

Queensland Kindergarten Funding  
Guide for QGrants  
**Kindergarten Program Provider**  
**NEW application**  
**Long Day Care**



# Contents

KPP application – NEW Long Day Care Service .....	3
What you need before you start .....	3
Insurance and Program Details .....	3
Teacher Details.....	3
Accessing QGrants and getting started.....	4
Lodging a NEW application .....	5
Accounts .....	5
Insurance and Program details .....	6
Insurance Coverage:.....	6
Program Information: .....	6
Fees .....	6
Service Info.....	7
Service Info Cont. ....	8
Service Approvals .....	9
Teacher Details.....	10
Long Day Care Funding Schedules .....	11
Attachments.....	12
Bank Details.....	13
Declaration .....	14
Summary .....	15

# KPP application – NEW Long Day Care Service

[QGrants](#) 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) under Queensland Kindergarten Funding (QKF).

It is strongly recommended that you review the **'What you need before you start'** 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@ged.qld.gov.au](mailto:QKFS.LDC@ged.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 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.

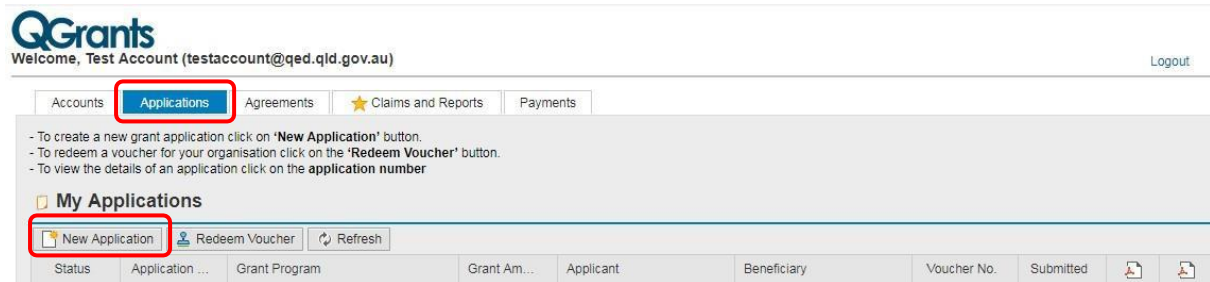
Information to help services and ECTs determine if their qualification meets National Law requirements is available on the [ACECQA website](#).

# Accessing QGrants and getting started

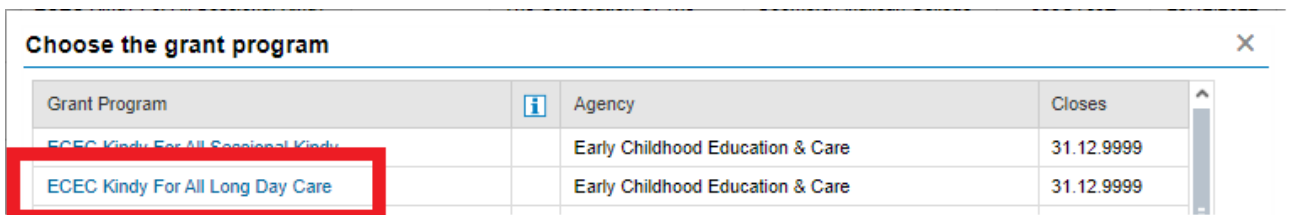
**Step 1:** Log into QGrants using the login email and password:

<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.

The screenshot shows the application process flow with seven steps: 1. Accounts, 2. Insurance & Program Details, 3. Teacher Details, 4. Funding Schedule, 5. Bank Details, 6. Declaration, and 7. Summary. Step 1 is highlighted. Below the flow, there are buttons for '< Back', 'Next >', and 'Exit'. The 'Accounts' tab is selected, showing three dropdown menus: '\* Applicant:' with 'QKFS LDC Pty Ltd', '\* Contact Person:' with 'TEST TEST', and '\* Beneficiary:' with 'test test'. These three dropdown menus are enclosed in a red rectangular box.

**Note:** If you receive an error message you must email [QKFS.LDC@ged.qld.gov.au](mailto:QKFS.LDC@ged.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@qed.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 for within a calendar year.

Click **Next** to continue.

Program Name: ECEC Kindy For All Long Day Care

1 Accounts 2 Insurance & Program Details 3 Service Info 4 Service Info Cont. 5 Service Approvals 6 Teacher Details 7 Funding Schedule

< Back Next > Draft Save Exit

### Insurance and Program details

**Current public liability insurance details**

Insurance Start Date: 01.01.2023

Insurance Expiry Date: 31.12.2023

Value of insurance coverage: \$10 million to less than \$20 million

**Program information**

How many approved kindergarten programs will you run at the service? 1 Program

**Program information and Fees**

The parent out of pocket cost means the cost incurred by parents per day after application of Commonwealth Government subsidies such as the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS), but before any Queensland Government subsidies.

