

EDUCATION
AND CARE

Education and Care Unit Minor Infrastructure Grants 2024-25

Application Guidelines

Background

The Department for Education, Children and Young People (DECYP) through the Education and Care Unit (ECU) Grants Program, supports continuous improvement in the quality of regulated education and care in Tasmania by providing a range of recurrent and one-off grants to eligible organisations.

These grants assist Tasmanian education and care services to provide safe, inclusive, high-quality education and care to children, particularly those disadvantaged by geographic or socio-economic circumstances.

Please note that, in this document, any reference to education and care services includes licensed child care services.

Minor Infrastructure Grants

The ECU Grants Program provides funding to assist eligible education and care services to complete minor upgrades to their premises. These grants are known as Minor Infrastructure grants.

In 2024-2025 the ECU:

- is conducting a Minor Infrastructure round with all funds to be distributed by 30 June 2025
- is prioritising applications that **directly support children's health and safety**, particularly where safety concerns in services' physical environments are identified
- is anticipating that a maximum of \$20,000 will be approved per application for proposed projects.

Examples of Minor Infrastructure projects include:

- installing reverse cycle heating/cooling systems
- installing sunshades in outdoor areas or blinds in the indoor area; and
- replacing floor surfaces.

This is not an exhaustive list. All applications will be considered and assessed against the eligibility criteria.

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 located on community-owned premises, DECYP premises or a non-Government site.
- A private, for-profit organisation operating an approved education and care service located on community-owned premises, DECYP 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**. This means that the ECU will fund a maximum contribution of 50% of the total cost, up to a maximum of \$5,000 per service for successful applicants.

Your application will be deemed eligible for consideration if you:

- Submit an application that aligns with the funding priority for this grant round: **directly supporting children's health and safety**.
- 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:

- o they are for proposed projects to be carried out on Flinders Island or King Island

Or

- o they are for equipment or resources and, where applicable, are submitted with a separate quote for installation from a Tasmanian company.

- Are able to complete the proposed project work 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, Children and Young People sites).*
- Complete the declaration.

Applications that do not meet the above criteria will not be considered eligible. However, consideration may be given to applications if the applicant has contacted the ECU Grants Officer and discussed circumstances that may deem the application ineligible. This discussion must occur prior to the closing of the grant round.

Ineligible Projects

Minor Infrastructure grant funding is not intended as a contribution towards:

- the completion of projects that have already commenced or intended to commence prior to 1 July 2025
- major projects (e.g. building extensions)
- projects intended to increase the size of an education and care service
- routine maintenance work, such as painting, renewing soft-fall, or other items that would normally be included in an organisation's annual budget and regular maintenance schedule
- aesthetic or cosmetic improvements that do not meet the objectives of the Minor Infrastructure Grant funding
- the purchase of consumables or vehicles.

Assessment Criteria

Each application will be objectively assessed against the following criteria, enabling applications to be scored and ranked according to specific criteria:

- The degree to which the proposed project meets the Minor Infrastructure Grant round priorities.
- The degree to which the proposed project may improve outcomes for children, families and/or the community, particularly those disadvantaged by geographic and/or socio-economic circumstances.
- The relative value for money presented by the application.
- The level of risk to children's health and safety if the proposed project does not go ahead.
- The level of risk that an approved grant could present to the Department (DECYP). Risk assessments will include consideration of the amount of funding requested and the applicant's history of compliance with accountability requirements in relation to grant funding).

Note: the outcome of this risk assessment does not automatically determine whether a particular application is successful. The primary purpose of the risk assessment is to inform the ECU's monitoring processes in relation to successful applications.

Legislative Requirements

MIG recipients must comply with all applicable laws in expending the grant and in carrying out the approved purpose of the grant. MIG grant recipients are responsible for ensuring that any upgrades, building works, installations or renovations to an education and care or child care service premises are made in accordance with relevant legislative requirements. This includes the requirements of the *Education and Care Service National Law Act 2010* (National Law) or the *Child Care Act 2001 (Tas)* (Child Care Act) and any other relevant legislative requirements such as but not limited to building regulations, health and safety requirements and any Australian Standards.

The ECU, is the Function Control Authority (FCA) under Schedule 3 of the Building Regulations 2016 (Tas) in relation to an early childhood centre or school-age care facilities operated in accordance with the National Law or the Child Care Act. Further information on the Education and Care Unit's role as the Function Control Authority is available on our website [Function Control Authority - Education and Care](#). Please seek advice if you are planning renovations that require the approval of a building surveyor – and note that building works of that scope may be ineligible for MIG funding.

If you have any questions regarding proposed changes to premises and if it will impact your compliance with the National Law or the Child Care Act, please contact your ECU point of contact officer for guidance. We recommend you do this sooner rather than later.

If you have any questions regarding whether your proposed project may be eligible for ECU Minor Infrastructure Grants funding, please contact the ECU Grants Officer.

