencies (DCAs) in Queensland may apply to access Capital Works Upgrade funding from the Queensland Government to **increase the inclusion** and **participation of all children in kindergarten**.

Outcomes

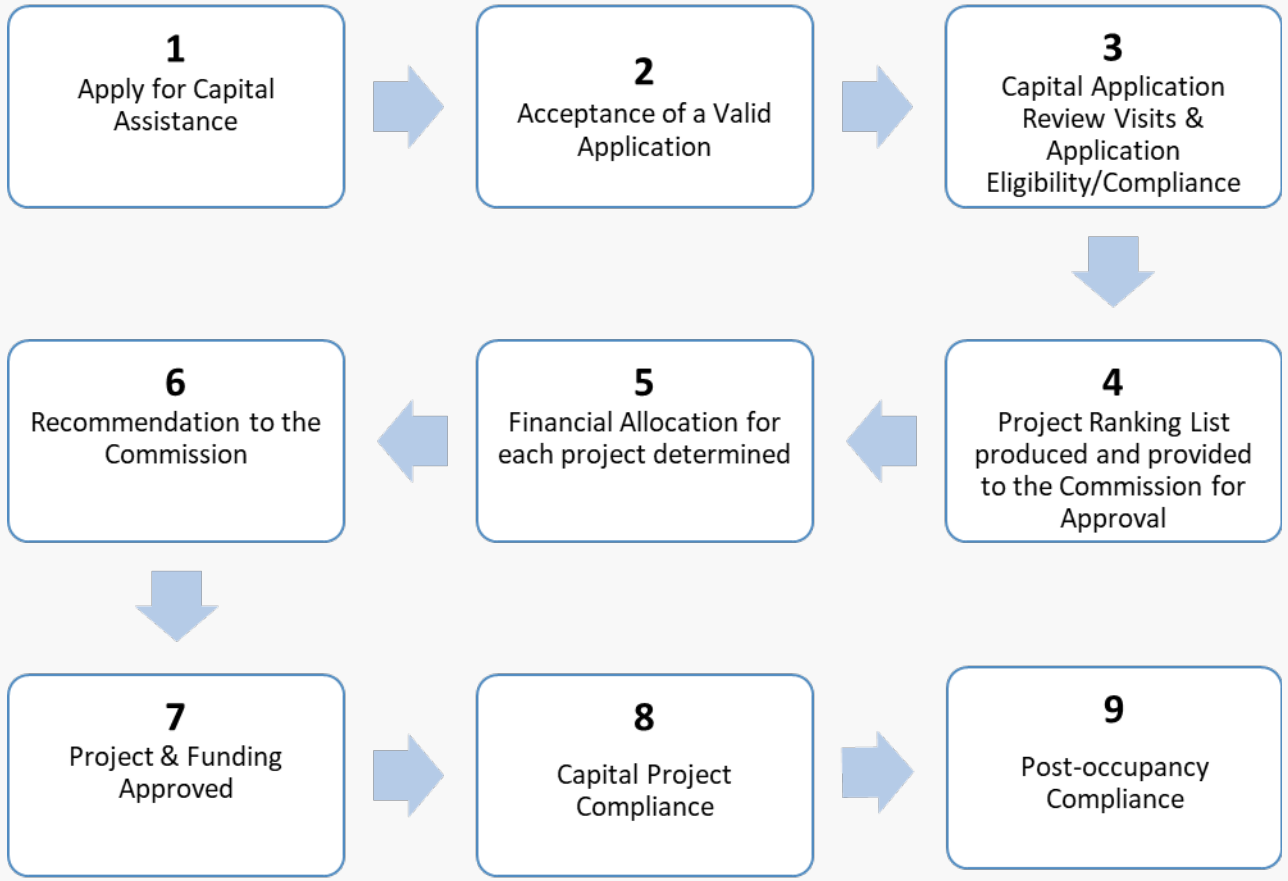
- ❑ enhanced and expanded service delivery for children in low socioeconomic and rural and remote communities;
- ❑ improved health and safety of children accessing funding programs;
- ❑ enhanced physical environment for children accessing the sessional kindergartens;
- ❑ more inclusive environments and improved accessibility to kindergarten; and
- ❑ increased compliance with national child safe principles and regulatory requirements.

