Queensland Kindergarten Funding

Guide for QGrants

Kindergarten Program Provider

**NEW application**

Long Day Care

Contents

[KPP application – NEW Long Day Care Service 3](#_Toc124954792)

[What you need before you start. 3](#_Toc124954793)

[Insurance and Program Details 3](#_Toc124954794)

[Teacher Details 3](#_Toc124954795)

[Accessing QGrants and getting started 4](#_Toc124954796)

[Lodging a NEW application 5](#_Toc124954797)

[Accounts 5](#_Toc124954798)

[Insurance and Program details 6](#_Toc124954799)

[Insurance Coverage 6](#_Toc124954800)

[Program Information 6](#_Toc124954801)

[Fees 6](#_Toc124954802)

[Service Information 7](#_Toc124954803)

[Service Info Cont. 8](#_Toc124954804)

[Service Approvals 9](#_Toc124954805)

[Teacher Details 10](#_Toc124954806)

[Long Day Care Funding Schedule and Terms 11](#_Toc124954807)

[Attachments 12](#_Toc124954808)

[Bank Details 13](#_Toc124954809)

[Declaration 14](#_Toc124954810)

[Summary 15](#_Toc124954811)

# KPP application – NEW Long Day Care Service

[QGrants](https://qgrants.osr.qld.gov.au/portal/) is a whole-of-government grants management system that operates as one portal for you to apply for Early Childhood (EC) grants and other grants across the Queensland Government.

This guide has been developed to assist long day care (LDC) services apply for approval as a Kindergarten Program Provider (KPP) to receive Queensland Kindergarten Funding (QKF).

It is strongly recommended that you review the [**‘What you need before you start’**](#_bookmark1) section, as there are a number of documents that need to be uploaded during the QGrants application process.

If you require assistance, you can contact the Department by email at [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@det.qld.gov.au)or you can call the Grants Management Team on 07 3035 2244.

# What you need before you start

You will need to have the following information prior to commencing the application:

## Insurance and Program Details

* Current public liability insurance details (Start and Expiry dates and value of insurance coverage)
* Number of approved kindergarten programs you run at the service
* Program name/s, parent out of pocket cost per day and how many weeks per year the program will operate.

## Teacher Details

You will be required to list the name/s of the Early Childhood Teacher/s delivering the kindergarten program/s.

The teacher delivering the kindergarten program must have an approved early childhood teaching qualification under the National Law.

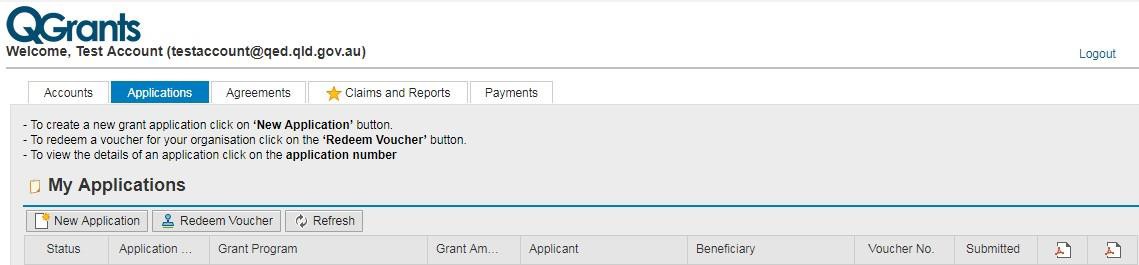
Services are responsible for assessing their teacher/s' qualifications and ensuring these qualifications meet the requirements of the National Law.

Information to help services and teachers determine if their qualification meets National Law requirements is available on the [ACECQA website](https://www.acecqa.gov.au/qualifications/nqf-approved).

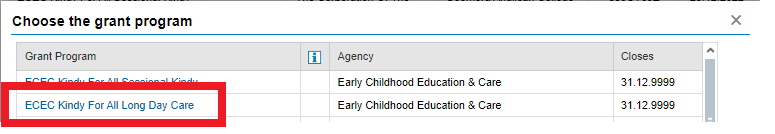
# Accessing QGrants and getting started

**Step 1:** Log into QGrants using the login email and password: <https://qgrants.osr.qld.gov.au/portal>.

**Step 2:** At the welcome screen select the **Applications** tab and click on **New Application.**



**Step 3:** Click on the **ECEC Kindy For All Long Day Care** grant program from the pop-up box. Click on **OK** to continue. **Note:** You may need to scroll down to be able to click on the correct grant program.



