

ASSESSMENT FACT SHEET

PLANNING 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 Planning Grants support eligible organisations by covering the cost of design and the pre-construction planning involved in Capacity Building projects.Please read this document in conjunction with the Building Blocks Planning stream guidelines. | PLANNING STREAMThe Building Blocks Planning stream offers eligible organisations grants to complete pre-construction planning for Capacity Building Stream infrastructure projects that support the roll-out of Three-Year-Old Kindergarten and Pre-Prep. This includes resources and upfront costs incurred as part of this work.All applications must address unmet demand as identified in the relevant Kindergarten Infrastructure and Services Plan ([KISP](https://www.education.vic.gov.au/childhood/providers/funding/Pages/capitalprogram.aspx)).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 [Planning Guidelines.](https://www.schoolbuildings.vic.gov.au/building-blocks-grants-planning)**We have designed this document to help you complete your Building Blocks Planning grant application.** **After reading this assessment factsheet you should have a clear understanding of what information you need to include in your application.** **You should also understand how your application will be assessed after it has been submitted.** |

TABLE 1: OVERVIEW OF PLANNING STREAM GRANTS

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| **GRANT TYPE** | **MAXIMUM VALUE OF GRANT** | **MINIMUM REQUIREMENTS** |
| **Planning**  | $150,000 (ex GST) | * be completed within **12 months** of Victorian Common Funding Agreement (VCFA) execution and result in an application to the Building Blocks Grants Capacity program to deliver an identified project.
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EXAMPLES OF ITEMS THAT CAN AND CANNOT BE FUNDED

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

Eligibility assessment

Grants offered under the planning stream are highly competitive and organisations need to ensure their applications include clear and convincing supporting documentation to increase the 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 |
| Address unmet demand as identified in the relevant KISP  | All applications must address unmet demand as identified in the relevant Kindergarten Infrastructure and Services Plan ([KISP](https://www.education.vic.gov.au/childhood/providers/funding/Pages/capitalprogram.aspx)). |
| Project plan | A project plan to support the dates nominated in the application  |
| Affected services | If your project will directly affect service providers currently operating atthe facility evidence that you have consulted with these providers such as letters of support or documented outcomes of consultation andEngagement. |
| 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 provideevidence 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 site investigations 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:1. certificate of land title, LANDATA documents or council rates notice with owner’s name and service address.
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| Written confirmation of any co-contribution  | 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.  |
| Staff salaries | If seeking funding for staff salaries and training, a position description for funding of new or existing staff members and a cost estimate (e.g. how many hours on planning works, ancillary costs) |
| Expenditure | Provide an itemised table including total projected expenditure, as aligned with the quote/s provided to support your grant application |

For further information on eligibility requirements, refer to the [Building Blocks Frequently Asked Questions.](https://www.schoolbuildings.vic.gov.au/building-blocks-frequently-asked-questions)

Merit assessment criteria

Funding recommendations will be based on the extent you can demonstrate that your planning process will address the following assessment criteria. These are weighted according to the specified percentages. The weightings align with Building Blocks Planning stream objectives:

* + The application provides clarity of high-level intended project scope and confidence that the planning process will support a Capacity Building project commencing (70%).
	+ The proposed project supports the integrated delivery of early childhood services and partnerships (15%).
	+ The proposed planning process promotes environmental sustainability and includes environmentally sustainable features, for example in design or construction (15%).

AFTER SUBMISSION OF APPLICATIONS

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

* ensure 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 assessment in instances where project costs are particularly complex, or 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 quarterly reporting and acquittal within the contracted time frame; 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 Planning grant you may:

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

The VSBA Early Childhood Grants team can be contacted at: 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/) |