

Queensland Kindergarten Funding  
Guide for QGrants  
**Kindergarten Program Provider**  
**NEW application**  
Sessional Kindergarten



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# KPP application – NEW Sessional Kindergarten

[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 Sessional Kindergartens with applying 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.

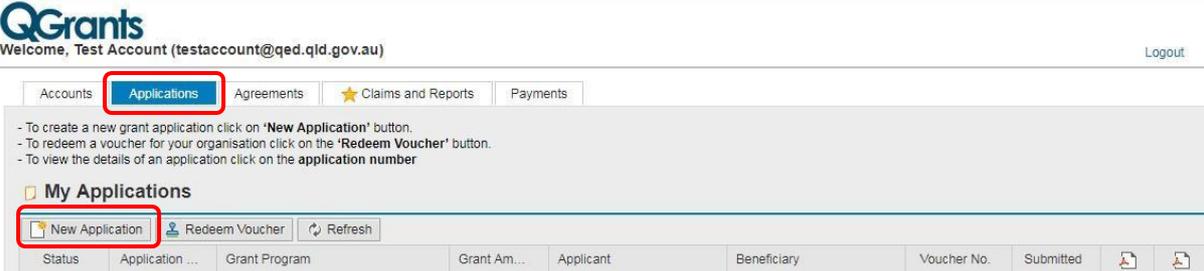
Information to help services and ECTs determine if their qualification meets National Law requirements is available on the [ACECQA website](#).

# 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**.



QGrants  
Welcome, Test Account (testaccount@qed.qld.gov.au) Logout

Accounts **Applications** Agreements ★ Claims and Reports Payments

- To create a new grant application click on 'New Application' button.
- To redeem a voucher for your organisation click on the 'Redeem Voucher' button.
- To view the details of an application click on the application number

**My Applications**

**New Application** Redeem Voucher Refresh

Status	Application ...	Grant Program	Grant Am...	Applicant	Beneficiary	Voucher No.	Submitted		
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**Step 3:** Click on the **ECEC Kindy For All Sessional Kindy** 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.

## Choose the grant program

Grant Program		Agency	Closes
<b>ECEC Kindy For All Sessional Kindy</b>		Early Childhood Education & Care	31.12.9999
ECEC Kindy For All Long Day Care		Early Childhood Education & Care	31.12.9999

# Lodging a NEW application

To lodge a 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 Service Name.

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

If you are unable to find the Applicant Name or the Contact Person, 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.

Program Name: ECEC Kindy For All Sessional Kindy Exit

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

< Back Next > Exit

### Accounts

\* Applicant: CHILD CARE SOFTWARE...  
 \* Contact Person: TEST TEST

< Back Next > Exit

### Help

#### Accounts

To assist you with the application process, the QKF Sessional Application Guide is available [here](#).

Approved Providers must read the 'Before you start the Applications' section in the guide.

If you require further assistance in completing any part of the application process please contact the Grants Support team by either:

- Email - [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@qed.qld.gov.au) or;
- Phone - 07 3035 2244.

All steps of the application process must be completed for the application to be assessed.

To start the application select the kindergarten service from the Applicant drop down menu.

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

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

**Note:** If you receive an error message, you must email [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@qed.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.

# Organisation details

Enter the information required and click **next** to continue.

Program Name: ECEC Kindy For All Sessional Kindy Exit

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### Organisation details

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**CCS Eligibility**

Is your service approved to receive Australian Child Care Subsidy (CCS) payments on behalf of eligible families? No ▾

Note: Only services not approved to receive CCS payments for their kindergarten program should continue with this application.

The Australian government provides CCS for eligible families. Long day services are approved to receive these payments on behalf of eligible families. CCS payments for children attending registered care services, including kindergarten services, must be claimed by parents directly from the Australian Government.

**Legal entity type**

What type of legal entity is your service? Corporation ▾

- if Body Corporate, enter type Church Organis... ▾
- if Corporation, enter type ▾
- if Government Entity, enter type ▾

Is your service incorporated under the Association incorporated Act 1981, managed by a non-state school or college currently accredited to operate in Queensland or another structure? Incorporated ▾

**Organisation classification**

How would you classify your organisation? Not for profit ▾

**Central Governing Body (CGB) details**

Please nominate your CGB ▾

What is your current CGB association status? ▾

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**Help**

**Organisation details**

**CCS Eligibility**

The Australian government provides CCS for eligible families. Long day services are approved to receive these payments on behalf of eligible families. CCS payments for children attending registered care services, including kindergarten services, must be claimed by parents directly from the Australian Government.

