

Vacation Care Grant Program Guidelines

Fund overview

The NSW Government has committed \$2 million to support approved providers who will be running vacation care programs to NSW school students in 2022. A particular priority for this grant program is to support projects that target improving access for vulnerable cohorts.

Vacation Care Grant objectives

The objectives of the Vacation Care Grant Program are to:

- Support new and innovative projects that will contribute to the sustainability of an approved Vacation Care service
- Prioritise those projects that will contribute to a sustainable improved access to vacation care for vulnerable cohorts as per the Commonwealth Government's [Priority of Access Guidelines](#)
- Ensure access for NSW primary school students to approved Vacation Care

Vacation Care Grant Program description

The Vacation Care Grant Program is designed to encourage and support the development of new and innovative projects that will contribute to the sustainability of an approved Vacation Care service, with priority given to those projects that target access for children from vulnerable cohorts. These include children:

- at risk of serious abuse or neglect
- in Aboriginal and Torres Strait Islander families
- in families which include a disabled person
- in families which include an individual whose adjusted taxable income does not exceed the lower income threshold
- in families from a non-English speaking background
- in socially isolated families
- in single parent families

The total funding pool available through the Vacation Care Grant Program is \$2,009,000 (including GST). Applicants may seek up to \$30,000 (including GST) to support project expenses, pending eligibility as detailed in these guidelines. This is a competitive grant program, which will be run across a single round in 2021 for projects that take place during 2022.

Applications for the Vacation Care Grant Program will open on 15 November 2021.

Applications can be submitted through the [BASC Grants website](#). Applicants will then be directed to the SmartyGrants online grants management system to start their application. They will need to register online if they have not used SmartyGrants before, and registration is free and easy.

Key dates

	Open	Close
Round 1	15 November 2021	17 December 2021

The above schedule will depend upon sufficient funds being available and may be amended at any time.

Grant amounts

Applicants can seek up to \$30,000 per application (including GST).

Eligible applicants

- Applicants must be an approved Out of School Hours Care (OSHC) provider.
- The application must benefit one (1) approved Vacation Care service operating in NSW, and one application is required per service location.
- Providers may submit multiple applications that benefit other services they manage; however, applications that are clearly duplicates will not be considered.
- Applicants must commit to being available to provide vacation care services for at least part of every end of term school holiday in 2022.
- Applications must be submitted by an authorised officer: a person legally able to enter into agreements on behalf of the approved service provider.

Assessment criteria

The Vacation Care Grant Program will support new projects, initiatives and programs that are designed to increase the sustainability of an approved Vacation Care service. This sustainability may be achieved through such things as increased utilisation and enrolments, more accessible and attractive programming, administrative efficiencies, staff training, marketing and more.

Applications will be assessed against the following assessment criteria:

- Evidence that supports a reasonable expectation that the project will deliver the objectives of the Vacation Care Grant Program
- Degree to which the need for this proposal is clearly explained and how it will increase the sustainability and reach of the benefiting service
- Demonstrated quality of the project including demonstrated considerations such as project planning, risk assessment and evaluation
- Demonstrated capacity and commitment to deliver the project
- Evidence of realistic, measurable and achievable program goals and outcomes
- Extent to which the budget exhibits the quality, cost-effectiveness and realism required to achieve desired outcomes with clear costing for all aspects of the project
- Extent to which the funding is linked to a discrete and defined activity or project and exhibits sound project management
- Extent to which the project contributes to a sustainable improved access to vacation care for vulnerable cohorts

At its discretion, the NSW Department of Education (the Department) may prioritise applications against some or all of the following criteria:

- Whether the service is operating in a geographical area of low socio-economic advantage, as categorised by the SEIFA Index of Relative Socio-Economic Advantage and Disadvantage.
- The result of any service risk assessment undertaken by the NSW Early Childhood Education and Care Directorate.

What expenses can be funded?

The Vacation Care Grant Program will support the costs directly related to a discrete and defined activity that delivers the objectives of the program. This includes, but is not limited to, funding for expenditure related to the following:

- Business research and development
- New marketing strategies
- Staff training

- Equipment directly related to projects that meet the objectives of this funding program
- Building works that are not based on Department of Education sites
- Any other expenses directly related to increasing the sustainability of the approved service
- Any other expenses directly related to increasing access for vulnerable cohorts

All grant funding must be spent between 1 January 2022 and 31 December 2022.

What expenses will not be funded?

Funding is not available through this program for recurrent expenses, such as:

- Salaries of permanent staff
- Rent
- Administrative purchases and supplies
- Capital works on Department of Education sites
- Activities that are not aligned with NSW Department of Education policies
- Expenditure that does not represent value for money
- Activities that are not within the scope of the National Quality Framework
- Activities funded by another government grant program

The application process

What needs to be included in the application?

Applicants will have the opportunity to review the application form and its questions once the round opens. However, the application form will request the following documentation, which applicants are advised to have before starting to fill out the form.

- Quotations and other documentation supporting costings in the supplied budget
- Enrolment data that demonstrates the number of children from vulnerable cohorts, even if this number is zero.
- Any required approvals for building works as applicable, including Development Assessment approvals and landowner permission.

Tax and legal implications

The Department has received the following advice regarding the GST and its BASC Reform grants programs, including Vacation Care grants programs:

As the Department is not receiving any material benefit in return for the grant payment, and there is only a commitment, not a binding obligation, on the grant recipient to provide specified services, GST will not apply.

Accordingly, there is no requirement for the grant recipients to provide a tax invoice.

All grant funding requests should include GST. GST will NOT be added to any grant payment.

Grants under this program may result in financial, taxation, legal or other impacts. It is strongly recommended that you to seek independent financial advice on any impacts of receiving a grant. You may also seek advice from the Australian Tax Office on 1800 806 218 if you have further questions about your individual situation.

Disclaimer

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the NSW Department of Education, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of this document. The NSW Department of Education may, at its sole discretion, and at any stage of the application process, do all or any of the following:

- require additional information from an applicant or sponsor
- change the scope of the requirements of these guidelines
- vary, amend (including by replacement) or terminate the application process.

Applicants may be contacted to provide feedback on this Grants Program as part of the evaluation of the program.

Contact us

Email: BASCGrants@det.nsw.edu.au

Phone: 1300 244 145

Website: <https://education.nsw.gov.au/basc>