

ASSESSMENT FACT SHEET

CAPACITY BUILDING STREAM

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| Building Blocks is critical to support the Victorian Government’s $14 billion Best Start, Best Life reforms including free kinder for all 3 and 4 year old children.Building Blocks Capacity Grants support local councils and early learning providers to build and expand kindergartens.Please read this document in conjunction with the Building Blocks Capacity Building guidelines. | CAPACITY BUILDING STREAMThe Building Blocks Capacity Building stream offers several grant categories that increase capacity through new or expanded funded kindergarten services. All applications must address unmet demand as identified in the relevant Kindergarten Infrastructure and Services Plan (KISP). Four categories of grants can be applied for* Integrated Children’s Centre
* New Early Learning Facility
* Modular Kindergarten Facility
* Expansions

Your project must be for a facility located in Victoria that is, or will be, licensed to deliver free kinder for a Three and Four-Year-Old Kindergarten program. It mustoffer, or intendto offer, both programs. This can be sessional or integrated with long day care. For further funding conditions please refer to [Capacity Guidelines](https://www.schoolbuildings.vic.gov.au/building-blocks-grants-capacity-building).**We have designed this document to help you complete your Building Blocks Capacity grant application.** **After reading this assessment factsheet you should have a clear understanding of what information must be included in your application. You should also understand how your application will be assessed after it has been submitted.** |

TABLE 1: OVERVIEW OF CAPACITY BUILDING STREAM GRANTS

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| **GRANT TYPE** | **GRANT FUNDING** |
| **Integrated Children’s Centre**  | 2 x 33 place rooms: $4.5 million (ex GST) 3 x 33 place rooms: $6.75 million (ex GST)4 x 33 place rooms: $9 million (ex GST) |
| **New Early Learning Facility**  | 2 x 33 place rooms: $4 million (ex GST) 3 x 33 place rooms: $6 million (ex GST)4 x 33 place rooms: $8 million (ex GST)  |
| **Modular Kindergarten** **Facility** | ⦁ a 1-room (33 approved places) standard modular kindergarten facility and associated works, and have an average project budget of $1.5 million ⦁ a 2-room (66 approved places) standard modular kindergarten facility and associated works, and have an average project budget of $2.3 million ⦁ a 3-room (99 approved places) standard modular kindergarten facility and associated works and have an average project budget of $3.5 million ⦁ a 1-room (33 approved places) **compact** modular kindergarten facility and associated works, and have an average project budget of $2.0 million ⦁ a 2-room (66 approved places) **compact** modular kindergarten facility and associated works, and have an average project budget of $3.2 million  |
| **Expansion** | 1 x 33 place room: $1.5 million (ex GST) 2 x 33 place rooms: $1.8 million (ex GST)3 x 33 place rooms: $4.5 million (ex GST) |

EXAMPLES OF ITEMS THAT CAN AND CANNOT BE FUNDED

For a list of items that canandcannot be funded under the **Building Blocks Capacity** **Building** **grant** stream, please refer to the [Capacity Guidelines](https://www.schoolbuildings.vic.gov.au/building-blocks-grants-capacity-building).

ELIGIBILITY ASSESSMENT

Grants offered under the capacity building stream are highly competitive, and organisations need to ensure their applications include the required supporting documentation to increase their chances of being successful.

**All applicants** are required to provide:

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| Evidence | Description |  |
| Considered responses to the selection criteria | Responses must demonstrate how the project will meet each merit assessment criteria |
| Written confirmation of co-contribution and commitment to provide free kindergarten for 10 years  | Authorised written confirmation of the co-contribution amount from the applicant and all other funding organisations including contributions from the Federal Government, Victorian Government, local government, or other sources and written confirmation of the applicant’s commitment to providing free kinder for 10 years.  |
| Decanting | Confirmation of decanting arrangements if required during the project delivery. |
| Quantity Surveyor Cost Plan (ex GST) | A Quantity Surveyor cost plan from a registered Quantity Surveyor (excluding Modular applications) is required for all projects and must include a minimum cost contingency of 15% (ex GST) (excluding Modular applications).  |
| Soil Hygienist Report | A Soil Contaminates Report, including testing for arsenic, asbestos, and heavy metals from a qualified environmental professional is mandatory for any project that disturbs the soil. Further information on the Soil Hygienist report is provided in the “*Please think ahead*” section below.  |
| Div 6 Asbestos Audit Report   | A Division 6 Asbestos Audit Report is mandatory for any project where the fabric of the building is being disturbed (unless constructed before 1990). Further information on the Div 6 Asbestos Audit report is provided in the “*Please think ahead*” section below. If the building was constructed before 1990, provide:* + - asbestos report (if one is available) or evidence, such as an occupancy permit or statement from the landowner that the building is not older than 1990
		- letter signed by an authorised representative of the organisation that confirms the applicant will be responsible for any remediation and ongoing management should Asbestos Containing Material (ACM) or other contaminants be discovered during works undertaken at the site.
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| Schematic Designs and plans  | Professional schematic design drawings (excluding Modular applications) |
| Project plan | A project plan to support the dates nominated in the application (excluding Modular applications) |
| Affected services | If your project will directly affect service providers currently operating at the facility evidence that you have consulted with these providers such as letters of support or documented outcomes of consultation and engagement |
| Not-for-Profit Status*for not-for-profit or non-government schools only* | Evidence of not-for-profit status (such as a copy of your Australian Business Number, registration as a not-for-profit, certificate of registration as charity, or a certificate of registration as an incorporated association)  |
| Signed financial Statements*for not-for-profit or non-government schools only* | Not-for-profit organisations and non-government schools must provide evidence of financial solvency such as signed copies of audited financial statements for the **previous two financial years**. |
| Auspice Arrangement  | If an auspice arrangement is proposed, signed, written confirmation from both parties is required |
| Evidence of Land ownership  | The type of evidence required depends on **who owns the land**. If a **local council or state/federal government agency**, own the land, or if **you are leasing the building or the landowner is not the building owner**, you must provide:1. certificate of land title with owner’s name and service address
2. current lease with an end date at least ten years after completing the project signed and dated by both parties; or
3. If the current lease will end earlier than ten years, the applicant must provide a signed letter from the landowner (on letterhead) referring to the specific property and project, stating they intend to allow the facility to operate as a kindergarten for at least ten years after completing the project. It should not be dated more than three months prior to submission.
4. signed, written consent to undertake the work from the landowner (on letterhead) referring to the specific property and project, including who will deliver the project (i.e. applicant, landowner or the building owner) and any known risks or issues for the project site. It should not be dated more than three months prior to submission.