If this is \$0, no Queensland Government funding is available.

Name	Parent out of Pocket cost, per day (\$)	How many weeks, per year, does the program operate?
Program 1	140	40
Program 2		
Program 3		
Program 4		
Program 5		

< Back Next > Draft Save Exit

## Service Info

You must provide the information about the service that the application is for.

Click **Next** to continue.

Program Name ECEC Kindy For All Long Day Care
Exit

1 Accounts
2 Insurance & Program Details
3 Service Info
4 Service Info Cont.
5 Service Approvals
6 Teacher Details
7 Funding Schedule
8 Attachments
9 Bank Details
10 Declaration

Back
Next
Draft Save
Exit

### Service information

#### Ownership

Is this application due to a change in ownership of the service? No

- If ownership changed, what was the previous name?

- If ownership changed, on what date?

#### Operation

Do you have a record of the operating or proposed operating days and times of the Kindergarten program delivery? Yes

Note: It is an eligibility requirement that the kindergarten program is delivered for a minimum of 15 hours per week for 40 weeks of the year. Please refer to the help text for the link to download a Kindergarten Program delivery template. (If required)

#### Commencement

Is the date known when the kindergarten program commenced/will commence at this service site? Known

- Commencement date, if known 23.01.2023

#### Current funding

Is your legal entity currently funded by Early Childhood and Community Engagement? Yes

If not funded, you must attach evidence of your legal entity structure on the Attachment step

### Help

#### Service information

##### Ownership

If the Provider name does not match the Applicant Name, you must provide an explanation.

##### Operation

To complete this question, download a program delivery template [here](#).

Using this template, outline the operating or proposed operating times and days of delivery for each kindergarten group the organisation is delivering/proposing to deliver. You must indicate that you have completed the program delivery template ready for upload on the Attachment section of this application.

##### Commencement

Enter the date that you commenced or propose to commence the kindergarten program. If your service is working through the program set up, select 'Unknown' and leave the date blank.



##### Current funding

To complete this question, please refer to "3. Evidence of Legal Entity" section in this document before you start the application.

Answers to all the questions on this page must be provided before the application can proceed.

You can select **Next** to continue or **Draft Save** to save your application at anytime.

Back
Next
Draft Save
Exit

## Service Info Cont.

You must provide the information about the service that the application is for.

Click **Next** to continue

Program Name: ECEC Kindy For All Long Day Care
Exit

1 Accounts
2 Insurance & Program Details
3 Service Info
4 Service Info Cont.
5 Service Approvals
6 Teacher Details
7 Funding Schedule
8 Attachments
9 Bank Details
10 Declaration

< Back
Next >
Draft Save
Exit

### Service info continued

Does the Provider Name match the Applicant Name on this Application?

Yes

- If the Provider Name doesn't match the Applicant Name, please provide reasons why

Is/will your Kindergarten Program be based on the Queensland Kindergarten Learning Guideline or an alternative kindergarten learning guideline which is accredited by the Queensland Studies Authority?

Queensland Kindergarten Learning Guidelines

- If your Kindergarten Program isn't based on Queensland Kindergarten Learning Guideline or an alternative kindergarten learning guideline which is accredited by the Queensland Studies Authority, please state why

< Back
Next >
Draft Save
Exit



### Help

**Service info continued**

Using the drop down box you must nominate the accredited education curriculum that the kindergarten program is using/will use

If none is selected you **MUST** state the reason why

You can select **Next** to continue or **Draft Save** to save your application at anytime.



# Service Approvals

You must provide the information about the service approval that the application is for.

Click **Next** to continue.

Program Name: ECEC Kindy For All Long Day Care

Exit

1Accounts

2Insurance & Program Details

3Service Info

4Service Info Cont.

5Service Approvals

6Teacher Details

7Funding Schedule

8Attachments

9Bank Details

10Declaration

< Back

Next >

Draft Save

Exit

Service approvals

Service approval

Note: It is an eligibility requirement that your service hold a current service approval under the Education and Care Services National Law (Queensland) OR a service approval for a Centre Based Child Care Service, under the Education and Care Services Act

Service approval type

Approval under the Education and Care Se...

Date service approval was granted

08.12.2022

If your service holds a current service approval under Education and Care Services National Law (Queensland)

- Service approval number

SE-00129834

A Service Approval number starts with SE-. Please enter numbers only.

