

Flexible Initiatives Trial – round 2

Application checklist

1. Review the information to decide if the Flexible Initiatives Trial funding is appropriate for your service:

- 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, noting:
 - Stream 1A is for operating model changes
 - Stream 1B is to establish new FDCs in outer regional, remote or very remote areas, (according to [ARIA+ classification](#))
 - Stream 2 is for the delivery of an innovative ECEC program by partnering with another ECEC service.

2. 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.

3. Get help:

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

4. Prepare your application:

- Follow the [Steps to apply](#)
- Read through the checklist below to learn more about the questions you will need to answer in the application form.
- Prepare your responses in a Word document so you can easily edit before copy pasting into the application form in SmartyGrants.
- The word count in the application form is a guide to help you prepare your responses
- Checklists below are split to include:
 - list of attachments required for your application
 - the information required from all applicants
 - 3 additional checklists for each stream.
- Use the checklists to prepare and confirm you have all the required information to fill 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.
- The application form includes 3 types of questions requiring:
 - descriptive responses with a maximum word count
 - data responses (**indicated with #**)
 - uploaded attachments (**indicated with ^**)

List of attachments required

Evidence from approved provider nominating authorised contact

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)

Quotes/evidence, these are mandatory for:

- amounts exceeding \$10,000
- any minor capital works (remember these must be essential for and directly related to your proposed initiative)

Copy of your Public Liability insurance (and your partner service if applying for Stream 2)

If you are applying for Stream 2 blended delivery, you must include evidence of partnership from the approved provider of your partner service.

Evidence of your partnership should include:

- Outline of roles and responsibilities between your service and the partner service
- Agreement that the primary applicant can proceed to lodge an application for the proposed initiative
- Understanding that the funding agreement will be with the primary applicant, and they will receive the funding

Eligibility

Ensure that you meet all the eligibility criteria of the [guidelines](#)

Note:

- **You must select all eligibility statements in the application form**
- **If your service has an NQS rating of 'working towards' or 'not yet assessed', you will be required to provide more information (100 words maximum)**

Applicant details

Contact details of approved provider, or authorised contact

Note: (Λ) If you are an authorised contact, you will be required to provide evidence from the approved provider of this authority

Approved provider details (provider ID, provider name, provider address and provider ABN)

Service details (service approval number, service name and service address)

Select your stream:

- Stream 1A – flexible service delivery
- Stream 1B – establishment of a new family day care, in outer regional, remote and very remote areas
- Stream 2 – innovative operating models between 2 services

Note: Please use the additional checklists in this document for each stream

Details of your proposal

Details of your proposed initiative:

- A concise statement of your proposed initiative (50 words maximum)
- How do you plan to deliver this initiative? (200 words maximum)
- How is your proposed initiative different from your current or existing way of delivering ECEC? (200 words maximum)

Assessment criteria

Respond to the [key objectives](#) of the ECEC Flexible Initiative Trial that align with your proposed initiative

For each chosen objective, you will be required to provide information on how your proposal is aligned (100 words maximum for each)

Note:

- **You must select at least one objective**
- **Proposed initiatives that are aligned with more objectives will get a higher assessment score**

Provide evidence of the local need for a more flexible ECEC; and how you have identified this need (300 words maximum)

Note: (A) Upload supporting evidence of your local need (ensuring that no personal details about children or families is included)

How will the needs of children and quality of care be maintained during the delivery of your proposed initiative? (300 words maximum)

How will staff wellbeing be maintained during the delivery of your proposed initiative? (300 words maximum)

How will your proposed initiative be accessible and inclusive of all children and families in your local community? (300 words maximum)

How will your service evaluate or determine the success of your proposed initiative? (300 words maximum)

How do you intend to sustain your proposed initiative beyond the funded period? (300 words maximum)

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 words maximum)

Outline how your intended fees for the proposed initiative represents value for money for families (200 words maximum)

Budget

(#) Budget for your proposed initiative, that is itemised, excluding GST

Include:

- Justification of each line item is mandatory. Provide a simple explanation on why the item is required for your initiative (100 words maximum per item)
- (A) Upload quotes/evidence, these are mandatory for:
 - amounts exceeding \$10,000
 - any minor capital works (remember these must be essential for and directly related to your proposed initiative)

Note:

- **You must fill the budget information directly in the application form**
- **Budget total is automatically calculated in the application form**