Compliance with legislative requirements is crucial to ensuring safety, well-being, and educational outcomes for children. Failure to meet legal obligations may result in penalties, withdrawal of funding, or other consequences. The grant provider assumes no responsibility for ensuring projects proposed in MIG applications are compliant with the National Law, the Child Care Act or any other legislation. It is strongly recommended that you consult with qualified professionals, such as architects, builders, or legal advisors, and with your ECU point of contact to ensure that your project meets all necessary legal requirements.

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

Education and Care services located on DECYP sites are required to obtain written permission from both the school Principal and Facility Services (DECYP) and to 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 which may include plans, reports and photographs (as relevant)
 - 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 Principal and ECU 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.

Application Information

Applications must be submitted online at [Minor Infrastructure Grants 2024-25 - Department for Education, Children and Young People](#)

You must be registered to use the *SmartyGrants* application system. Registration is a free and straight-forward process. You will be able to make changes to your application until your application is submitted.

Further information about the online application process can be found in the *SmartyGrants* [Help guide for applicants](#).

If you require further assistance, please contact the ECU on 61 655425 or email grants.ECU@decyp.tas.gov.au.

You must complete ALL sections of the application form and finalise the application process to be eligible for consideration.

The ECU will not consider late applications.

Accountability Requirements

Grant recipients will need to meet the following accountability requirements upon the successful completion of the Minor Infrastructure project:

- Complete an Acquittal on SmartyGrants to verify that Minor Infrastructure Grant funding was used for its agreed purpose.
- Submit photographs of the completed Minor Infrastructure project.
- Complete a Project Report for grants of \$5,000 or more.

It is a condition of funding that grant recipients comply with all accountability requirements.

Failure to comply may impact the grant recipient's eligibility for future grants provided by DECYP.

Accountability requirements in relation to individual grants will be detailed in full in the relevant Grant Deed (see *Successful Applications*).

Assessment and Approval Processes

The ECU's decision-making process in relation to the 2023-2024 Minor Infrastructure Grant applications has three phases:

1) Validation

During the validation process, a responsible officer confirms that each application is complete and meets the eligibility criteria and the intent of the Minor Infrastructure grants program (See the Eligibility Criteria on page 2).

2) Assessment and recommendation

Assessment officers consider each eligible application in more detail (See the Assessment Criteria on page 3).

The assessment officer(s) may determine that additional information is required to make recommendations. This may include requesting further information from an applicant or consider information sources from within the ECU, for example an Assessment and Rating report or an Authorised Officer's knowledge of the service's physical environment.

The assessment officer(s) will then make recommendations about:

- Which applications meet the funding criteria and the proposed funding amount that can be met within the ECU's budget (this may include recommendations around partial funding).

- Which applications meet the funding criteria but are not able to be prioritised within the ECU's available budget.
- Which applications do not meet the funding criteria.

3) Approval

An Approving Officer considers the recommendation for each application and makes a decision whether to approve these recommendations.

The Approving Officer may determine that additional research or advice is required to inform the decision. This additional information is obtained prior to the decision being made.

Successful Applications

The ECU will contact successful applicants in May 2024 to confirm that their application has been successful.

At this time, the ECU will send two copies of a document, referred to as a Grant Deed, to the successful applicant. This is a legally enforceable agreement that sets out the terms and conditions of grant funding. A copy of the Grant Deed template is available on the Education and Care Unit's [website](#).

Both Grant Deeds must be signed by a representative of the successful applicant, and both returned to the ECU. The Department (DECYP) cannot distribute grant funding until the Grant Deeds have been signed and returned. Once a representative of the Department has signed both copies, one will be returned to the applicant.

Unsuccessful Applications

As is the case with many grant programs, the ECU may receive more applications than it has the capacity to support. The ECU will advise applicants that have not been successful.

In some cases, the ECU may be able to offer partial funding for a project. To receive this funding, the applicant must be able and willing to cover the difference between the amount of funding offered and the total cost of the project.

Grant applicants who have been unsuccessful in securing funding are encouraged to contact the ECU Grants Officer to request more detailed feedback on their application.

Grievances

If you are not happy with the outcome of your application, please contact the Manager, Education and Care Unit to discuss your concerns.

If you are still not satisfied, please refer to the DECYP complaints process, as outlined on the Department for Education, Children and Young People website: <http://www.decyp.tas.gov.au>

Program Timeline

22 October 2024: Expected opening date for applications.

6 December 2024: Expected closing date for applications.

April/May 2025: The ECU will contact successful applicants, outlining funding arrangements and the next steps in the process.

April/May 2025: The ECU will contact unsuccessful applicants to advise that their application has not been successful.

May 2025: The ECU will distribute Grant Deeds to successful applicants.

Early June 2025: Applicants to return both copies of the signed Grant Deed to the ECU

Early - Mid June 2025: The ECU will disburse Grant Funds to the Recipients upon completion of required documentation