- Name of approved service

ABC Childcare centres

If your service holds a current service approval for a Centre Based Child Care Service, under the Education and Care Services Act 2013 (or other applicable child care legislation)

- Provider approval number

PR-00234332

- Provider Name

Child Care software

Child Care Subsidy (CCS) Approval ID

Note: the CCS Approval ID which can be found on your copy of the Australian Government Department of Education and Training certificate of approval enabling the service to receive CCS payments on behalf of eligible families.

CCS Approval ID

1234567

< Back

Next >

Draft Save

Exit

Help

Service approvals

CCS Approval ID

You must provide the the CCS Approval ID. This ID can be found on the Australian Government Department of Education certificate of approval enabling your service to receive CCS payments on behalf of eligible families.

Information regarding CCS is located [here](#).

You can select **Next** to continue or **Draft Save** to save your application at anytime.

QGrants

Queensland Government

## 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](#) section.

Click **Next** to continue.

Program Name ECEC Kindy For All Long Day Care

1 Accounts 2 Insurance & Program Details 3 **Teacher Details** 4 Funding Schedule 5 Bank Details 6 Declaration 7 Summary

< Back Next > Draft Save Exit

### Early Childhood Teacher details

Please enter your teacher(s) name(s) below

Teacher 1 Name	Teacher One
Teacher 2 Name	
Teacher 3 Name	
Teacher 4 Name	
Teacher 5 Name	

< Back **Next >** Draft Save Exit

## Long Day Care Funding Schedules

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.

Program Name: ECEC Kindy For All Long Day Care

1 Accounts 2 Insurance & Program Details 3 Teacher Details 4 **Funding Schedule** 5 Bank Details 6 Declaration 7 Summary

< Back Next > Draft Save Exit

**Long Day Care Funding schedules**

You must read the following documents that 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.

- Click to read the Long Day Care Funding and Service Details
- Click to read the Long Day Care Standard Terms

**Accept the terms**

Do you accept the terms of the Long Day Care Funding and Service Details?

Do you accept the terms of the Long Day Care Standard Terms?

< Back Next > Draft Save Exit

## 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.

Program Name: ECEC Kindy For All Long Day Care Exit

1 Accounts 2 Insurance & Program Details 3 Service Info 4 Service Info Cont. 5 Service Approvals 6 Teacher Details 7 Funding Schedule 8 **Attachments** 9 Bank Details 10 Declaration

< Back Next > Draft Save Exit

### Specified Attachments

Description	File Name	Action	Delete
* Copy of current Service Approval		Upload	Delete
* Program Structure		Upload	Delete
* Statement of Fees		Upload	Delete
* Teacher Commencement Date (signed Employment Contract)		Upload	Delete
* Teacher Qualification(s)		Upload	Delete

### Optional Attachments

Upload Delete Upload

Description	File Name
Click "upload" to attach documents	

< Back Next > Draft Save Exit

### Help

#### Attachments

Do NOT upload any personal information pertaining to the children, parents or carers associated with this organisation.

If indicated, under Specified Attachments use the upload button to provide

- Copy of current Service Approval
- Legal entity Structure
- Program Structure
- Statement of Fees
- Teacher Commencement Date (signed Employment Contract)
- Teacher Qualification(s)

You can select **Next** to continue or **Draft Save** to save your application at anytime.

## 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 then multiple bank account details can be entered. However, **only** one bank account can be selected for a quarterly payment.

Click **Next** to continue.

Program Name: ECEC Kindy For All Long Day Care

1 Accounts 2 Insurance & Program Details 3 Teacher Details 4 Funding Schedule 5 **Bank Details** 6 Declaration 7 Summary

< Back Next > Draft Save Exit

### Bank Details

Create new bank account

Select	BSB	Account No.	Account Name	Acct ID
<input checked="" type="checkbox"/>	013-006	42965789	QKFS LDC Pty Ltd	0001

< Back **Next >** Draft Save Exit

## 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.

Program Name: ECEC Kindy For All Long Day Care Exit

1 Accounts 2 Insurance & Program Details 3 Service Info 4 Service Info Cont. 5 Service Approvals 6 Teacher Details 7 Funding Schedule 8 Attachments 9 Bank Details 10 Declaration 11 Summary

< Back Next > Draft Save Exit

### Declaration

☒ I have read and agree to comply with the Long Day Care Funding and Service Details and the Standard Terms and Conditions.

[Click to read terms and conditions](#)

☒ I have read and agree to comply with the Long Day Care Essentials.

### Help

#### Declaration

You must review the Department of Education Terms and Conditions and the QKF Long Day Care Terms and Conditions by clicking on the links provided. These Terms and Conditions will open in separate windows.

By clicking on the checkboxes you are indicating:

- You have read both terms and conditions.
- 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.

