



CHILDREN'S FACILITIES CAPITAL PROGRAM 2018-19 MINOR GRANT GUIDELINES



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Minister's Foreword

The Andrews Labor Government recognises the importance of early childhood education in giving our children the best start in life. Our vision is to build a world-class education system and transform Victoria into the Education State.

We are delivering a record \$76.4 million to build, expand and improve early years infrastructure across Victoria to ensure local families can continue to access great local kindergartens, including more than \$10 million targeting growth areas.

The 2018-19 Children's Facilities Capital Program (CFCP) Minor Grants round supports modest but important infrastructure upgrades as well as the purchase of new computers, tablets and televisions to improve the quality of the learning environment at funded kindergarten services.

CFCP Minor Grants are available to Victorian local councils and not-for-profit organisations that offer funded kindergarten programs for children in the year before school. Minor Infrastructure grants are also available to Victorian Government schools offering a funded kindergarten program.

The grants described in these guidelines have been designed to help kindergarten service providers to maintain the quality of Victoria's early learning environments at a high standard.

I encourage all eligible organisations to consider applying for this funding and look forward to seeing what exciting projects are proposed.

JENNY MIKAKOS MP

Minister for Early Childhood Education





1. The Children's Facilities Capital Program

The Children's Facilities Capital Program (CFCP) supports the provision of high quality early years programs for children and their families.

The 2018-19 CFCP Minor Grants round contributes to this goal by supporting small infrastructure upgrades and access to new information technology infrastructure for licensed early years services delivering a Victorian Government funded kindergarten program for children in the year before school.

Minor Grant funding is available under three categories:

Minor Infrastructure Expansion – Grants for up to \$25,000 (plus GST) towards the expansion of a licensed early learning facility.

Minor Infrastructure Refurbishment – Grants for up to \$10,000 (plus GST) towards the renovation or refurbishment of existing, licensed early childhood education and care facilities used for the delivery of a funded kindergarten program to improve the quality of the learning environment.

Information Technology – Grants for up to \$1,500 (plus GST) towards the purchase of desktop computers, laptops, tablets, and televisions to support administration or delivery of educational programs at the service.



2. Eligible Organisations

We welcome CFCP applications from the following entities operating a licensed kindergarten facility that provides a Victorian Government funded kindergarten program for children in the year before school:

Grant Type	Grant Description	Eligible Organisations	Ineligible Organisations
Minor Infrastructure Expansion	Up to \$25,000 (plus GST) towards the expansion of a licensed early learning facility to increase its usable space.	Local Councils Not-for profit community organisations	For Profit Organisations Non-government schools
Minor Infrastructure Refurbishment	Up to \$10,000 (plus GST) towards the renovation or refurbishment of existing, licensed early childhood education and care facilities used for the delivery of a funded kindergarten program to improve the quality of the learning environment.	Early Years Management Organisations Victorian Government schools offering a funded kindergarten program	
Information Technology	Up to \$1,500 (plus GST) towards the purchase of desktop computers, laptops, tablets, and televisions to support administration or delivery of educational programs at the service.	Not for Profit Community Organisations Early Years Management Organisations.	For Profit Organisations Non-government schools Local Councils Government Schools offering a funded kindergarten program Specialist Long-Day Care providers

Services that received Minor Grants in 2016-17 and 2017-18 can apply for funding in the current round but may be prioritised below other applicants.

Proposed works or purchases must be in relation to a licensed service that provides a funded kindergarten program for children in the year before school. Funding cannot be applied to corporate facilities.

Organisations with outstanding acquittals for CFCP Major or Minor Grants will not be eligible for merit assessment.

Applicants seeking to make their kindergarten more accessible and inclusive are encouraged to apply for funding through the Inclusive Kindergartens Facilities Program (IKFP). For further information on the IKFP, including who is eligible and how to apply, visit <http://www.schoolbuildings.vic.gov.au/Pages/Inclusive-Kindergartens-Facilities-Program.aspx>

Applicants may apply for funding under any stream of the CFCP Minor Grants Program, but only a single eligible application per kindergarten service will be funded. Where multiple applications for Minor Infrastructure and Information Technology grants submitted for from the same individual services are in scope for funding, the Minor Infrastructure higher value application will be automatically prioritised in every instance.

AUSPICE ARRANGEMENTS

Not-for-profit 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.