Provide any other information related to your budget, including how it represents value for money (300 words maximum)

Note:

- **Consider providing information on any expenses or resources that you may be contributing**
- **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**

(#) Proposed start date for your proposed initiative

Start date will need to be after 1 January 2025 (see [Key dates](#))

(#) Projected timelines and milestones for your proposed initiative

Outline your proposed timeline and projected milestones to provide an understanding of when your project will be implemented

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

(A) Upload a copy of your Public Liability insurance (and your partner service if applying for Stream 2)

Final declaration

Declare any actual, perceived or potential conflicts of interest you, or your service staff, have in relation to your proposed initiative (100 words maximum)

Note: You will be required to notify the NSW Department of Education if any conflicts of interest arise in the future

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**

Agree with the following final declaration statements:

- I confirm that to the best of my knowledge the provided information is true and accurate.
- I confirm that I have read and understood the ECEC Flexible Initiatives Trial Round 2 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

Details of regulatory and/or council and strata approvals:

- If you hold approvals to deliver this initiative or
- Outline what approvals will you require to obtain, before commencing the proposed initiative (200 words maximum)
 - If approvals have previously been denied provide the reasons for the denial/s, including when and why

Note: Submitting an application does not guarantee that the regulatory authority, council or strata will approve any changes

(#) Baseline data for your service (including licensed places, operating hours, enrolment numbers, session times, and fees charged)

Note: You will be asked if you intend to change any baseline data

If you intend to increase staffing, outline the increased staffing needed for your proposed initiative and how this will be achieved (200 words maximum)

Note: You will need to outline if the increase in staff FTE (full time equivalent) is:

- increasing hours for current FTE and/or
 - recruiting new FTE, including your recruitment plan
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Additional checklist for Stream 1B applicants

If applying for Stream 1B –establishing a new family day care (FDC) service:

- Intended service must be located in outer regional, remote or very remote areas, (according to [ARIA+ classification](#))
- Approved provider must operate at least one service in NSW, which has been assessed and rated with at least Meeting the National Quality Standard
- 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

If applying for Stream 1B –establishing a new FDC service, the applicant must certify:

- They have not previously sought and been denied regulatory, and/or council approval at the nominated service location
- They have not previously delivered a FDC service at the intended service location

If there have been any previous denials, by the ECEC Regulatory Authority for a FDC to operate at the intended address, information including when and why (100 words maximum)

If there have been any previous denials, by the local council for a FDC to operate at the intended address, information including when and why (100 word maximum)

(#) Baseline data for your intended service:

- Places for 0-6 year old children (provide the maximum number of 0-6 year old children that could attend your service each day)
- Intended operating hours, intended sessions, intended maximum number of enrolments and intended fees

Confirm you have a qualified FDC educator, holding an approved Certificate III level (or higher) qualification, willing to establish a new FDC at the intended location

or

Outline how you will organise to have a qualified educator to establish the new FDC at the intended location (200 word maximum)

Additional checklist for Stream 2 applicants

(^) If you are applying for Stream 2 blended delivery, you must include evidence of partnership from the approved provider of your partner service

Evidence of your partnership should include:

- Outline of roles and responsibilities between your service and the partner service
- Agreement that the primary applicant can proceed to lodge an application for the proposed initiative
- Understanding that the funding agreement will be with the primary applicant, and they will receive the funding

Note:

- **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**
- **Your partner service provides early childhood education and care during core hours**

Details of regulatory and/or council and strata approvals:

- If you hold approvals to deliver this initiative
- or
- 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

Note: Submitting an application does not guarantee that the regulatory authority, council or strata will approve any changes

(#) Baseline data for your service for the intended changes:

- Intended operating hours of both services
- Intended sessions at your service
- Intended enrolments that are expected to participate in the proposed initiative
- Intended fees at your service for the proposed initiative

(#) If you intend to change the licensed places at your service to deliver the proposed initiative, you will be required to note the intended licensed places at your service

If you intend to increase staffing at your service or at the partner service:

- Outline the increased staffing needed, at your service, for your proposed initiative and how this will be achieved (200 word maximum)

and/or

- Outline the increased staffing needed, at the partner service, for your proposed initiative and how this will be achieved (200 word maximum)

Note: You will need to outline if the increase in staff FTE (Full time equivalent) is:

- **increasing hours for current FTE and/or**
 - **recruiting new FTE, including your recruitment plan**
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