Use of Grant Funding

Up to $1.2M available for Capital Assistance

- ❑ Modernising plumbing and / or electrical wiring
- ❑ Improvements to all ability access
- ❑ Soundfield systems
- ❑ Toilet/bathroom upgrades
- ❑ Expansions to Kindergarten rooms
- ❑ Kitchen upgrades
- ❑ Internal and external upgrades to ensure compliance with regulatory requirements
- ❑ Resilience program
- ❑ Installation or replacement of air-conditioning
- ❑ Professional fees
- ❑ Obtaining required building / Council approvals and fees

APPLICATION PROCESS



The QCEC's ***Capital Projects Online Portal*** and Kindergartens application form will be open at **9:00 AM** on **26 August 2026.**

Applicants can withdraw their Capital Application at any time through the process.

STEP 1

Apply for Capital Assistance

All applications for capital assistance must be made via **QCEC's *Capital Projects Online Portal*** and application form before **5:00 PM on 14 October 2024**.

An application must meet certain criteria to be considered valid (see **Section 6.3 in the *2024 Capital Assistance Guidelines - Kindergartens***).

Applications will be assessed by the QCEC Secretariat, to determine if they are to be accepted as a valid application, before **5:00 PM on 21 October 2024**.

STEP 2

Acceptance of a Valid Application

The QCEC Secretariat will commence Kindergarten Capital Application Review Visits from 21 October to 4 November 2024.

Each DCA must allow a minimum of **one (1) hour** for each capital application review visit.

The purpose of the capital application review visit is to provide applicants with an opportunity for feedback and to discuss all aspects of the application eligibility requirements.

STEP 3

Capital Application Review Visits & Application Eligibility/Compliance

Applications that have been formally accepted as valid and comply with the requirements of the **QCEC Capital Assistance Guidelines—Kindergartens** are presented to the KCAAC for assessment and evaluation on November 5, 2024.

Assessment Criteria (see **Section 6.6** in the ***QCEC Capital Assistance Guidelines – Kindergartens***):

- ❑ Addressing disadvantage – Weight 20%
- ❑ Addressing remoteness or accessibility – Weight 10%
- ❑ Meeting the Kindergarten Capital Works Upgrade Program Objectives and Infrastructure Planning – Weight 70%

Given that there are usually more requests for funding than funds available, projects must be assessed and ranked.

STEP 4

Project Ranking List produced and provided to the Commission for Approval

Following the KCAAC scoring and ranking projects, financial contribution assessments are undertaken in accordance with Section 6.6 within the ***2024 Capital Assistance Guidelines - Kindergartens***).

NOTE: The guidelines require a financial assessment to be undertaken to ensure funding is provided to services in need of financial assistance. Services ineligible for funding assistance will include those who have reported an ebitda in each of their last three financial statements > 10% OR have reported in their last financial statements cash and cash equivalents that can fund all current and non-current liabilities as well as the cost of the proposed works.

STEP 5

Financial Allocation for each project is determined

A list of the prioritised projects recommended by the KCAAC will be presented to the QCEC, with a brief description of each project and the level of recommended assistance for each application for approval.

STEP 6

Recommendation to the Commission

The total Grant will comprise a Base Grant + Location Grant (see **Appendix 1** of the ***2024 Capital Assistance Guidelines - Kindergartens***). The Base Grant is calculated as 90% of the project cost, with the grant capped at $100,000 (GST exclusive). Location Loading is paid in addition to the base grant.

Commission approval will be sought at the November Commission Meeting.

STEP 7

Project & Funding Approved

Successful applicants who are eligible to receive capital assistance are required to continue to meet and comply with the ***QCEC Kindergartens Conditions of Compliance.***

STEP 8

Capital Project Compliance

Post occupancy reviews will be performed by the QCEC Secretariat to ensure the project has been completed in accordance with the ***2024 QCEC Capital Assistance Guidelines - Kindergartens*** and the ***QCEC Kindergartens Conditions of Compliance***.