You can select **Next** to continue or **Draft Save** to save your application at anytime.

< Back Next > Draft Save Exit

## 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.

**Summary**

**Early Childhood Education & Care**  
**ECEC Kindy For All Long Day Care**

**Accounts involved with this submission**

Applicant	QKFS LDC Pty Ltd / BRISBANE CITY QLD 4000		16 Albert St / BRISBANE CITY QLD 4000
Contact Person	TEST TEST / BRISBANE CITY QLD 4000	test@det.qld.gov.au	SE 1 G 61 Mary St / BRISBANE CITY QLD 4000
Beneficiary	QKFS LDC Kindergarten / BRISBANE CITY QLD 4000	ecei@ecei.qld.gov.au	16 Albert St / BRISBANE CITY QLD 4000

**Submission Details**

Current public liability insurance details	
Insurance Start Date	01.01.2023
Insurance Expiry Date	31.12.2023
Value of insurance coverage	\$10 million to less than \$20 million
Program information	
How many programs do you run?	1 Program
Name of Program 1	Program 1
The parent out of pocket cost for Program 1, per day	140
How many weeks does Program 1 operate, per year?	40
Ownership	
Operation	

**QGrants**

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.

Thank you for your Application to the grant program ECEC Kindy For All Long Day Care

Application number is 2100005957  
Please save a copy of the form for your own records.

NOTE: It may take up to a minute for the form to appear.

You can also download a copy by clicking [here](#).

or view/download a copy from the QGrants portal under 'My Applications' - for Application PDFs or, 'My Agreements', under the claim link for Claim PDFs.

A copy has been emailed to you.

**Exit**

**Application**

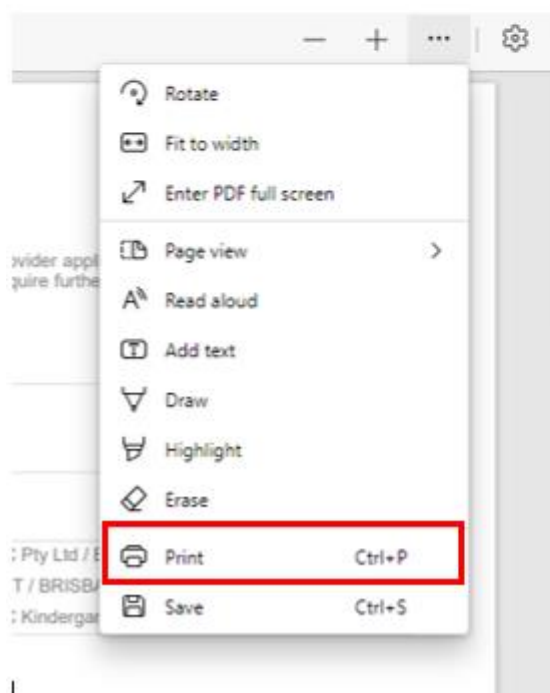
Submission date	09/01/2023
Application number	2100005957
Voucher number	SFMWVSRS

**Accounts**

Applicant	1010770902	QKFS LDC Pty Ltd / BRISBANE CITY QLD 4000
Contact Person	1010056323	TEST TEST / BRISBANE CITY QLD 4000
Beneficiary	1010770903	QKFS LDC Kindergarten / BRISBANE CITY QLD 4000

**Application information**

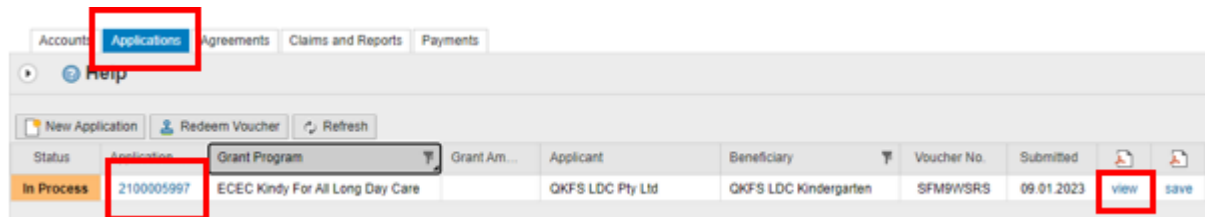
Current public liability insurance details	
Insurance Start Date	01/01/2023
Insurance Expiry Date	31/12/2023
Value of insurance coverage	\$10 million to less than \$20 million
Program information	
How many programs do you run?	1 Program
Name of Program 1	Program 1
The percent out of pocket cost for Program 1, per day	140
How many weeks does Program 1 operate, per month	40





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@ged.qld.gov.au](mailto:QKFS.LDC@ged.qld.gov.au) or you can call the Grants Management Team on 07 3035 2244.