We directly fund the auspice organisation, and they agree to take the full legal and financial responsibility for the project. You can find more information about auspicing arrangements at www.nfplaw.org.au/auspicing.

If you want to make such an arrangement, you are responsible for identifying an auspice organisation and working with them to prepare their application. We will not make auspicing arrangements on your behalf.

Auspice arrangements cannot be used by for-profit businesses to apply for any type of CFCP grant.



DELIVERY OF PROJECTS

Applicants awarded funds through the CFCP Minor Grants Program will be responsible for project delivery or purchasing. Projects and purchases must be acquitted within **six months** of executing a funding agreement. Projects of significant scope and complexity may be allowed a longer completion timeframe at the discretion of the Minister for Early Childhood Education).



3. Minor Infrastructure Expansion Grants

PURPOSE OF FUNDING

Minor Infrastructure Expansion grants are for the renovation or refurbishment of existing, licensed early childhood education and care facilities used for the delivery of a funded kindergarten program for children in the year before school to expand licensed capacity.

Eligible projects may include:

- Increasing the usable indoor and/or outdoor space to increase licensed capacity. At least 3.25m² of indoor space and 7m² of unencumbered outdoor space (open to the sky) must be provided per child.
- Renovate or repair any structural features which prevent a facility from using its entire licensed capacity.

FUNDING AVAILABLE

Eligible organisations can apply for up to **\$25,000 (ex GST)** per Minor Infrastructure Expansion Grant.

WHAT MAY BE FUNDED

The following items can be included in the total cost of Minor Infrastructure projects:

- planning and design costs
- project management costs
- site preparation, including clearing/demolition if needed
- construction and commissioning
- fittings, furnishings and fixed equipment
- landscaping and car parking at the facility.

WHAT WILL NOT BE FUNDED

The following items cannot be included in the total cost of Minor Infrastructure projects:

- loose furniture and portable equipment (i.e. items that can be removed from the facility)
- site acquisition costs
- purchase of cars, buses and other vehicles
- staff salaries and training
- ongoing administration costs
- toys, consumables and routine maintenance cosmetic upgrades.

ELIGIBILITY CRITERIA

Your application must clearly demonstrate that:

- your organization is eligible for funding (see the [Eligible Organisations](#) section above)
- you have permission to complete the proposed works:
 - **For projects on government school sites**, your application should include a COMPLETED Nominated Authority Details form and enter into an agreement
 - **For projects on other sites**, provide evidence of permission from the landowner to complete the proposed works and enter into an agreement with the Department of Education and Training
- proposed works are consistent with the program principles (see [Section 2](#) of these guidelines and examples are provided in [Section 3](#) and [Section 4](#))

Ensure your application demonstrates how it complies with ALL eligibility criteria, or it may not be considered.



ASSESSMENT CRITERIA

1. **Demonstrate the current and future demand for the proposed works.**
2. **Demonstrate the short and long term benefits of the proposed works.**

We have designed the assessment criteria to help you present the strongest possible case that supports the program principles (see [Section 2](#)).

NOTE: [Appendix A](#) to these guidelines provides guidance on responding to the assessment criteria.

SUPPORTING DOCUMENTATION

You **MUST** provide the following documents as part of your application:

- Evidence supporting applicant status
- A valid ABN (if your organisation does not have an ABN you should consider finding an organisation to auspice the grant on your behalf)
- A valid Provider Approval number i.e. PR-XXXXXXX
- A valid Service Approval number i.e. SR-XXXXXXX
- The Licensed Capacity of the approved service
- Evidence of permission to conduct the intended works being either:
 - Ownership of the building and/or land they intend to modify as part of the proposed project; or
 - Permission in writing from the land/building owner to conduct the proposed works.
- Cost estimates supporting requested/projected amount(s)

Ownership of the land may be demonstrated by documents including:

- LANDATA Documents
- Deed of Title
- Council Rates

The provided evidence **MUST** include the applicant organisation name and the service address.

Permission from the land/building owner **MUST** be evidenced by a completed Nominated Authority Form. Where the land is owned by the Department of Education and training, that Nominated Authority form must be signed by the Head of the School Council – generally the School Principal (for projects under \$50k) or Property (for projects over \$50k). Please note that this refers to the **TOTAL** project cost rather than the amount requested in your application.