If non-compliance is identified, the relevant DCA may be requested to repay part or all of the grant monies.

STEP 9

Post-occupancy Compliance

IMPORTANT DATES

QCEC Online Capital Applications open at 9:00 AM	26 August 2024
QCEC Online Capital Applications close at 5:00 PM	14 October 2024
Kindergarten Capital Application Review Visits	21 October – 4 November 2024
Kindergartens Capital Assistance Assessment	5 November 2024
KCAAC Assessment Outcomes to QCEC for Grant Approval – Commission Meeting	12 November 2024

COMPLIANCE

Kindergartens Capital Assistance **Conditions of Compliance** 2024

Compliance Requirements

- ❑ Tendering and Quotation Process
- ❑ Recognition of Government Funding
- ❑ Accountability Requirements
  - Progressive Expenditure Statement
  - Project Completion Statement
  - Project Accountant's Statement
  - Official Opening Advice

NOTE: DCAs must notify and, upon request, repay to QCEC all or part of the grant monies if the sessional kindergarten ceases to use the funded facilities principally for the purpose specified (and approved) in the grant offer, or ceases to provide sessional kindergarten services or sells or otherwise disposes of the facilities on or before **31 December 2025**.

2024 CAPITAL ASSISTANCE CLAIM FOR PAYMENT

Grant Payments will be made in three (3) instalments as follows:

First Payment

- Payment of 25% of the grant amount when the CGB approves the project.
- A signed agreement from the DCA to the conditions of the grant offer will be required before payment is released.

Second Payment

- Payment of 25% of the grant amount at 50% project completion (in terms of value).
- Where necessitated by the proposed works, a complete set of tender issue site plans and floor plans
- A completed Capital Assistance Claim Form.

2024 CAPITAL ASSISTANCE CLAIM FOR PAYMENT

Third Payment

- Payment of 50% of the grant amount at project practical completion
- A completed Capital Assistance Claim Form
- A completed Practical Completion Statement prepared by the architect/Project Supervisor and approved by the Delegated Catholic Agency. This statement verifies that all work has been completed in accordance with the approved project description and approved tendered documents (including approved project variations).

