

# ECEC Flexible Initiatives Trial – Round 3

## Application resources: Checklist

Review the information below to help you decide if the Flexible Initiatives Trial funding is appropriate for your service. Use the Application Checklist to ensure you are ready to complete your Round 3 application.

- Read and understand the [ECEC Flexible Initiatives Trial program guidelines](#)
- Review the '[Eligibility Criteria](#)' to ensure you meet all the criteria to be eligible for the funding under the ECEC Flexible Initiatives Trial
- Review '[What can and cannot be funded](#)' under each stream:
  - **Stream 1A** is for an operating model change (i.e. extending operating hours/days)
  - **Stream 1B** is to establish a new FDC in inner regional, outer regional, remote or very remote areas (according to [ARIA+ classification](#))
  - **Stream 2** is delivery of extended hours of care through partnering with a Public Preschool service.

Applications **must** be:

- submitted via the SmartyGrants website. You will be able to register and create your account in SmartyGrants.
- completed by the Approved Provider, or an authorised contact.

Get help:

- For assistance with the online application system, contact the Smarty Grants Support Desk by phone on (03) 9320 6888 between 9am and 5pm Monday to Friday or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au) for help.
- For questions relating to the ECEC Flexible Initiative Trial, contact Early Childhood Education Funding team on 1800 619 113 or email [ecec.funding@det.nsw.edu.au](mailto:ecec.funding@det.nsw.edu.au).

Prepare your application:

- Follow the '[Application support and information](#)'
- Prepare your descriptive responses using the [Assessment template \(PDF 199 KB\)](#), or in a separate Word document. You will be required to paste your responses into the application form in SmartyGrants.
- Gather all your evidence in a separate folder or location on your computer, so you can access it easily when uploading to the application form in SmartyGrants.
- Use the checklists to prepare and confirm you have all the required information to fill the application form in SmartyGrants.
- Checklists below are split to include:
  - the list of attachments required for your application
  - the information required from all applicants

Note that there are three additional checklists for each sub-stream.
- The word count in the application form is a guide to help you prepare your responses.

List of attachments required	
<input type="checkbox"/>	Evidence from Approved Provider nominating authorised contact
<input type="checkbox"/>	Supporting evidence of your local need (If you upload raw data as your evidence, please provide a summary of the findings and ensure no personal details about children are included)
<input type="checkbox"/>	Quotes/evidence; these are mandatory for: <ul style="list-style-type: none"> <li>• amounts exceeding \$10,000</li> <li>• any minor capital works. They must be essential for and directly related to your proposed initiative (excluding applicants seeking stream 2 funding for minor capital works on a public school site or public preschool site.)</li> </ul>
<input type="checkbox"/>	Copy of your Public Liability insurance (and of your partner service if applying for Stream 2)
<input type="checkbox"/>	If you are applying for Stream 2 blended delivery, you must include evidence of partnership from the school principal. <i>Evidence of your partnership should include:</i> <ul style="list-style-type: none"> <li>• agreement that the primary applicant can proceed to lodge an application for the proposed initiative.</li> </ul>

	<ul style="list-style-type: none"> <li>understanding that the funding agreement will be with the primary applicant, and they will receive the funding.</li> </ul> <p>Note: Approved providers seeking to establish a new service on a public school site must follow the established processes required by NSW Department of Education's relevant licensing and tender processes where this is required.</p>
<b>Eligibility</b>	
<input type="checkbox"/>	<p>Ensure that you meet <b>all</b> the <a href="#">eligibility criteria</a> of the guidelines.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>You must select all eligibility statements in the application form.</li> </ul>
<b>Applicant Details</b>	
<input type="checkbox"/>	<p>Contact details of Approved Provider, or authorised contact</p> <p>Note: If you are an authorised contact, you will be required to provide evidence from the approved provider of this authority (attachment required)</p>
<input type="checkbox"/>	Approved Provider details (provider ID, provider name, provider address and provider ABN)
<input type="checkbox"/>	Service details (Service Approval number, service name and service address)
<input type="checkbox"/>	<p>Select your stream</p> <p><b>Stream 1A</b> – expansion of an existing community preschool, local government preschool, Aboriginal Community Controlled Organisation (ACCO) operated preschools, Aboriginal Community Controlled Organisation (ACCO) long day care, and not-for-profit preschools to provide extended-hours care (excluding Public Preschools).</p> <p><b>Stream 1B</b> – establishment of new Family Day Care services in inner regional, outer regional, remote or very remote areas (according to ARIA+ classification), facilitated by a qualified educator under an existing approved provider.</p> <p><b>Stream 2</b> – establishment or expansion of delivery of extended hours (Out of School Hours provision) of care to children attending a public preschool on a public school site.</p>

