



Webinar Summary Sheet – Application support for the Start Strong Capital Works Grants Program

Scoping, planning & submitting a quality application

Planning a project and funding proposal begins with the Approved Provider developing strategic goals in alignment with the service philosophy and mission statement in response to the needs of the community.

- To develop and successfully complete a capital works project requires commitment and capability
- Before starting preparation of a funding application, check that you meet the eligibility criteria
- The development of a quality application requires careful consideration and preparation to ensure alignment with the 6 assessment criteria
 - Demonstrating need and demand
 - Create and nurture a culturally safe and responsive educational setting for Aboriginal and Torres Strait Islander children their families and staff
 - Provide or improve the provision of a safe and appropriate educational setting for children with a disability, children with additional needs and children from low-income families
 - Readiness to proceed with the project and capability to deliver the capital works project with acceptable or tolerable risks
 - Overall quality and completeness of the application
 - Value for money

Some key areas to address:

- Ensure your licensed building professional has correctly calculated the unencumbered space and number of licensed places that will be increased [major and minor] or maintained [crisis funds]
- Ensure your budget has included all sources of income and all expenses and includes contingency
- Ensure quotes have been secured within the past 4 months for all elements of the project
- Accurate, realistic, and detailed project timeline, also known as the project plan, must be prepared
- A project risk assessment must be undertaken and documented and provided with your application
- Ensure you are only requesting funds for elements of the project that are directly required
- for licensing purposes for the preschool places and not the “nice to haves”
- Where possible, secure funds from sources in addition to that requested from the Capital Works Grants Program
- Ensure the planning for your project is fully developed and your documents are an accurate reflection of what you want to achieve
- Follow the checklist provided by the department
- [Frequently Asked Questions](#), [fund guidelines](#), [fund application guidelines](#), [glossary](#), and [useful links](#) are all available on the departments website

Please [watch the webinar](#) for further detail and information.



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