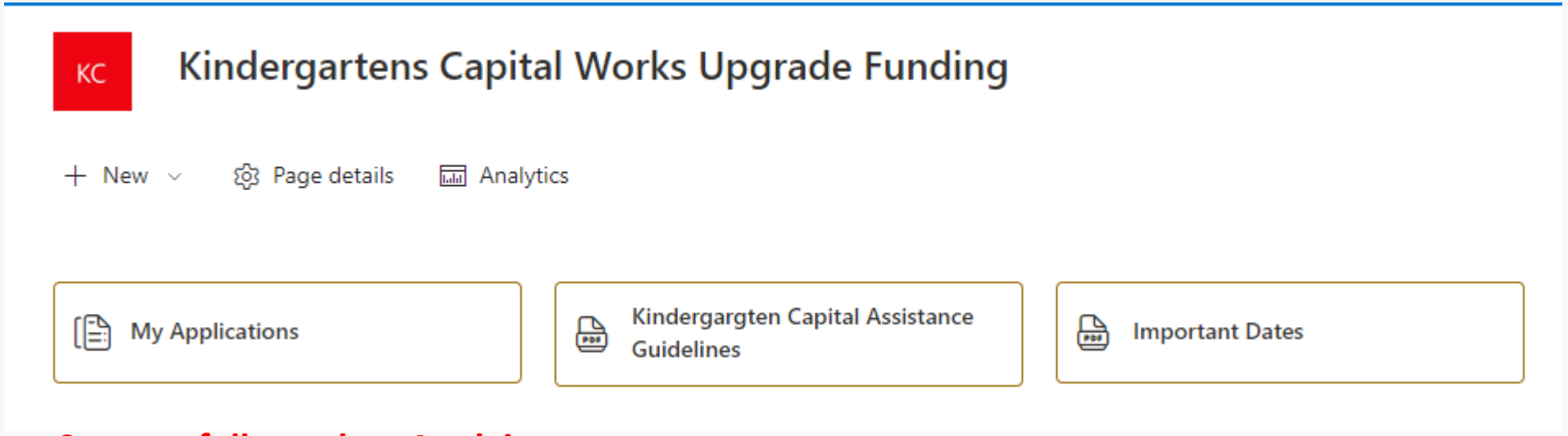
CAPITAL PROJECT APPLICATIONS

QCEC's Capital Projects Online Portal

- A circular has been sent to DCAs, notifying the opening round dates.
- Applicants to contact Bernadette Casey bernadettec@qcec.catholic.edu.au to request access.
- Kindergartens intending to apply for capital assistance must complete an application form via **QCEC's Capital Projects Online Portal**

https://qcec.sharepoint.com/sites/KindergartensCapitalWorks/

Request Access and application process



Steps to follow when Applying:

- Applicants click on My Applications
- Click on New Application and select Kindergarten from the drop down menu
- Proceed to fill out application

ADMINISTRATION

Document Naming Convention

The purpose of the document naming principles:

- Ability to capture the essential detail
- Ensure spelling and formatting are consistent throughout
- Documents are easily located within the Project folder upon reviewing

DOCUMENT NAMING CONVENTION EXAMPLES

Document	[Date prepared] [Document type] [School Name]
Plans	20240901 Plans St Anthony's Kindergarten
Photographs	20240901 Photographs St Anthony's Kindergarten
Emails	20240901 Email St Anthony's Kindergarten
Reports (QS, Geotechnical etc)	20240901 Report St Anthony's Kindergarten
Cost Estimate	20240901 Cost Estimate St Anthony's Kindergarten

Project Descriptions

The purpose of the project description guide is to provide the following principles:

- Writing of succinct and meaningful project descriptions of what infrastructure will be delivered by project funding
- Preferred language
- Spelling and grammar is consistent throughout

Project descriptions are to begin with the type of activity to be undertaken through the project as follows:

- Construction of ...
- Refurbishment of ...
- Demolition of ...

Project Descriptions examples

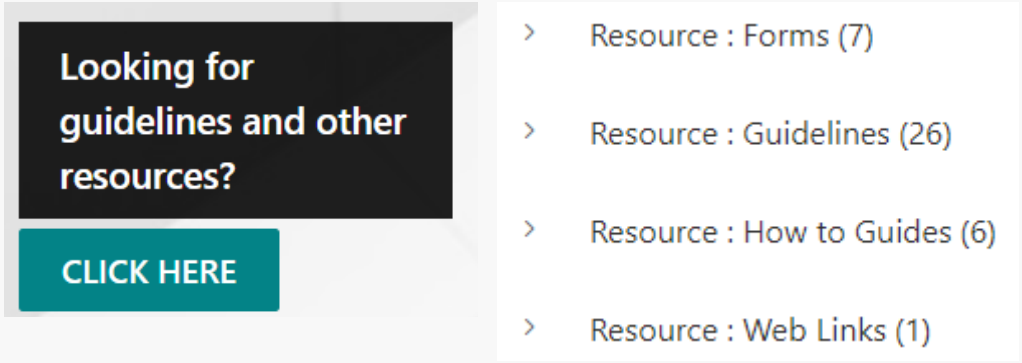
Refurbishment	Refurbishment of modernizing plumbing and / or electrical wiring
Refurbishment	Refurbishment of Toilet / Bathroom Upgrades (Child's Space) to align with Child Safe Regulations
Refurbishment	Refurbishment of soundfield systems as well as other hearing augmentation technology

GUIDELINES AND RESOURCES LINK

QCEC Website

https://qcec.catholic.edu.au/

Capital Projects Website



https://qcec.sharepoint.com/sites/CapitalProjects/SitePages/Home.aspx

Guidelines and resources

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THANK YOU