ECEC Flexible Initiatives Trial – Round 3

Application resources: Staffing Cost Estimate Tool

This template is designed to help you calculate and organise the wage costs associated with your proposed initiative. Use this resource to estimate staffing expenses before entering the information into the budget section of your grant application. Completing this template first can support a clearer, more accurate budget submission.

- Read and understand the ECEC Flexible Initiatives Trial Round 3 program guidelines.
- Review 'What can and cannot be funded' under each stream.
- Brainstorm all the possible staffing costs associated with your proposed initiative. It might be helpful to think of the different phases of implementing your proposed initiative. Examples include:
  o Staffing costs for activities directly related to the proposed initiative (educator and/or administrative and program-related; new or existing staff).
  o Backfilling for staff learning and development costs directly related to the proposed initiative (for example, to train staff in the use of digital software to manage enrolments or rostering).
  o Backfill for evaluation activities.

- Complete the table below to estimate wage costs for your initiative. This will help you calculate your wage budget before transferring the information to the application form.

Note:

  o You will be required to upload evidence and/or quotes to support your application. An example of this could be evidence of Diploma award wages
  o Consider other *on-costs* like superannuation, leave loading, and payroll tax when calculating your wage budget. This helps ensure your total staffing cost is accurate.
  o Consider any changes to the relevant modern awards that may result in wage increases during the initiative's implementation period.
  o You will be required to paste your budget information from this template to your application form in SmartyGrants.
  o Use the +/- at the end of the table, in the application form, to add/delete rows

- o Total Expenditure Amount (excluding GST) is automatically calculated in the application form.

Educator Name (optional)	Qualification Level required	Justification	A Hourly rate $	B No of hours required per week x total weeks required = Total Hours	A x B Hourly rate x Total Hours =Total Cost
E.g. New	Diploma in children's services Level 3.4	Diploma qualified educators will need to work additional 3 hours per day to deliver the proposed initiative	$30.59	15 x 40 = 600hrs	$18,354
			$		$
			$		$
			$		$
			$		$
			$		$
			$		$
			$		$
			$		$