# Lodging a NEW application

To lodge a NEW KPP application, you must complete all the steps of the application process.

## Accounts

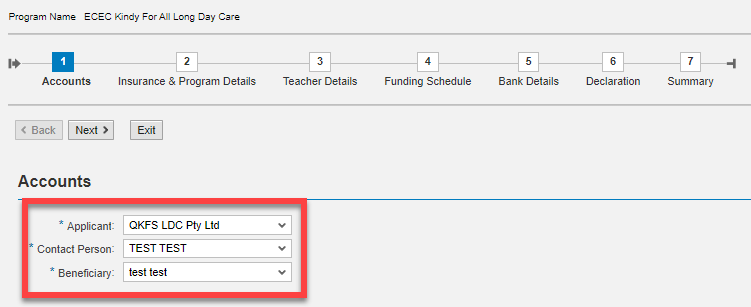
First you must select the **Applicant** from the drop-down menu. The applicant is your Approved Provider (Organisation/Legal Entity) name.

Select a **Contact Person** for the application from the drop-down menu.

Select the name of the Long Day Care service from the **Beneficiary** drop down menu.

If you are unable to find the Applicant Name, the Contact Person or the Beneficiary Name, you will need to exit the application and ensure that you are linked to the correct accounts on the Accounts tab. If you are not linked to the accounts, you will not be able to submit an application for the new service.

Click **Next** to continue.



**NOTE:** If you receive an error message, you must email [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@det.qld.gov.au) or call (07) 3035 2244 with the applicant account ID and the error details. You will not be able to proceed with the application until the error has been resolved.

## Insurance and Program details

***Insurance Coverage:***

You must provide the department with the details of your current public liability insurance (this can be obtained from your Insurance Certificate of Currency).

To be eligible for KPP status, you must have at least $10 million of public liability insurance that covers the full calendar year.

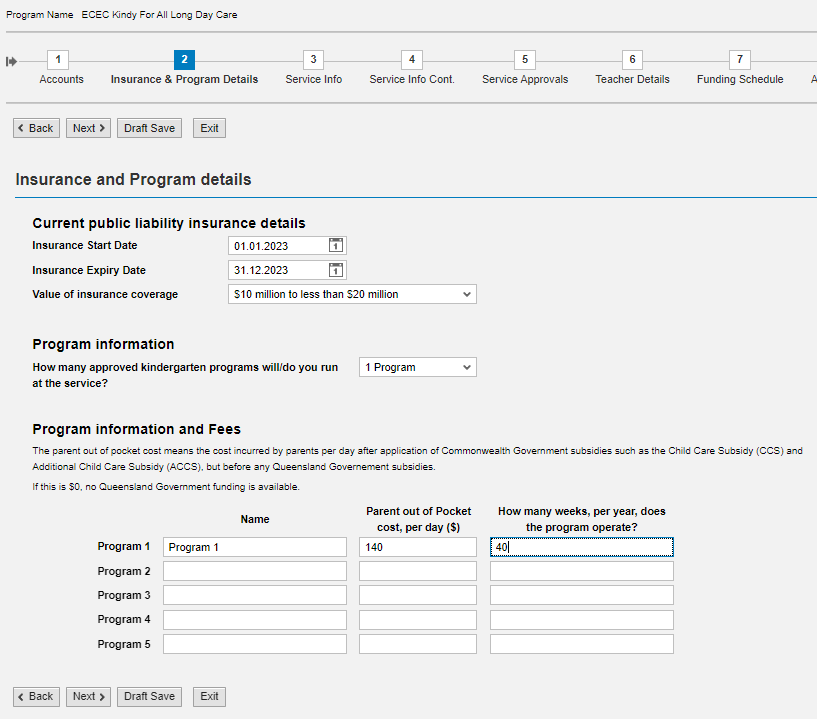
***Program Information:***

You must provide the number of Kindergarten programs you will be running in the current calendar year. You are not locked into this number. If you wish to increase or decrease the number of programs, please email [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@det.qld.gov.au) to update this information on your agreement.

***Fees:***

You must provide the out of pocket daily rate for your program and the number of weeks you intend to deliver your kindergarten program. Services can claim up to a maximum of 40 weeks of QKF subsidies within a calendar year.

