

## **Application Support**

### **Terms of Use**

#### **1. Background**

The Start Strong Capital Works Grants Program (Program) improves access to preschool by creating additional preschool places in areas of need and demand across the state.

The Program is one of many funded programs that the Department is implementing to ensure that all children in NSW can participate in 600 hours of quality preschool education in the year before school, no matter where they live or what their circumstances are.

Under the Program, eligible not-for-profit organisations can apply for grant funding across several funds, including the Major Capital Fund, Crisis Fund, Minor Capital Fund and Mobile Fund. Grants can be used to build, renovate or extend their facilities to deliver preschool education, respond to a crisis situation, or to purchase a vehicle for a mobile preschool.

Further program details are available on the [Department's website](#).

Targeted applicants intending to apply to the Major Capital Fund or the Crisis Fund and deemed eligible to access this service will be able to benefit from one-on-one application support delivered by an independent supplier to scope and prepare an application, subject to these Terms of Use.

#### **2. Objective**

The Department has engaged Community Connections Solutions Australia (CCSA) to provide one-on-one application support to eligible Targeted Applicants in accordance with these Terms of Use and the [Application Support Guidelines](#). CCSA will provide services directly and through their subcontractors, ThomsonAdsett and QS1.

The engagement is intended to assist applicants to scope and plan capital works proposals and broker documentation required to put forward a high-quality submission with reliable project estimates, including the project budget, timelines for delivery and the forecast of preschool places to be created and/or maintained as a direct result of the capital works.

#### **3. Eligibility and Targeted Groups**

In order to access the one-on-one support, applicants must:

- Meet all the eligibility requirements and fund objectives for the [Major Capital Fund](#) or [Crisis Fund](#) as per the Program Guidelines; and
- Be in one or more of the targeted groups as per the Application Support Guidelines.

As per the Application Support Guidelines, applicants are considered to be within the Targeted Groups if they belong to one or more of these categories:

### Terms of Use

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- (a) Applicants in crisis circumstances as outlined on the Program Guidelines for the Crisis Fund; OR
- (b) Applicants intending to undertake capital works to extend, renovate or build a community preschool in an area with a shortfall of community preschool places as identified in the Application Support Guidelines; OR
- (c) Aboriginal Community Controlled Organisation intending to apply to the Major Capital Fund or Crisis Fund to undertake a capital works project aligned with the objectives of their Fund of choice.

#### 4. Description and scope of work

- 4.1 Use of the Application Support by eligible applicants is strongly encouraged but it is not compulsory.
  - 4.2 CCSA will be engaged by the applicant but funded by the Department for a maximum of **20** hours per eligible applicant.
  - 4.3 The scope of work to be funded by the Department is described in paragraph 4.5 **Error! Reference source not found.** below and relates to specific grant assessment criteria and requirements.
  - 4.4 Applicants may decide to engage CCSA directly for more than the maximum number of hours described in paragraph 4.2 or outside the scope of work described in paragraph **Error! Reference source not found. at the applicant's cost.**
  - 4.5 Under the one-on-one support, CCSA will provide tailored, hands-on assistance to applicants to scope and plan capital works projects with reasonable project estimates and broker required documentation to put forward a strong submission that is aligned to the Program Guidelines of the relevant fund. The scope of works includes assisting applicants to:
    - (a) Get comprehensive, comparable building quotes from local building companies and create a realistic project budget that considers all income streams, projected expenditure and contingency funding;
    - (b) Scope a building design that is within budget and compliant with all regulations applicable to Early Childhood Education Centres and to obtain Development Approval, among others;
    - (c) Obtain professional building plans and calculations prepared by a licensed building practitioner that clearly detail unencumbered space measurements.
    - (d) Interpret the unencumbered space measurements and Early Childhood regulation ratios to accurately forecast the number of licensed preschool places to be delivered through the project;
    - (e) Create a project plan with realistic project timeframes;
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- (f) Provide counsel or referrals to resolve any outstanding issues that are impeding application submission such as legal matters, land arrangements, DA or Council applications; and
- (g) Consider any project risks and mitigations.

