

# Queensland Kindergarten Funding

# Approved kindergarten provider applications

## Approved providers

An approved provider is a person or entity that has been granted provider approval under the National Quality Framework (NQF), and who applies for and receives the funding for the approved kindergarten program provider (KPP).

The approved provider is the legal entity that enters into a contractual and legal relationship with the Department of Education, and is responsible for the approved KPP reporting on and ensuring compliance with the [Queensland Kindergarten Funding Essentials](#).

When the approved provider completes the application, the approved provider becomes the 'grantee.'

## Approved kindergarten program providers

An approved KPP is a service that holds a service approval under the NQF and has been approved to deliver an approved kindergarten program and receive kindergarten subsidies based on meeting the Queensland Kindergarten Funding (QKF) eligibility requirements.

To access kindergarten subsidies, a sessional kindergarten service must be a member of a [Central Governing Body \(CGB\)](#).

Long day care services do not have to join a CGB to claim funding.

Services can find more information on KPPs in the Queensland Kindergarten Funding Essentials:

- [Long day care providers](#)

- [Sessional kindergartens](#)

## Applying to be an approved KPP

To become an approved KPP, service providers **must** register and lodge an application through the Queensland Government's QGrants Portal.

## QGrants application and registration process

QGrants application and registration processes are different for long day care services and sessional kindergarten services.

Refer to the step-by-step guides for each service type:

- [Long day care providers](#)
- [Sessional kindergarten services](#)

## Getting started

Refer to the [QGrants Account Creation Guide](#) for step-by-step instructions on how to create a personal account for an authorised officer, and to establish an applicant account (Legal Entity) and a beneficiary account (Service).

Read the 'Before you start the Application' section in the relevant QGrants guide, which outlines the documents required to complete the application, including the program delivery template.

There are 9 steps in the QGrants application process to complete for the application to be assessed.

You will need to have the following information available to attach to your application in QGrants:

- Kindergarten program delivery timetable
- Early childhood teacher (ECT) employment details and qualifications
- Fee structure
- Evidence of the organisation's legal entity
- Evidence of the ECT's qualification certificate, transcript (if appropriate) and teacher registration
- Bank account details.

## QGrants functions

Registered and approved services can use QGrants to:

- manage accounts
- approve access requests to information
- apply to become an approved KPP
- access a unique voucher which will enable services to provide their API credentials to their Child Care Management System (CCMS) provider for the lodgement of claims
- link approved KPPs.

## Approval process

Your application will be assessed and approved by the department based on eligibility criteria.

KPP approvals are issued periodically throughout the year.

Once approved, service providers are eligible to receive funding from the beginning of the next payment cycle.

Successful applicants will be advised in writing and provided with a digital suite of documents including an approval certificate and a range of materials to promote the approved kindergarten program.

Unsuccessful applicants will be advised in writing of the reasons their application to become a KPP was not approved.

Review options are outlined in the department's [Customer Complaints Management Framework](#).

## Displaying the 'kindy tick'

Only approved KPPs can display the [kindy tick](#). Approved providers must not promote their kindergarten programs as being government approved, or use the kindy tick identifier until the department approves the application to become an approved KPP.

## Receiving kindergarten subsidies

To receive kindergarten subsidies, approved providers enter an agreement provided under the *Community Services Act 2007*, which binds approved providers to the Queensland Kindergarten Funding Standard Terms and Conditions (available through QGrants), the [2023 Kindergarten Funding - Funding Category Guidelines](#) and the [Queensland Kindergarten Funding Essentials](#).

## Change of ownership

When an approved KPP no longer offers an approved kindergarten program (e.g. if the approved KPP has a transfer of ownership), the approved provider should notify the department by email at [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@qed.qld.gov.au).

Early notification is important to enable the department to review the circumstances and provide support regarding the approved provider's business decision.

Approved KPP status does not transfer with a service. If the approved provider of an approved KPP changes, either through the transfer of a service approval or an application for a new service approval, the new approved provider must apply for that service to be an approved KPP.

Where the approved provider has existing service/s that are approved KPPs, they must apply for any new service, as each service is required to be an approved KPP to claim funding.

## More information

- Refer to the [Queensland Kindergarten Funding Essentials](#) on the Department of Education website.
- Contact the Grants Management and Funding team on (07) 3035 2244 or by email at [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@qed.qld.gov.au).
- Sessional kindergartens can contact their central governing body.