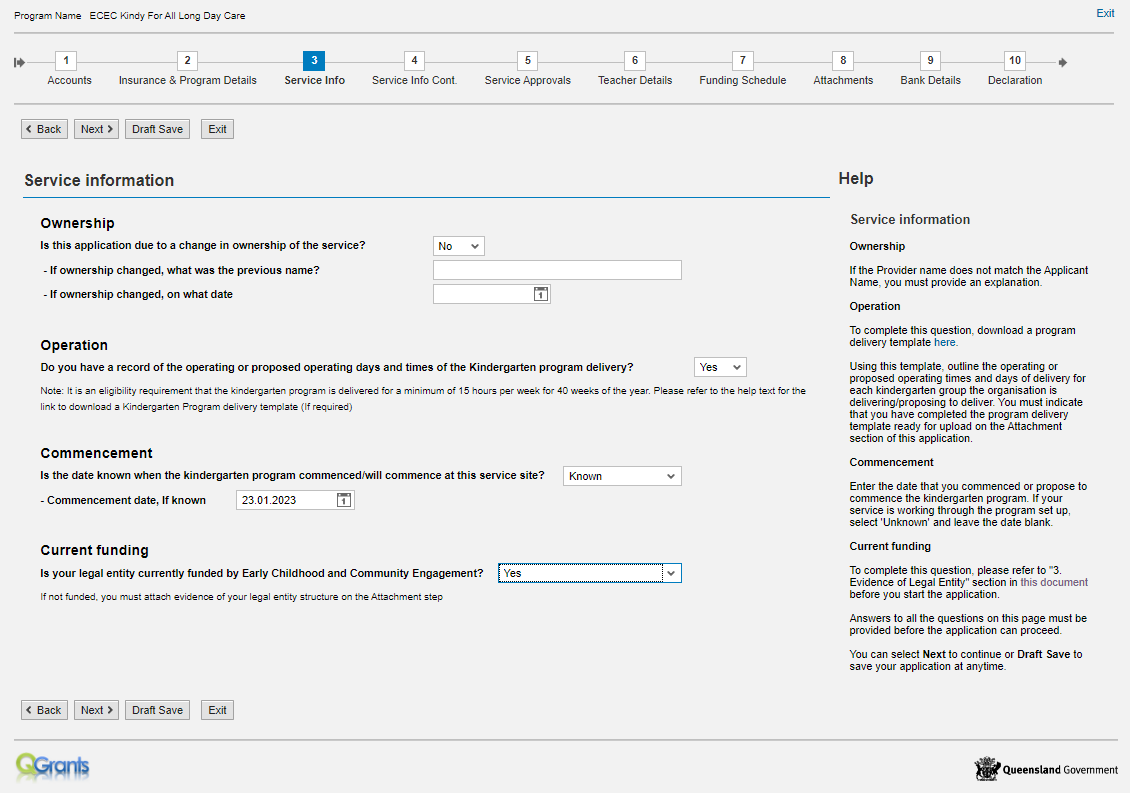
Click **Next** to continue.



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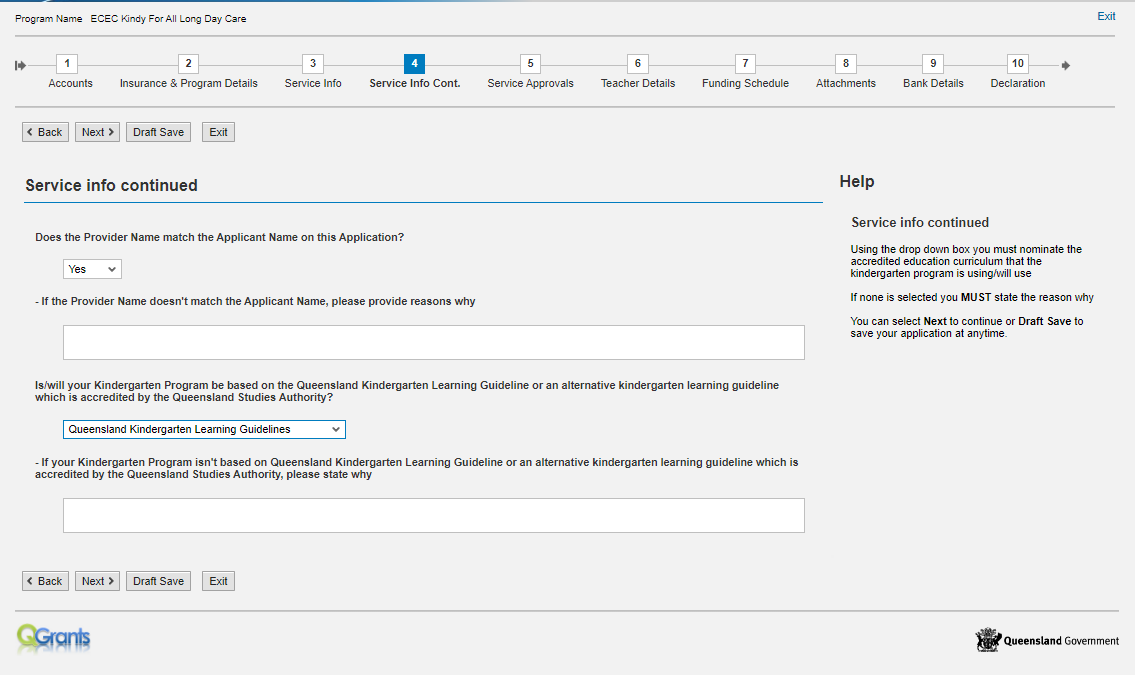
## Service Information