The following documents **MAY** be provided to further support your application:

- Evidence of permission from the landowner to complete the proposed works. This may include:
 - Certificate of Title for the relevant land
 - Lease agreement, or head-lease and sub-lease agreements, with a minimum term of 10 years (if applicable)
 - Written consents from landlord to carry out the project works (if applicable)
- Auspicing agreement (if applicable), clearly setting out the terms of the arrangement
- Additional quotations to provide additional weight to requested/project amount(s)
- A site plan to assist the quantity surveyor to develop an accurate cost plan
- Photographs and/or designs to allow contrast of a 'before and after' comparison
- Corporate policies pertaining to children with disabilities or additional needs
- Corporate policies pertaining to teacher professional development



- Professional development plan for teaching staff
- Corporate policies pertaining to child engagement
- Peer reviewed research supporting the defined benefits of intended works to your organisation.



4. Minor Infrastructure Refurbishment Grants

PURPOSE OF FUNDING

Minor Infrastructure Refurbishment grants are for the renovation or refurbishment of existing, licensed early childhood education and care facilities used for the delivery of a funded kindergarten program for children in the year before school to improve the quality of the learning environment.

Eligible projects may include:

- Renovate or repair existing indoor or outdoor space to improve the ability of the service to deliver kindergarten services at a high standard.

FUNDING AVAILABLE

Eligible organisations can apply for up to **\$10,000 (ex GST)** per Minor Infrastructure Refurbishment grant.

WHAT MAY BE FUNDED

The following items can be included in the total cost of Minor Infrastructure projects:

- planning and design costs
- project management costs
- site preparation, including clearing/demolition if needed
- construction and commissioning
- fittings, furnishings and fixed equipment
- landscaping and car parking at the facility.

WHAT WILL NOT BE FUNDED

The following items cannot be included in the total cost of Minor Infrastructure projects:

- loose furniture and portable equipment (i.e. items that can be removed from the facility)
- site acquisition costs
- purchase of cars, buses and other vehicles
- staff salaries and training
- ongoing administration costs
- toys, consumables and routine maintenance cosmetic upgrades.

ELIGIBILITY CRITERIA

Your application must clearly demonstrate that:

- your organization is eligible for funding (see the [Eligible Organisations](#) section above)
- you have permission to complete the proposed works:
 - **For projects on government school sites**, your application should include a COMPLETED Nominated Authority Details form and enter into an agreement
 - **For projects on other sites**, provide evidence of permission from the landowner to complete the proposed works and enter into an agreement with the Department of Education and Training
- proposed works are consistent with the program principles (see [Section 2](#) of these guidelines and examples are provided in [Section 3](#) and [Section 4](#))

Ensure your application demonstrates how it complies with ALL eligibility criteria, or it may not be considered.

ASSESSMENT CRITERIA

1. **Demonstrate the current and future demand for the proposed works.**
2. **Demonstrate the short and long term benefits of the proposed works.**



We have designed the assessment criteria to help you present the strongest possible case that supports the program principles (see [Section 2](#)).

NOTE: [Appendix A](#) to these guidelines provides guidance on responding to the assessment criteria.

SUPPORTING DOCUMENTATION

You **MUST** provide the following documents as part of your application:

- Evidence supporting applicant status
- A valid ABN (if your organisation does not have an ABN you should consider finding an organisation to auspice the grant on your behalf)
- A valid Provider Approval number i.e. PR-XXXXXXXX
- A valid Service Approval number i.e. SR-XXXXXXXX
- The Licensed Capacity of the approved service
- Evidence of permission to conduct the intended works being either:
 - Ownership of the building and/or land they intend to modify as part of the proposed project; or
 - Permission in writing from the land/building owner to conduct the proposed works.
- Cost estimates supporting requested/projected amount(s)

Ownership of the land may be demonstrated by documents including:

- LANDATA Documents
- Deed of Title
- Council Rates

The provided evidence **MUST** include the applicant organisation name and the service address.

Permission from the land/building owner **MUST** be evidenced by a completed Nominated Authority Form. Where the land is owned by the Department of Education and training, that Nominated Authority form must be signed by the Head of the School Council – generally the School Principal (for projects under \$50k) or Property (for projects over \$50k). Please note that this refers to the TOTAL project cost rather than the amount requested in your application.