If **you (the applicant)** own the land for the nominated project site, you must provide:certificate of land title, LANDATA documents or council rates notice with owners name and service address. |
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For further information on eligibility requirements, please refer to [Building Blocks Frequently Asked Questions](https://www.schoolbuildings.vic.gov.au/building-blocks-frequently-asked-questions)

MERIT ASSESSMENT CRITERIA

All applicants are required to provide responses to the selection criteria. Funding recommendations will be based on the extent you can demonstrate that your project addresses the following assessment criteria. These are weighted according to specified percentages.

The weightings align with Building Blocks Capacity Building stream objectives:

* the proposed project supports the integrated delivery of early childhood and related family services and/or the establishment of partnership arrangements with other services (15%).
* improves access to high quality early childhood services for the local community (15%).
* the proposed project supports the establishment of connections with local government and non-government schools (15%).
* the proposed project facilitates access for children of all abilities (15%).
* the proposed project promotes environmental sustainability, and includes environmentally sustainable features in design or construction (15%); and
* confirmation the project is ready to commence construction (25%).

MERIT ASSESSMENT CRITERIA (MODULAR APPLICATIONS ONLY)

Modular Application merit assessment is streamlined to consider the fact that Modular buildings are a templated design delivered by the VSBA. The redistributed weightings also align with Building Blocks Capacity Building stream objectives:

* the proposed project supports the integrated delivery of early childhood and related family services and/or the establishment of partnership arrangements with other services (30%).
* improves access to high quality early childhood services for the local community (30%); and
* the proposed project is co-located with a government or non-government school or supports the establishment of other connections with local schools (40%).

For more information about delivery options, average project costs, and other modular considerations, please refer to [Modular Kindergarten Facilities](https://www.schoolbuildings.vic.gov.au/building-blocks-grants-capacity-building)

PLEASE THINK AHEAD

Two documents that require the most time to secure are the **Soil Hygienist Report** and the **Asbestos Report**. It is recommended that applicants obtain these reports or engage these services *prior* to the commencement of the application process.

**Soil Hygienist Report**

A Soil Hygienist Report is required for any project that disturbs the soil to determine the suitability of the site for the proposed purpose of an early learning centre. It is important that an environmental professional is engaged to provide a Soil Hygienist Report – and not a Geotechnical Report.

A Soil Hygienist Report must:

* be performed by a qualified environmental professional.
* align with standards such as the National Environmental Protection (Assessment of Contaminated Sites) Measure (NEPM).
* involve a desktop review of past site history and soil investigation samples for analysis of contaminants with particular focus on where project soil works are proposed.
* compare contamination results against NEPM human health and ecological investigation levels as well as Victoria EPA Industrial Waste thresholds.
* include a statement to indicate if the site is suitable for the intended use as an early learning centre and/or potential project risks; and
* specify if contaminated soil is identified above the levels specified for the intended use as an early learning centre.