	Note: please use the additional checklists in this document for each sub-stream
<b>Details of your proposed initiative</b>	
<input type="checkbox"/>	<p>Details of your proposed initiative:</p> <ul style="list-style-type: none"> <li>• A concise statement of your proposed initiative (50 word maximum).</li> <li>• How do you plan to deliver this initiative? (200 word maximum).</li> <li>• How is your proposed initiative different from your current or existing way of delivering ECEC? (200 word maximum).</li> </ul>
<b>Assessment Criteria</b>	
<input type="checkbox"/>	<p>Select the <a href="#">key objectives</a> of the ECEC Flexible Initiative Trial that align with your proposed initiative.</p> <p>For each chosen objective, you will be required to provide information on how your proposal is aligned (200 word maximum for each).</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• You must select at least one objective.</li> <li>• Proposed initiatives that are aligned with more objectives will get a higher assessment score.</li> </ul>
<input type="checkbox"/>	<p>Provide evidence of the local need for a more flexible ECEC and how you have identified this need (300 word maximum)</p> <p>Note: Upload supporting evidence of your local need (ensuring that no personal details about children or families is included) (attachment required)</p>
<input type="checkbox"/>	How will the needs, wellbeing and safety of all children and the quality of care, be maintained during the delivery of your proposed initiative? (300 word maximum)
<input type="checkbox"/>	How will the wellbeing of staff be maintained during the delivery of your proposed initiative? (300 word maximum)
<input type="checkbox"/>	How will you ensure your proposed initiative will be accessible and inclusive of all children and families in your local community? (300 word maximum)

<input type="checkbox"/>	How will your service evaluate or determine the success of your proposed initiative? (300 word maximum)
<input type="checkbox"/>	How do you intend to sustain your proposed initiative beyond the funded period? (300 word maximum)
<input type="checkbox"/>	Should your initiative be unsustainable, please outline your exit strategy including the impact it may have on children and families participating in your proposed initiative. (300 word maximum)
<input type="checkbox"/>	Stream 2 only - How will you ensure the safe transportation of children from the public preschool to your service?
<b>Budget</b>	
<input type="checkbox"/>	<p>Budget for your proposed initiative, that is itemised, excluding GST</p> <p>The budget should include:</p> <ul style="list-style-type: none"> <li>justification of each line item is mandatory. Provide a simple explanation on why the item is required for your initiative (100 word maximum per item)</li> <li>quotes/evidence (attachment required). These are mandatory for: <ul style="list-style-type: none"> <li>amounts exceeding \$10,000</li> <li>any minor capital works. They must be essential for and directly related to your proposed initiative (excluding applicants seeking stream 2 funding for minor capital works on a public school site or public preschool site).</li> </ul> </li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>You must fill the budget information directly in the application form. Budget Total is automatically calculated in the application form.</li> <li>You may use the <a href="#">Budget template (PDF 135 KB)</a> to prepare your budget.</li> <li>Stream 2 – all minor capital works on public school or preschool sites must be managed and delivered by the department’s Asset Management Unit (AMU). Funding for these works will be paid directly to AMU. You are not required to provide quotes for the minor capital works components of your initiative. Instead, please list or outline the capital works elements needed to support your initiative, along with an estimated cost for each.</li> </ul>