4.6 The Application Support scope of work **does not include** any work other than the work described in paragraph **Error! Reference source not found.4.5** and will not be funded by the Department.

**5. Deliverables**

5.1 If using the Application Support, the applicant will receive from CCSA a written report outlining the work undertaken, including referencing which elements from 4.5. were addressed during the engagement, copies of any documentation produced or obtained from third parties, and an attestation as to the reasonableness of the project estimates resulting from the engagement, including the:

- (a) Forecast number of licensed preschool places to be created as a direct result of the project and in line with relevant unencumbered space and planning regulations.
- (b) Project budget and costings (including whether the budget is comprehensive, well-structured and costings provided reasonable).
- (c) Project plan/timeline.

5.2 The report should be attached to the Application as supporting evidence prior to application submission.

**6. Nature of the engagement**

6.1 CCSA will be engaged by the applicant even though some of the services (if not all) they provide will be funded by the Department.

6.2 The applicant must ensure that they have a clear understanding of the information they need to provide to CCSA and the timeline for providing that information.

6.3 The applicant acknowledges that CCSA is not providing services to the Department under this engagement.

6.4 The Department will not be liable to the applicant for any loss or damage suffered or incurred by the applicant's use of the Application Support services.

**7. Invoicing**

7.1 CCSA will invoice the Department for work that is funded by the Department, being up to the maximum hours set out in paragraph 4.2 above.

- 7.2 The Department will only fund work by CCSA.
- 7.3 The applicant acknowledges that they will be responsible to pay for any work that is either not prescribed support (as described in paragraphs 4.5 and 4.6 above) or is prescribed support that exceeds the maximum hours set out in 4.2 above, at a rate that is directly negotiated between the applicant and CCSA.
- 8. Funding for eligible expenses incurred under the engagement**
- 8.1 Eligible applicants for the one-on-one application support may be able to access funding capped at the Department's discretion to assist with some of the costs incurred in the preparation of the application and as part of the one-on-one support process.
- 8.2 Eligible expenses will be related to components that are instrumental for the purposes of preparing a capital works application and will be tailored to each applicant's needs.
- 8.3 Eligible costs can include:
- (a) Funding for professional plans and unencumbered space calculations prepared by a licensed building practitioner.
  - (b) Legal advice in so far as it is required or relevant for the purposes of the capital works application.
  - (c) Other relevant expenses required to prepare a comprehensive capital works application as determined by the supplier and the applicant.
- 8.4 CCSA will determine in consultation with the Department which expenses will be relevant for the purposes of preparing a capital works application, taking into consideration the funding cap advised by the Department and each applicant's circumstances.
- 8.5 CCSA will be responsible for engaging expert advice and services on behalf of the applicant as it relates to these expenses and for confirming the professionals engaged hold adequate credentials or accreditation with their relevant body, where appropriate.
- 8.6 CCSA will manage the acquittal of the above expenses on behalf of the applicant and will receive reimbursements for the capped amounts relating to the eligible expenses from the Department upon presenting invoices and other evidence.
- 9. Risk and release**
- 9.1 The applicant uses the Application Support at the applicant's own risk.

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- 9.2 The applicant releases the Department from all claims, actions and liabilities in connection with any costs, debt, loss or damage caused or contributed to by the applicant's use of the Application Support.
10. **Access to the Application Support**
- 10.1 Instructions to access the one-on-one support are outlined on the [Application Support Guidelines](#).
- 10.2 Part of the process to access the Application Support is completing an [Expression of Interest](#) (EOI) for the Department to determine the applicant's eligibility to access the support in the first place. **By submitting an EOI you agree to these Terms of Use.**
- 10.3 Once the Department has received your EOI and determined your eligibility to access the service, your details will be sent to CCSA who will contact applicants directly with further information and next steps.