If contaminated soil is identified above the levels specified for the intended use as an early learning centre, recommendations for a soil management plan must be developed (i.e. for safe management or removal and disposal of the contaminated soil) and provided as part of your grant application. Examples of consultants who specialise in soil hygienist testing and site assessment are listed below:

* The Australian Contaminated Land Consultants Association - [Australian Contaminated Land Consultants Association](https://aclca.com.au/vic/our-members-vic/); and
* The State Government [Construction Supply Register](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.doi.vic.gov.au%2FDoi%255Ccsr.nsf%2FSupplierListing%2FB124D4DB196970BDCA2587120003BFCF%3FEditDocument&data=04%7C01%7CDeborah.Snowdon%40education.vic.gov.au%7C3cdce22924554c26d47208d99903614b%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C637709062101536665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ii36OBPpcZVfZF83dMp9WYYp7kPCHEbmx4d8hlNeEMI%3D&reserved=0) under Contamination Testing category

Further information on the Department’s soil assessment report information can be found here

[[Children’s Services Soil Report Factsheet](https://www.education.vic.gov.au/Documents/childhood/providers/regulation/cssoilreport.pdf)](https://www.education.vic.gov.au/Documents/childhood/providers/regulation/assesssoilguid.pdf).

**Division 6 Asbestos Audit Report**

A Division 6 Asbestos Audit Report is project site specific and is requiredforany project that involves work to a building where the fabric of the building will be disturbed.

Division 6 Asbestos Audit Reportsmust:

* be performed by a trained professional such as an Occupational Hygienist.
* contain the results of a visual and invasive inspection of a building to monitor and identify ACM; and
* include the logged results of the asbestos audit in an asbestos register, which is to be updated following all subsequent audit reports and removal works.

If ACM is discovered in a building or site, an asbestos management, removal, and disposal plan must be developed and provided as part of your grant application.Information and examples of consultants who specialise in asbestos and site assessment, are listed at:

* The State Government [Construction Supply Register](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.doi.vic.gov.au%2FDoi%255Ccsr.nsf%2FSupplierListing%2FB124D4DB196970BDCA2587120003BFCF%3FEditDocument&data=04%7C01%7CDeborah.Snowdon%40education.vic.gov.au%7C3cdce22924554c26d47208d99903614b%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C637709062101536665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ii36OBPpcZVfZF83dMp9WYYp7kPCHEbmx4d8hlNeEMI%3D&reserved=0) under Contamination Testing category; and
* [WorkSafe Victoria](https://www.worksafe.vic.gov.au/asbestos)

For further information about asbestos safety, including how to find and identify asbestos, asbestos management, and asbestos disposal, please visit Asbestos Victoria.

PROJECT MANAGEMENT REQUIREMENTS

A qualified and experienced project manager must be identified at the time of application and appointed within four weeks of the funding announcement. The name and contact details (email, telephone number, including mobile) of the proposed project manager must be included in the application. The project manager must be appointed before the Victorian Common Funding Agreement can be executed (excluding modular kindergarten projects).

### AFTER SUBMISSION OF APPLICATIONS

After applications are submitted, the Department will check to confirm that applications meet the eligibility requirements;

* ensuring that all the required documentation has been provided.
* assessing all eligible applications against the assessment criteria; and
* convening an assessment panel to oversee recommendations and manage any conflicts of interest.

We may also undertake further project cost assessments in instances where project costs are particularly complex, or further clarification is required.

Following this process, the Department will provide its recommendation to the Minister for Children for final approval. The Minister reserves the right to provide strategic investment to projects. The Minister may also, on advice from the Department, provide funding to partners, in exceptional circumstances, to support the provision of funded Three- and Four-Year-Old Kindergarten services across the State.

PAST PERFORMANCE

We will review your past performance and assess whether it is likely to have an impact on successful delivery of your project. This will include considering whether you have:

* taken appropriate steps to deliver previous projects funded through the Building Blocks program (or previous Children’s Facilities Capital and Inclusive Kindergartens Facilities program) within appropriate timeframes, overdue projects funded by the Department and whether extensions have been requested and approved.
* completed projects funded by the Department and whether you have submitted all documentation required to acquit the grant funding, including regular monthly reporting and acquittal within the contracted timeframe; and/or
* proposed an operator of the service with a record of delivering a quality kindergarten program, particularly in the same community or area as the project.

**Poor performance against these factors may result in projects not being recommended for funding or funding withdrawal.**

### REVIEW OF APPLICATION OUTCOME

If you are unsuccessful in obtaining funding for a Building Blocks Capacity grant you may:

* contact the Early Childhood grants team for feedback on your application and outcome; or
* seek a review into the assessment of your application.

The VSBA Early Childhood Grants team can be contacted by email building.blocks@education.vic.gov.au

RESOURCES

The following links are provided as a starting point for considering best practice approaches to early childhood education and care, accessibility, and design. Applicants are encouraged to undertake their own research to identify solutions that will meet their needs.

**Australian Children’s Education & Care Quality Authority:**

[National Quality Framework](https://www.acecqa.gov.au/nqf/about)

**Department of Education:**

[Disability Standards for Education](https://www2.education.vic.gov.au/pal/students-disability/policy?Redirect=1)

[Victorian Early Years Learning and Development Framework](https://www.education.vic.gov.au/childhood/professionals/learning/Pages/veyldf.aspx?Redirect=1#link66)

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| INTERNATIONAL RESOURCES |  |
| Centre for Excellence in Universal Design | [The 7 Principles of Universal Design](https://universaldesign.ie/what-is-universal-design/the-7-principles/) |