**Legal entity type**

On the attachments step of this application you must provide evidence of the structure of your legal entity e.g. trust deed, certificate of incorporation, evidence of election of the current office bearers for the association. See QKF Sessional Kindergartens application guide [here](#).

**Organisation classification**

You must indicate your organisation classification.

**Central Governing Body (CGB) details**

You must also nominate the Central Governing Body (CGB) you intend to become a member of and if you are an affiliate or branch service before you can proceed to the next step.

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

## 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 Units and 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 Name of the program and the annual out of pocket for the program (before any subsidies are applied).

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### Insurance and Program details

**Current public liability insurance details**

Insurance Start Date:

Insurance Expiry Date:

Value of insurance coverage:

**Program information**

How many units do you have?

How many approved programs will/do you run at the service?

**Program identification and Fees**

The parent out of pocket fee means the cost incurred by parents by year. The out of pocket fees are before the application of all Queensland Government subsidies, including the mandatory \$1,500 pass through.

Note, the kindergarten program must have in place a fee structure that demonstrates that cost is not a barrier to access.

Program name	Parent out of pocket fee, per year (\$)
Program 1 Koalas	2500
Program 2 Kangaroos	2500
Program 3 Dingos	2500
Program 4 Platapus	2500
Program 5 Gumnuts	2500

**Help**

**Insurance**

Please provide details of your current Public Liability Insurance for the service address of at least \$10 million.

The Public Liability Insurance MUST be valid and for the specific service address at the time the application is lodged.

**Program information and Fees**

**Number of Units**

Provide the number of kindergarten units at your service. (A unit is the physical kindergarten facility you are delivering your kindergarten program from.)

**Number of Programs**

Provide the number of programs that are being or are to be delivered from each kindergarten unit. Note: a single unit can deliver two programs depending on the number of enrolments the service has acquired.

**Program Name and Out of Pocket Fees**

The unique program names could be the advertised name of the program.

Enter the advertised out of pocket fee that can be charged to parents/carers/guardians before Child Care Subsidy (CCS) or Additional Child Care Subsidy (ACCS) and Queensland Government subsidies are applied.

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

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The initial screen is limited to 5 programs. If you have selected 6 or more, when you click next, you will be able to add the program details of the additional programs.

Click **Next** to continue.

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### Program identification and Fees

**Please enter the remaining program details**

The parent out of pocket fee means the cost incurred by parents by year. The out of pocket fees are before the application of all Queensland Government subsidies, including the mandatory \$1,500 pass through.

Note, the kindergarten program must have in place a fee structure that demonstrates that cost is not a barrier to access.

	Program name	Parent out of pocket fee, per year (\$)
Program 6	<input type="text" value="Willows"/>	<input type="text" value="2500"/>
Program 7	<input type="text"/>	<input type="text"/>
Program 8	<input type="text"/>	<input type="text"/>
Program 9	<input type="text"/>	<input type="text"/>
Program 10	<input type="text"/>	<input type="text"/>
Program 11	<input type="text"/>	<input type="text"/>
Program 12	<input type="text"/>	<input type="text"/>
Program 13	<input type="text"/>	<input type="text"/>
Program 14	<input type="text"/>	<input type="text"/>
Program 15	<input type="text"/>	<input type="text"/>
Program 16	<input type="text"/>	<input type="text"/>
Program 17	<input type="text"/>	<input type="text"/>
Program 18	<input type="text"/>	<input type="text"/>
Program 19	<input type="text"/>	<input type="text"/>
Program 20	<input type="text"/>	<input type="text"/>

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### Help

**Program Name and Out of Pocket Fees**

The unique program names could be the advertised name of the program.

Enter the advertised out of pocket fee that can be charged to parents/carers/guardians before Child Care Subsidy (CCS) or Additional Child Care Subsidy (ACCS) and Queensland Government subsidies are applied.

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

## Service Info

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

Click **Next** to continue.