The following documents **MAY** be provided to further support your application:

- Evidence of permission from the landowner to complete the proposed works. This may include:
 - Certificate of Title for the relevant land
 - Lease agreement, or head-lease and sub-lease agreements, with a minimum term of 10 years (if applicable)
 - Written consents from landlord to carry out the project works (if applicable)
- Auspicing agreement (if applicable), clearly setting out the terms of the arrangement
- Additional quotations to provide additional weight to requested/project amount(s)
- A site plan to assist the quantity surveyor to develop an accurate cost plan
- Photographs and/or designs to allow contrast of a 'before and after' comparison
- Corporate policies pertaining to children with disabilities or additional needs
- Corporate policies pertaining to teacher professional development
- Professional development plan for teaching staff
- Corporate policies pertaining to child engagement
- Peer reviewed research supporting the defined benefits of intended works to your organisation.



5. Information Technology Grants

PURPOSE OF GRANT

Information Technology grants support the purchase of desktop computers, laptop computers, tablet computers and televisions for use in the delivery of educational programs or administration at the service.

These grants are for existing, licensed early childhood education and care facilities used for the delivery of a funded kindergarten program for children in the year before school.

FUNDING AVAILABLE

Organisations can apply for up to **\$1,500 (ex GST)** per Information Technology grant.

WHAT MAY BE FUNDED

Funding may be requested support purchase of one or more of the following items:

- desktop computers
- laptop computers
- tablet computers
- televisions

Funding may also be requested for accessories so long as:

- the majority of the proposed purchase is desktop computers, laptop computers, tablet computers and/or televisions
- the accessory relates to the major purchase
- the accessory is for use as part of the learning program or for administrative use

Accessories may include (but are not limited to):

- Cables and adaptors
- Consumables (e.g. data charges for tablets)
- Devices for streaming content to a TV being purchased through the grant
- Data projectors and projector screens
- Digital cameras
- Docking stations
- Keyboards and mice
- Modems, routers or access points for Wi-Fi or cabled networking
- Printers, photocopiers and multi-function devices
- Protective cases, covers and laptop bags
- Software and apps (including cards for online app stores)
- Wall brackets for TVs

PROJECT COSTS

Applicants must provide at least one quote for the proposed purchases, showing the trading name of the organisation providing the cost estimate or quotation and an itemised list of individual costs to demonstrate all expenditure is eligible under the Program Guidelines.

Screenshots of online store shopping carts are an acceptable alternative to a quote.

Applicants are strongly encouraged to provide more than one quotation or cost estimate in order to demonstrate value for money.

ELIGIBILITY CRITERIA

Applicants will be required to provide information to satisfy the Eligibility Requirements on page 5.



Applicants MUST provide:

- A valid ABN
- A valid Provider Approval number i.e. PR-XXXXXXX
- A valid Service Approval number i.e. SR-XXXXXXX
- The Licensed Capacity of the approved service

ASSESSMENT CRITERIA

1. **Demonstrate the current and future demand for the proposed purchases.**
2. **Demonstrate the short and long term benefits of the proposed purchases.**

We have designed the assessment criteria to help you present the strongest possible case that supports the program principles (see [Section 2](#)).

NOTE: [Appendix A](#) to these guidelines provides guidance on responding to the assessment criteria.

SUPPORTING DOCUMENTATION

Applications for an Information Technology Grant **MUST** be supported by:

- One or more independent quotations and/or catalogue print outs.

Applications for a Minor Infrastructure Expansion Grant **MAY** benefit from the inclusion of:

- Research or other information supporting the benefits of the proposed purchase.

CONTRACT REQUIREMENTS

Applicants will be required to provide proof of quotation, order and purchase through the Contract Management system.



6. Application Information

Applications for 2018-19 CFCP Minor Grants round open on 19 March 2018 and close at midnight on 31 May 2018.

You can apply online at <https://vsba.smartygrants.com.au>. You must be registered to use the SmartyGrants application system, and registration is a free and straightforward process.

You can make changes to your application any time until you submit your application.

You must complete all sections of the application form and submit the completed form to be eligible for consideration.

The VSBA will not consider late applications.

FUNDING CO-CONTRIBUTIONS

Financial co-contributions are not compulsory for Minor Infrastructure grants but applications with a co-contribution by the applicant will be viewed favourably.

Where provided, co-contributions should be supported by written confirmation on the organisation's letterhead and signed by a person authorised to make the financial commitment.

Grant funding provided through other sources may only be counted as a co-contribution if you can provide written evidence that the funding has been approved – a copy of your application is not sufficient.