You must provide the information about the service that the application is for. Click **Next** to continue.



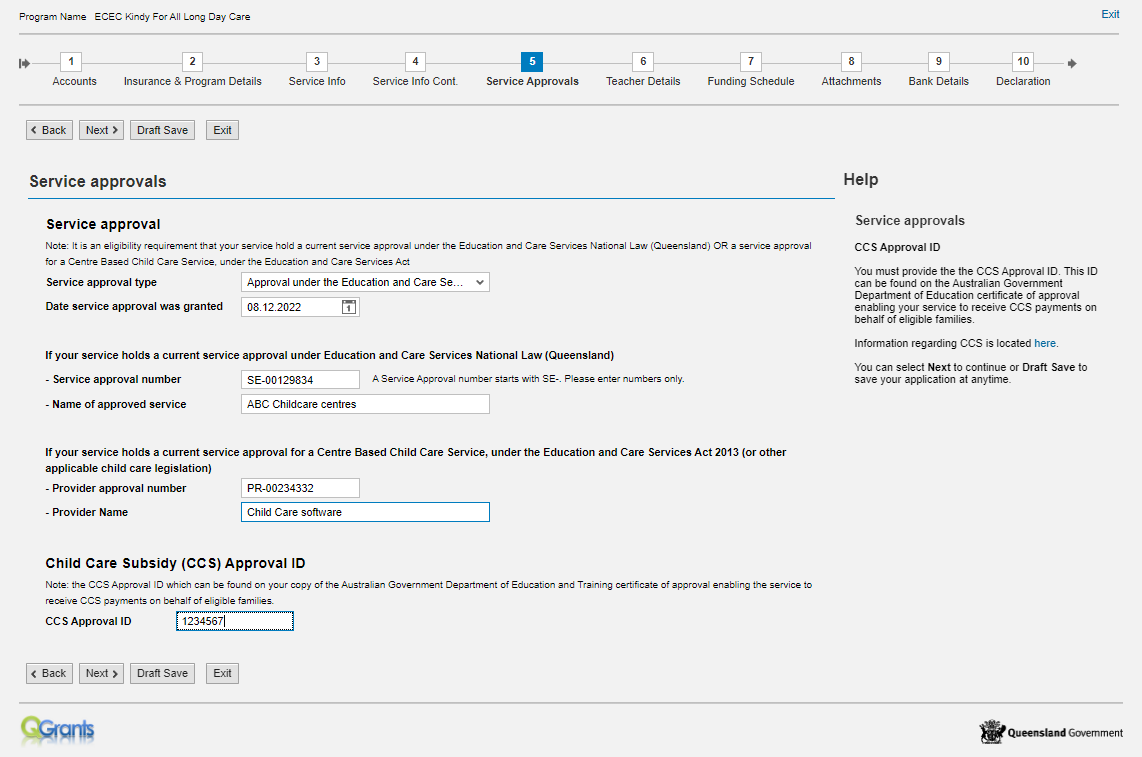
## Service Info Cont.

You must provide the information about the service that the application is for. Click **Next** to continue.



## Service Approvals

You must provide the information about the service approval that the application is for. Click **Next** to continue.