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### Service information

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**Ownership**

Has the ownership of this service changed within the last 6 months? Yes ▾

- If ownership changed, what was the previous name? Test Kindy

**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**

When will the Sessional Programs commence? 01.01.2023

### Help

**Service information**

**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**

Provide the date that your service commenced, or will be commencing, delivery of your kindergarten program/s.

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

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## Service Info Cont.

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

Click **Next** to continue.

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### Service info continued

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

- 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?

- 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

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### Help

**Service info continued**

**Provider Name**

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

**Curriculum**

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.

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# Service Approvals

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

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### 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**

**Date service approval was granted**

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

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

- **Name of approved service**

**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**

- **Provider Name**

### Help

**Service Approvals**

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

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

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## 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 Sessional Kindy Exit

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### Early Childhood Teacher details

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

Teacher 1 Name	<input type="text" value="Teacher 1"/>
Teacher 2 Name	<input type="text" value="Teacher 2"/>
Teacher 3 Name	<input type="text" value="Teacher 3"/>
Teacher 4 Name	<input type="text" value="Teacher 4"/>
Teacher 5 Name	<input type="text" value="Teacher 5"/>

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### Help

#### Teacher Details

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

Services are responsible for assessing their teacher qualifications and ensuring they meet the National Law. The definition for an early childhood teacher (ECT) is a person with an approved early childhood teaching qualification.

Information to help services and ECTs determine if their qualification meets National Law requirements is available on the ACECQA website at [www.acecqa.gov.au](http://www.acecqa.gov.au)

On the attachments step of this application you will need to upload evidence of the qualifications of each ECT including qualification certificate, transcript, teacher registration and evidence of the employment start date e.g. payslip or employment contract.

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




# 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.

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### Specified Attachments

Description	File Name	Action	Delete
* Copy of current Service Approval	APP UPLOD DOC.docx	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>
* Program Structure	APP UPLOD DOC.docx	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>
* Statement of Fees	APP UPLOD DOC.docx	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>
* Teacher Commencement Date (signed Employment Contract)	APP UPLOD DOC.docx	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>
* Teacher Qualification(s)	APP UPLOD DOC.docx	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>

### Optional Attachments

Description	File Name
<a href="#">Click "upload" to attach documents</a>	

### 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
- 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.




## Declaration

On the **Declaration** screen, you must review the Department of Education Terms and Conditions and the Queensland Government Short Form Terms and Conditions by clicking on the link 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 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.

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### Declaration

[Click to read terms and conditions](#)

I have read and agree to comply with the Kindergarten Funding Essentials for Sessional Kindergartens.

### Help

#### Declaration

You must review the **Department of Education Terms and Conditions** by clicking on the link provided before proceeding. These Terms and Conditions will open in a separate window.

By clicking on the checkbox you are indicating:

- You have read both terms and conditions
- You agree to comply with the 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.

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.

Program Name: ECEC Kindy For All Sessional Kindy
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SUBMIT
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### Summary

Early Childhood Education & Care  
ECEC Kindy For All Sessional Kindy

**Accounts involved with this submission**

Applicant	CHILD CARE SOFTWARE PTY. LTD. / TOOWONG QLD 4066	QKF.GMF@test.test.au	14 Brisbane St / TOOWONG QLD 4066
Contact Person	TEST TEST / BRISBANE CITY QLD 4000	test@dete.qld.gov.au	SE 1 G 61 Mary St / BRISBANE CITY QLD 4000
Beneficiary	CHILD CARE SOFTWARE PTY. LTD. / TOOWONG QLD 4066	QKF.GMF@test.test.au	14 Brisbane St / TOOWONG QLD 4066

**Submission Details**

CCS Eligibility	
Are you Australian CCS approved?	No
Legal entity type	
The type of legal entity your service is	Corporation
Body Corporate type	Church Organisation
Corporation type	Propriety Limited company
Service incorporated	Incorporated
Organisation classification	
Organisation classification	Not for profit
Central Governing Body (CGB) details	
Your nominated CGB	The Gowrie (QLD) Inc.
CGB Association status	Branch

### Help

**Summary**

This is a summary screen of the application details.

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.