Funded projects must be completed within **six months** of the execution of a funding agreement (projects of significant scope and complexity may be allowed a longer completion timeframe at the discretion of the Minister for Early Childhood Education).

PROJECT COSTS

Applicants must provide at least one appropriate cost estimate from a building professional registered for a trade that is consistent with the scope of the proposed works. Third party quotations and cost estimates MUST include:

- The trading name of the organisation providing the cost estimate or quotation;
- An Australian Business Number; and
- Itemisation of individual costs to demonstrate all expenditure is eligible under the Program Guidelines.

Applicants are encouraged to provide more than one quotation or cost estimate in order to demonstrate value for money. If providing more than one quotation, please ensure that you clearly identify the preferred quotation or cost estimate.

The Construction Supply Register may be used to identify building professionals with suitable expertise and experience to assess the costs of the proposed works. The Construction Supply Register may be accessed at www.dtf.vic.gov.au/Infrastructure-Delivery/Construction-Supplier-Register



7. 2018-19 Minor Grant Timeline

Applications open	19 March 2018
Applications close	Midnight on 31 May 2018
Execution of funding agreements	No more than 8 weeks after notification of funding
Acquittal of Information Technology grants	Within 3 months of executing a funding agreement
Acquittal of Minor Infrastructure grants	Within 6 months of executing a funding agreement (unless otherwise agreed)



8. Assessment Process

The VSBA will:

- check all applications against the eligibility criteria to confirm whether they can be assessed
- assess all eligible applications for merit against the assessment criteria
- refer highly ranked applications to other parts of the Department of Education and Training to:
 - assess potential risks and issues with applicant organisations and proposed works
 - review the proposed works to ensure compliance with relevant legislation and standards
 - review the proposed works for alignment with the program principles.

In addition to value for money, funding recommendations will be based on the extent to which each application meets eligibility and assessment criteria for the relevant grant category. Please read the details for Minor Infrastructure and Information Technology grants for further information.

PRIORITISING FACTORS

Our selection of projects to be recommended for funding will be primarily based on ratings against the assessment criteria. However, other factors may be taken into account including:

- the distribution of approved projects across applicants, local government areas and different regions of the state
- upgrades to infrastructure that will increase the number of kindergarten places available in areas experiencing high population growth
- The availability of funding, noting that the number and value of eligible, highly-rated projects may exceed the total available funding
- the socioeconomic profile of the services area as indicated by SEIFA and AEDC data.

PAST PERFORMANCE

VSBA will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. Poor past performance will be taken into account when assessing applications and may be reason for projects not being supported.

This assessment will include consideration of whether organisations have:

- taken the appropriate steps to implement any previous projects funded through CFCP (within appropriate timeframes)
- overdue projects funded by the VSBA and whether they have requested a variation
- Completed projects funded by the VSBA and whether they have submitted required final acquittal documentation.



9. Funding Conditions

Early childhood facilities funded through CFCP must be operated by an organisation that is licensed to provide kindergarten services in Victoria, and offer a funded kindergarten program for children in the year before school.

Organisations approved for CFCP Minor Grants must enter into a Short Form Common Funding Agreement. Applicants are encouraged to review the standard agreement template before submitting their application to ensure that they understand the obligations of receiving CFCP funding. The agreement template is available online at www.education.vic.gov.au/ecsmanagement/capitalprogram

Organisations that receive a CFCP Minor Grant must complete an acquittal form upon the completion of the project or purchase, and submit this form and satisfactory supporting evidence to the VSBA for approval.

Grants will be paid in accordance with the following milestones:

- 80% of the grant funds will be paid on execution of the Common Funding Agreement;
- 20% of the grant funds will be paid once the acquittal form has been approved by the VSBA.

The VSBA reserves the right to cancel the grant and recoup payments where there are unreasonable delays in the execution of grant agreements or completion of the proposed works.

The Victorian Government contribution must be acknowledged in all communications and publicity in relation to projects receiving a CFCP Minor Grant.