<input type="checkbox"/>	<p>Provide any other information related to your budget, including how it represents value for money (300 word maximum).</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Consider providing information on any expenses or resources that you may be contributing.</li> <li>The assessment panel will be considering the value for money of your proposed initiative. Allowances will be made for the greater costs incurred by services located in rural and remote areas.</li> </ul>
<input type="checkbox"/>	<p>Proposed start date for your proposed initiative. The start date will need to be after 1 December 2025 (see <a href="#">Key dates</a>).</p>
<input type="checkbox"/>	<p>Projected timelines and milestone dates for your proposed initiative. Outline your proposed timeline and projected milestones to provide an understanding of when your project will be implemented.</p> <p>Note: A milestone is a key event in your proposed initiative that must be met before you can receive the planned payment and move to the following stage.</p>
<input type="checkbox"/>	<p>Upload a copy of your Public Liability insurance, and for your partner service if applying for Stream 2 (attachment required).</p>
<b>Final Declaration</b>	
<input type="checkbox"/>	<p>Declare any actual, perceived or potential conflicts of interest you, or your service staff, have in relation to your proposed initiative (100 word maximum).</p> <p>Note: you will be required to notify the NSW Department of Education of any conflicts of interest arising in the future.</p>
<input type="checkbox"/>	<p>Provide consent to the assessment panel to verify whether there have been any previous denials of education and care funding from the NSW Department for Education in relation to the proposed initiative, or a similar or related initiative. This is optional.</p>
<input type="checkbox"/>	<p>Agree with the following final declaration statements:</p> <ul style="list-style-type: none"> <li>I confirm that to the best of my knowledge the provided information is true and accurate.</li> </ul>

- I confirm that I have read and understood the ECEC Flexible Initiatives Trial Round 3 Program Guidelines and will adhere to the guidelines.
- I confirm that I am authorised to submit the application form on behalf of the service's Approved Provider.
- I confirm the Approved Provider will keep evidence of expenditure as part of the acquittal and audit process.
- I confirm that to the best of my knowledge there are no other issues, including but not limited to financial circumstances, litigation, investigation, or regulatory proceedings that would impact my application or ability to fulfil the activities proposed in my application, or will cause damage to the reputation of the Board and the ECEC Flexible Initiatives Trial. I confirm that if any such issues arise between now and the completion of my Funding Agreement, I will notify the NSW Department of Education as soon as practicable.
- I understand that submitting an application does not guarantee funding.
- I understand that if my application is successful, I will be required to participate in evaluation which may include surveys and/or case studies during and after the trial's completion.
- I understand that, should my application be unsuccessful, I will not be reimbursed for any costs incurred.
- I understand that the NSW Department of Education and/or the Board may make necessary inquiries with any organisation or individual to verify any information provided in this application to establish my identity and my eligibility for funding under ECEC Flexible Initiatives Trial.
- I understand that the NSW Department of Education and/or the Board may be required to make any inquiries and to receive and disclose any information which is relevant to the applicant's eligibility for funding under this initiative.
- I understand that failure to supply information required for this application may delay the processing and/or make me ineligible.
- I understand that during the application process the NSW Department of Education and/or the Board may seek additional information.
- I understand that the NSW Department of Education and/or the Board may gather information on regulatory performance and compliance history.
- I understand that submitting this ECEC Flexible Initiatives Trial application does not guarantee any approvals from the regulatory authority and/or the local council.
- I consent to the NSW Department of Education and the Board sharing information and data about my application and flexible initiative for the purposes of application assessment, ongoing monitoring and program evaluation.

Additional checklist for Stream 1A applicants	
<input type="checkbox"/>	<p>Details of regulatory and/or council and strata approvals if you hold approvals to deliver this initiative,</p> <p>or</p> <p>Details of regulatory and/or council approvals that you will need to obtain: (100 word maximum). If you have previously been denied regulatory and/or council related to delivering this initiative, please provide details including when and why?</p> <p>Note: submitting an application does not guarantee that the regulatory authority, council or strata will approve any changes.</p>
<input type="checkbox"/>	<p>Baseline data for your service (including operating hours, enrolment numbers, session times, and fees charged).</p> <p>Note: you will be asked if you intend to change any baseline data.</p>
<input type="checkbox"/>	<p>If you intend to increase staffing, outline the increased staffing needed for your proposed initiative and how this will be achieved (200 word maximum).</p> <p>Note:</p> <ul style="list-style-type: none"> <li>You will need to outline if the increase in staff FTE (full time equivalent) is: <ul style="list-style-type: none"> <li>increasing hours for current FTE and/or</li> <li>recruiting new FTE, including your recruitment plan</li> </ul> </li> </ul>
Additional checklist for Stream 1B applicants	
<input type="checkbox"/>	<p>If applying for Stream 1B - establishing a new family day care (FDC) service:</p> <ul style="list-style-type: none"> <li>intended service must be located in inner regional, outer regional, remote or very remote areas, (according to <a href="#">ARIA+ classification</a>)</li> <li>approved provider must operate at least one service in NSW which has been assessed and rated with at least Meeting the National Quality Standard.</li> <li>applications from a FDC educator must include evidence of consent and support from their approved provider. The funding agreement will be with the approved provider.</li> </ul>
<input type="checkbox"/>	<p>If applying for Stream 1B - establishing a new family day care (FDC) service, the applicant must certify:</p>



