

ASSESSMENT FACT SHEET

PLANNING STREAM

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| Building Blocks is critical to support the rollout of funded Three-Year-Old Kindergarten across the state and to help meet the growing demand for Four- Year-Old Kindergarten.  Grants support local councils and early learning providers to build and expand kindergartens.  Planning grants support by covering the cost of design and the pre-construction planning involved in building projects.  Please read this document in conjunction with the Building Blocks Planning stream guidelines. | INTRODUCING BUILDING BLOCKS  Building Blocks is a planning and funding program run by the Victorian Government to help deliver the kindergarten buildings and facilities needed across the state over this decade.  Building Blocks grants simplify and replace previous grant schemes - the Children’s Facilities Capital Program and the Inclusive Kindergartens Facilities Program – used to upgrade our kindergartens and make them more inclusive.  Those programs funded upgrades to buildings and playgrounds and invested in equipment that made a big difference to how Victorian kindergarten services meet the educational and social needs of children of all abilities.  Building Blocks grants will still achieve those goals, while being better equipped to create the extra kindergarten places we need for the future.  PLANNING STREAM  The Building Blocks Planning stream offers eligible organisations grants to complete pre-construction planning for 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.  **We have designed this document to help you complete your Building Blocks Inclusion 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 Common Funding Agreement (CFA) execution and result in an application to the Building Blocks Grants program to deliver an identified project. |

For **Building Blocks Planning grants**, your project must be for a facility located in Victoria that is, or will be, licensed to provide a funded Three and Four-Year-Old Kindergarten program. It mustoffer, or intendto offer, both programs. This can be sessional or integrated with long day care.

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 refer to the [Planning Guidelines.](https://www.schoolbuildings.vic.gov.au/building-blocks-grants-planning)

Eligibility assessment

The 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:

* signed KISP document or Department estimates of demand
* responses demonstrating how the planning works will meet the selection criteria
* an attestation, signed by an authorised delegate, that any funds obtained via this program will be used to achieve the program objectives and be expended in accordance with the organisation’s probity and procurement obligations
* 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)
* an itemised table of costs including any eligible costs not included in the cost plan, quotes, or cost estimate (e.g. project management fees, external services, landscaping, non-portable equipment)
* authorised written confirmation of co-contribution amounts from the applicant and all other funding organisations including the Federal Government, Victorian Government, local government, or other sources.

If you are a **not-for-profit** or a **non-government school,** you are also required to provide:

* 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)
* a signed certified accountant’s confirmation of the applicant’s last two years of financial statements as evidence of financial viability
* if an auspice arrangement is proposed, written confirmation from the auspicing party is required.

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 project commencing (70%).
  + The proposed planning process facilitates integrated delivery of services and partnerships (15%).
  + The proposed planning process promotes environmental sustainability and includes environmentally sustainable features, for example in design or construction (15%).

AFTER THE CLOSING DATE

After the closing date for applications has passed, the Department will check to confirm that applications meet the eligibility requirements;

* + ensure that all required documentation listed above has been provided;
  + assess all eligible applications against the assessment criteria; and
  + convene 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 Early Childhood & Pre-Prep 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; or
* seek a review into the assessment of your application.

The VSBA Early Childhood Grants team can be contacted by emailing [building.blocks@education.vic.gov.au](mailto: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/) |