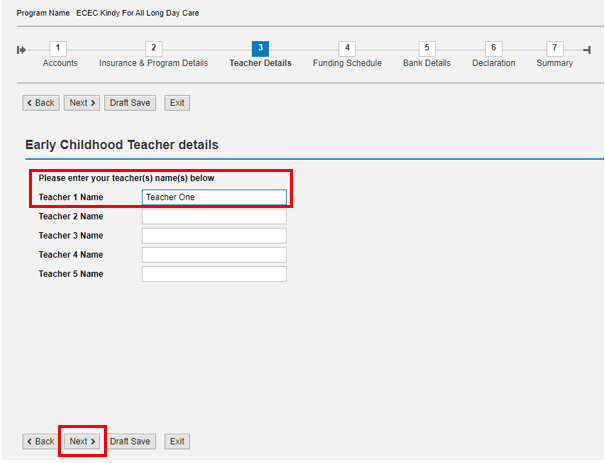


## Teacher Details

List the name of each teacher currently employed to deliver the kindergarten program.

The teacher delivering the kindergarten program must have an approved early childhood teaching qualification under the National Law. Services are responsible for assessing their teacher/s' qualifications and ensuring these qualifications meet the requirements of the National Law. For more information refer to the [**Before you start**](#_bookmark3) section.

Click **Next** to continue.



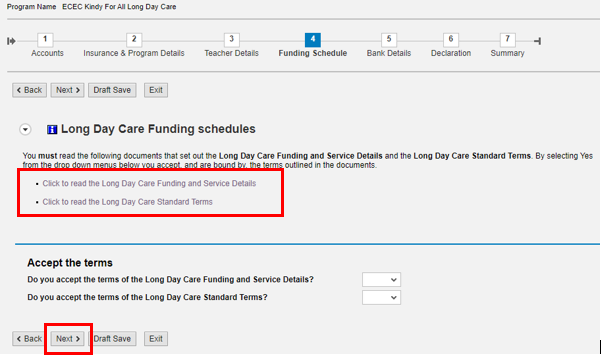
## Long Day Care Funding Schedule and Terms

You must review the ***Long Day Care Funding and Service Details*** and ***Long Day Care Standard Terms*** by clicking on each link. These documents set out the Long Day Care Funding and Service Details and the Long Day Care Standard Terms.

By selecting **Yes** from the drop-down menus below, you accept, and are bound by, the terms outlined in the documents.

**NOTE:** You will be unable to proceed with the KPP application if you do not open each link and select **Yes** from the drop-down menus.

Click **Next** to continue.



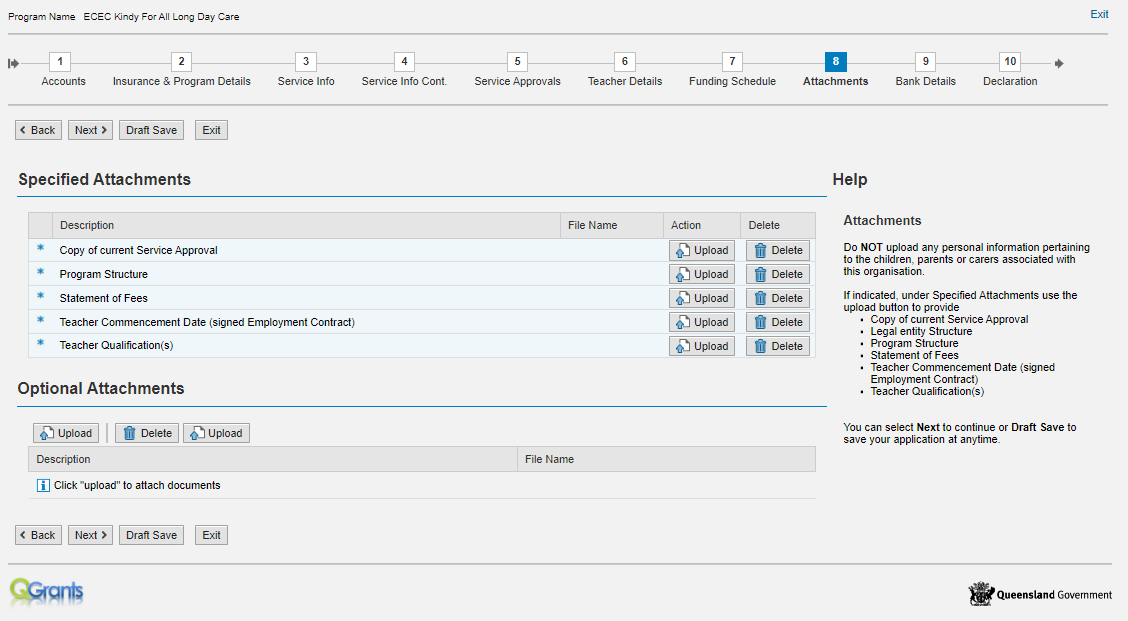
## Attachments

Any question you answered that requires an attachment will be listed in the Specified Attachments list.