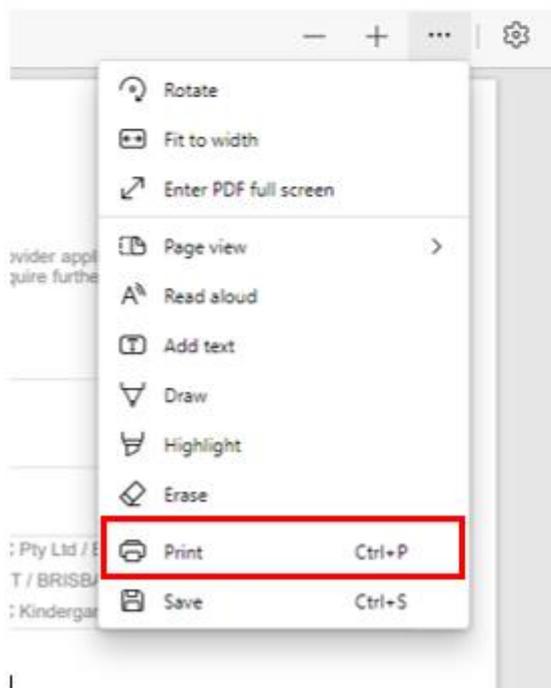
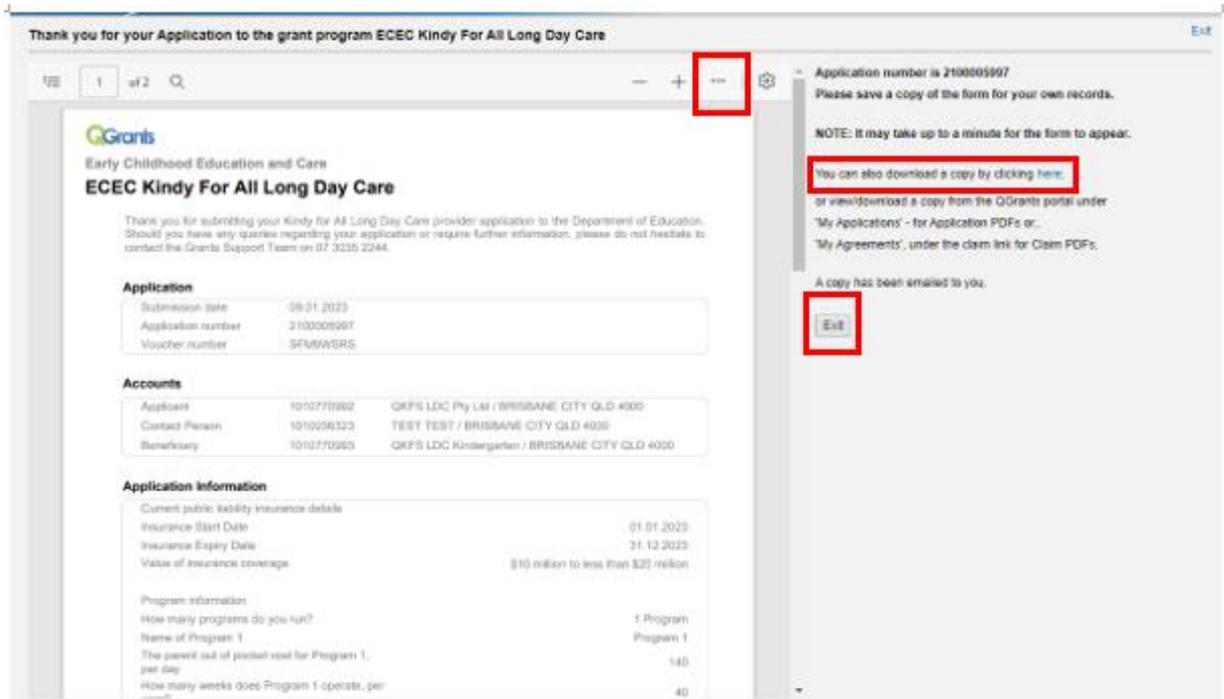
Once the application is finalised click on the **Submit** button.

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SUBMIT
Exit

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.

Status	Application ...	Grant Program	Grant Am...	Applicant	Beneficiary	Voucher No.	Submi...	view	save
In Process	2100006009	ECEC Kindy For All Sessional Kindy		CHILD CARE SOFTWARE PTY. LTD.	CHILD CARE SOFTWARE PTY. LTD.		18.01.2023	view	save

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.