REFURBISHMENT AND MINOR WORKS PROGRAM – FACT SHEET AND APPLICATION TIPS

FACT SHEET

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| The Refurbishment and Minor Works Program is essential for improving the condition and character of Victorian kindergartens and supporting local jobs. Grants support local councils and early learning providers to improve the condition of early childhood buildings and facilities.  Grants also support local jobs in a number of key industries across the state. | **INTRODUCING THE REFURBISHMENT AND MINOR WORKS PROGRAM**  The Refurbishment and Minor Works Program is a new short-term initiative that was announced as part of the 2020-21 State Budget. The program provides funding to improve the learning environments, condition or character of Victoria’s kindergartens.  It will support the existing Building Blocks program but, unlike Building Blocks, will not recur across multiple years, and applicants do not need to jointly fund the project.  This one-off stimulus funding will help improve the condition of Victoria’s kindergartens, and support jobs and local communities across the state.  There are two grant types available:   * Major Grants and Refurbishment * Minor Grants and Refurbishment |

**TABLE 1: OVERVIEW OF REFURBISHMENT AND MINOR WORKS GRANTS**

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| **GRANT TYPE** | **MAXIMUM VALUE OF GRANT** | **MINIMUM REQUIREMENTS** |
| **Major Works and Refurbishment** | $500,000 (ex GST) | * Refurbishment and Minor Works grants must improve the learning environment, condition or character of the kindergarten. * Your project must be for a facility in Victoria that is, or will be, licensed to provide a funded Three and Four-Year-Old Kindergarten program, and must offer or intend to offer both programs. This can be sessional or integrated with long day care. If you are unable to deliver both programs, please contact the VSBA Early Childhood Grants team to discuss your options. |
| **Minor Works and Refurbishment** | $50,000 (ex GST) |

APPLICATION TIPS

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| This tip sheet will help you complete a strong Refurbishment and Minor Works grant application.  As part of your application, you will need to address the relevant assessment criteria.  Refurbishment and Minor Works grants are awarded after a competitive process. Being eligible to apply for a grant does not guarantee the success of your application. | **ASSESSMENT CRITERIA** Refurbishment and Minor Works grants will help improve the learning environments, condition and amenities of Victorian kindergartens. The program funding will also support local jobs and communities across the state.  Applications are assessed on the following criteria:  **Demonstrate how the proposed works improve the learning environment, condition or amenity of the facility that is licensed for three and four-year-old kindergarten**  Your application should demonstrate how the proposed works will improve the condition and/or amenity of your kindergarten.  To support your application, you should provide:   * Evidence of the current condition of the existing facility (building reports, photos). * Details any arrangements that are in place for the delivery of integrated services and partnerships, examples can be provided (e.g. letters of intent, service agreements, memoranda of understanding, membership lists and meeting minutes for cross-organisation groups) * Demonstrate how your proposed project relates to your service Quality Improvement Plan from your most recent national Quality Assessment Rating.   *This criterion is weighted at 50%.*  **Demonstrate how your project improves access to high-quality early three and four-year-old kindergarten services**  Your application should include:   * Details of how the location supports accessibility (i.e. proximity to users, transport, co-location). * An analysis of the characteristics and needs of the local community and any current policies or strategies used to engage disadvantaged and vulnerable families. * Research identifying how the proposed works may improve or support learning outcomes of children attending your facility e.g. case studies. * Photos of existing site demonstrating the need for works to be undertaken.   *This criterion is weighted at 30%* |

**Demonstrate project readiness**

Demonstrate that the project is ‘shovel-ready’ by providing:

* Cost estimates/quotes supporting the requested/projected costs or licensed quantity surveyors report.
* Evidence of available contractors to deliver the work and appointment of a project manager or architect.
* Building and land-owner authorised consent.
* Where soil works will be undertaken, a soil hygienist report from a qualified soil hygienist will be required
* Where internal building will be undertaken, an asbestos audit report will be required.
* Detailed designs or construction tender documents.

*This criterion is weighted at 20%*