To be able to continue with the application, you must provide all the necessary documentation that is required to assess your application for KPP status.

If you need to upload other documents that would assist with the application, you can upload those in the Other attachments section.

Click **Next** to continue.



## Bank Details

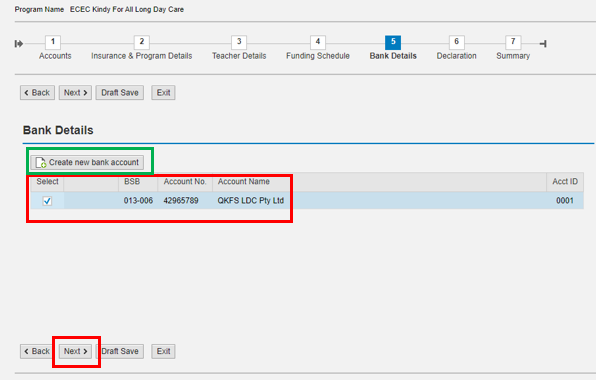
The **Bank Details** screen provides you with an opportunity to ensure the correct bank account details are attached to your agreement. You must select the correct bank account for funding to be deposited into.

If the bank account/s listed are incorrect, you can add another bank account by clicking on **Create new bank account** and then selecting the new account**.**

Future quarterly claims will be prepopulated with the banking information submitted at this stage. This information can be updated if required.

If the organisation has more than one bank account, multiple bank account details can be entered. However, **only** one bank account can be selected for a quarterly payment.

Click **Next** to continue.



## Declaration

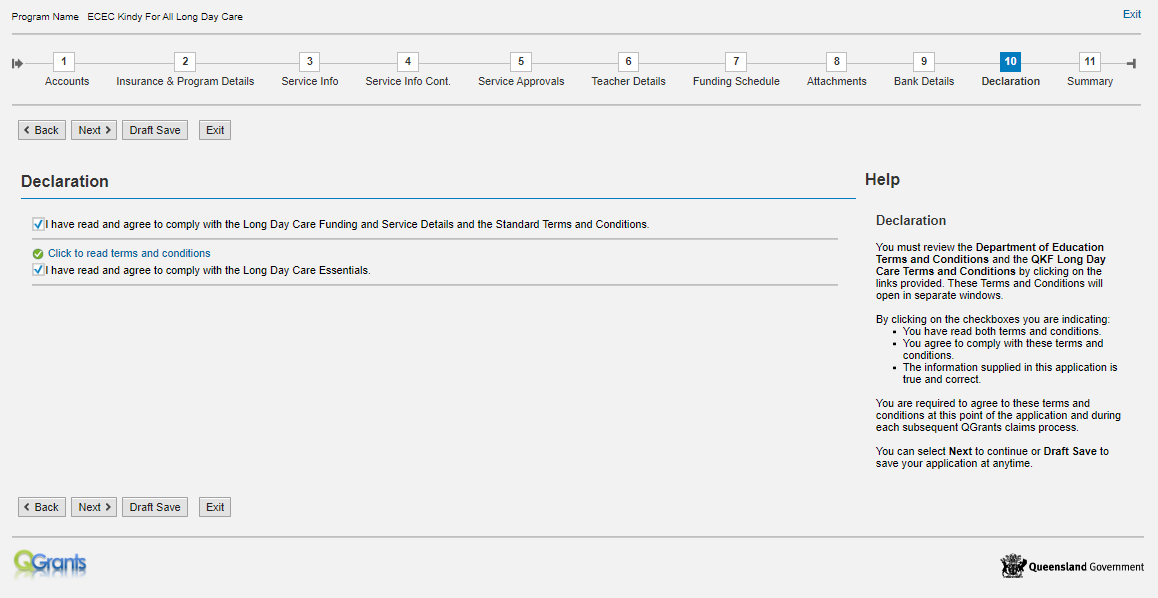
On the **Declaration** screen you must review the Standard Terms and Conditions and Long Day Care Essentials by clicking on the links provided. These Terms and Conditions and Essentials will open in separate windows.