10. Further Information

General Enquiries

Grants Strategy and Administration

Email: childrens.capital.program@edumail.vic.gov.au

Phone: (03) 9651 3399

Application Enquiries (SmartyGrants)

SmartyGrants Service Team

Email: service@smartygrants.com.au

Phone: (03) 9320 6888

Prospective applicants are encouraged to discuss their project with the Early Childhood Performance and Planning Advisor in their area. DET Regional Office contact details are available online at <http://www.education.vic.gov.au/about/contact/Pages/regions.aspx>



Appendix A – Assessment Criteria: Minor Infrastructure Expansion and Refurbishment Grants

Assessment criteria	Response should demonstrate	Suggested Supporting Information
1. Demonstrate the current and future demand for the proposed works.	Consistency of early childhood population over time and going forward: a) In the Service; and b) In the services catchment area,	Total student numbers over previous 5-10 number of years
		Number of schools in catchment area
		Service and LGA level Waiting List Information
		External information supporting demand in the catchment area – from Local Governments.
	Potential benefits to disadvantaged groups identified by SEIFA data	Current care cohort in scope of identified SEIFA groups/categories
	Potential benefits to disadvantaged groups identified by AEDC data	Prevalence of identified SEIFA groups/categories in catchment area
		Current care cohort in scope of identified AEDC groups/categories
Prevalence of identified AEDC groups/categories in catchment area		
2. Demonstrate the short and long term benefits of the proposed works.	The evidence basis informing the development of the proposal	Prevalence of Health Care Card or NDIS funded children in care cohort.
		Quality Audit or review findings suggesting the proposed works
	That the proposed works or purchases have been informed by the evidence basis	Evidence of demand linked to the previous criterion response
		Evidence of the current inadequate condition of the existing facility.
		A project plan, change management strategy or similar working developing the response from the identified demand
	An understanding of the intended benefits of the proposed works	Schematic Design Drawings evidencing that the proposed works will meet identified demand
		Positive Impacts on child learning
		Links to Quality Area standards and elements in scope of the proposed works
		Reference to the Indoor and Outdoor Space requirements
	How the proposed works will deliver the intended benefits	Any relevant inclusive design considerations
		Strategies for filling additional places created
	How the ongoing benefits of the proposed works will be maintained	Program modifications to leverage additional functionality of renovated spaces
		Asset Management/Maintenance Plans and strategies.
		Professional Development considerations for existing staff to support new programs
Potential benefits to community or other organisations utilising the facility.	Links to any internal policies defining teaching practice in scope of any facility improvements	
	Evidence identifying other community organisations utilising the facility	
	Evidence of benefits for MCH and other in scope linked services	



Assessment criteria	Response should demonstrate	Suggested Supporting Information
		Evidence of consultation with relevant community organisations.



Appendix B – Assessment Criteria: Information Technology Grants

Assessment criteria	Response should demonstrate	Suggested Supporting Information
1. Demonstrate the current and future demand for the proposed purchases.	Consistency of early childhood population over time and going forward: c) In the Service; and d) In the services catchment area,	Total student numbers over previous 5-10 number of years
		Number of schools in catchment area
		Waiting List Information
		External information supporting demand in the catchment area – from Local Governments.
	Potential benefits to disadvantaged groups identified by SEIFA data	Current care cohort in scope of identified SEIFA groups/categories
	Potential benefits to disadvantaged groups identified by AEDC data	Prevalence of identified SEIFA groups/categories in catchment area
2. Demonstrate the short and long term benefits of the proposed purchases.	The evidence basis informing the development of the proposal	Current care cohort in scope of identified AEDC groups/categories
		Prevalence of identified AEDC groups/categories in catchment area
	The evidence basis informing the development of the proposal	Quality Audit or review findings suggesting the proposed purchases
		Evidence of demand linked to the previous criterion response
	That the proposed works or purchases have been informed by the evidence basis	Evidence of the current inadequate operation of existing information technology
		Evidence supporting the ability of the proposed purchase(s) to action the identified inadequacies.
	An understanding of the intended benefits of the proposed purchases.	Links to Quality Area standards and elements in scope of the proposed purchases
		Evidence linking the proposed purchases to positive impacts on child learning
		Reference to relevant administrative or service requirements
	How the proposed works will deliver the intended benefits	Strategies for optimising the effectiveness of the proposed purchase(s)
		Program modifications to leverage additional capacity afforded by the proposed purchase(s)
	How the ongoing benefits of the proposed purchases will be maintained	Asset Management Plans and strategies.
Professional Development considerations for existing staff to optimise benefits of proposed purchase(s)		
Links to any internal policies defining teaching practice in scope of any proposed purchase(s)		