	<ul style="list-style-type: none"> <li>• they have not previously sought and been denied regulatory, and/or council approval at the nominated service location.</li> <li>• they have not previously delivered a family day care service at the intended service location.</li> </ul>
<input type="checkbox"/>	If there have been any previous denials, by the ECEC Regulatory Authority for a family day care to operate at the intended address, information including when and why, (100 words maximum)
<input type="checkbox"/>	If there have been any previous denials, by the local council for a family day care to operate at the intended address, information including when and why, (100 word maximum)
<input type="checkbox"/>	<p>Baseline data for your intended service:</p> <ul style="list-style-type: none"> <li>• number of places for 0-6 year old children (provide the maximum number of 0-6 year old children that could attend your service each day)</li> <li>• number of intended operating hours, intended sessions, intended maximum number of enrolments and intended fees.</li> </ul>
<input type="checkbox"/>	<p>Select if you have a qualified family day care educator, holding an approved certificate III level (or higher) qualification, willing to establish a new family day care service at the intended location,</p> <p>or</p> <p>Outline how you will organise to have a qualified educator to establish the new family day care at the intended location (200 word maximum).</p>
<b>Additional checklist for Stream 2 applicants</b>	
<input type="checkbox"/>	<p>If you are applying for Stream 2 blended service delivery, you must include evidence of partnership from the school principal (attachment required).</p> <p>Evidence of your partnership should include:</p> <ul style="list-style-type: none"> <li>• agreement that the primary applicant can proceed to lodge an application for the proposed initiative</li> <li>• understanding that the funding agreement will be with the primary applicant, and they will receive the funding.</li> </ul> <p>Note:</p>

	<ul style="list-style-type: none"> <li>The primary applicant is the service who will be signing in or out, and assuming responsibility for the education and care of the children outside of the children's core ECEC location and hours</li> <li>Your partner service provides early childhood education and care during core hours.</li> <li>Example: An OOSH service is seeking funding so that they can collect children from an onsite public preschool at their close of business and continue to care for the children until later in the evening. In this instance, the OOSH service would be the primary applicant, and the public preschool would be the partner service.</li> </ul>
<input type="checkbox"/>	<p>Details of regulatory and/or council and strata approvals if you hold approvals to deliver this initiative,</p> <p>or</p> <p>Outline what approvals will you require to obtain, before commencing the proposed initiative (200 word maximum). If approvals have previously been denied provide the reasons for the denial/s, including when and why.</p> <p>Note: submitting an application does not guarantee that the regulatory authority, council or strata will approve any changes.</p>
<input type="checkbox"/>	<p>Baseline data for your service for the intended changes:</p> <ul style="list-style-type: none"> <li>intended operating hours of both services</li> <li>intended sessions at your service</li> <li>intended enrolments that are expected to participate in the proposed initiative</li> <li>intended fees at your service for the proposed initiative.</li> </ul>
<input type="checkbox"/>	<p>If you intend to increase staffing at your service, outline the increased staffing needed, at your service, for your proposed initiative and how this will be achieved (200 word maximum)</p> <p>You will need to outline if the increase in staff FTE (Full time equivalent) is:</p> <ul style="list-style-type: none"> <li>increasing hours for current FTE and/or</li> <li>recruiting new FTE, including your recruitment plan.</li> </ul>