By clicking on the checkboxes, you are indicating:

* You have read the terms and conditions and Essentials and you agree to comply with these terms and conditions.
* The information supplied in this application is true and correct.

You are required to agree to these terms and conditions at this point of the application and during each subsequent QGrants claims process.

Click **Next** to continue.



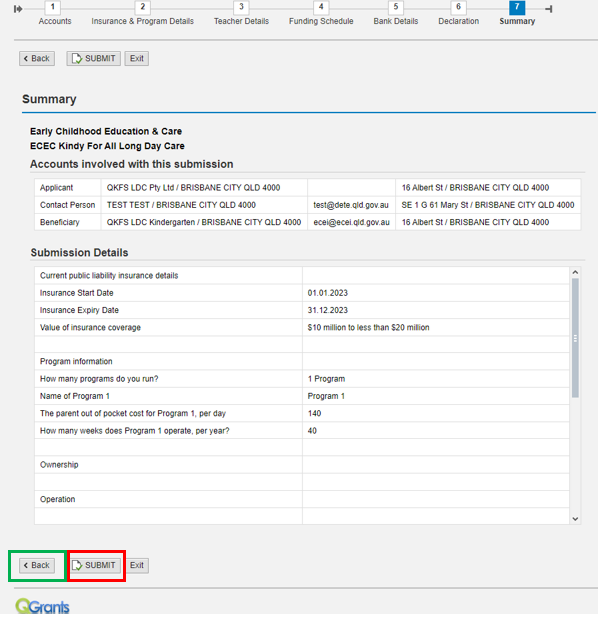
## Summary

This screen summarises all details as submitted in the application. Check the application details are correct before proceeding.

To review or clarify any information entered during this application process, prior to submitting it, click on the **Back** navigation button.

Once the application has been finalised it can be submitted by clicking on the **Submit** button.

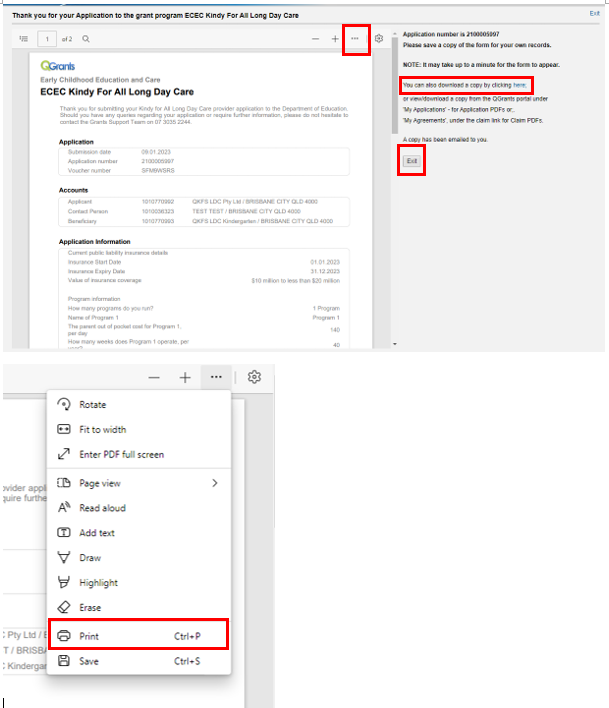
**NOTE:** Once you have clicked on the **Submit** button, you will **not** be able to make any further changes to the application.



You will then navigate to the summary report.

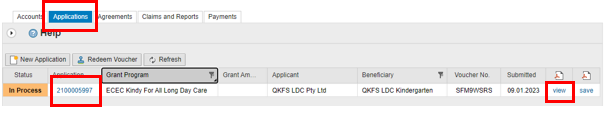
You can print a hard copy of the summary report by clicking on … and selecting **Print** or you can download a copy by clicking on the link.

**NOTE:** you will also receive an email containing a copy of the application summary. Click on **Exit** to return to the QGrants home page.



Once the summary report is generated, the application will be received by the Department for assessment. Following this assessment process, you will be notified of the outcome of the application.

You are able to view your application at any time by selecting the **Applications** tab and clicking the **Application number** link**.** To view the Summary page, click **View** link.



For queries about the status of the application or for information about the QKF, contact the Department by email at [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@qed.qld.gov.au) or you can call the Grants Management Team on (07) 3035 2244.