

Establishment Grant guidelines

Fund overview

In March 2019, the NSW Government committed \$120 million to ensure that all parents with children at public primary schools have access to before and after school care (BASC) by 2021. As part of this commitment, a \$20 million Implementation Fund was announced. The Establishment Grant Program is a component of the Implementation Fund.

Establishment Grant objectives

The objectives of the Establishment Grant Program are to:

1. Support the establishment of new approved BASC services that will meet demonstrated unmet demand
2. Ensure access for NSW Government primary school students to approved BASC.

Establishment Grant Program description

The Establishment Grant Program is designed to encourage and support the establishment of new services to increase the number of approved BASC places for NSW Government primary school children.

The total funding pool available through the Establishment Grant Program is \$4,000,000 (including GST). Applicants may seek up to \$40,000 (including GST) to support establishment and operating expenses, pending eligibility as detailed in these guidelines. This is a competitive grant program, which will be run across four rounds in 2021.

Applications for Round 1 of the Establishment Grant Program will open on **12 July 2021**.

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

Key dates

	Open	Close
Round 1	12 July 2021	27 August 2021
Round 2	27 September 2021	26 November 2021
Round 3	3 January 2022	25 February 2022
Round 4	4 April 2022	27 May 2022

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

Grant amounts

Applicants can seek up to \$40,000 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 OSHC 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.
- Providers must demonstrate that their service provides access to students from NSW public schools. If current enrolments do not include NSW public school students, the applicant must provide evidence that this access is available.
- The benefitting service must be a new service; that is, it cannot have been operating before 1 January 2021.
- The applicant must provide evidence of unmet demand for the service (e.g. letter of support from a school principal, parent surveys).
- Applications must be submitted by an authorised officer: a person legally able to enter into agreements on behalf of the approved service provider.

NSW Public Schools are not eligible to apply for an Establishment Grant.



Assessment criteria

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

- The level of demonstrated demand for the service
- The number of NSW Public School students as a percentage of total enrolments
- 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.

What expenses can be funded?

The Establishment Grant Program will support the establishment of a new approved OSHC service. This includes, but is not limited to, the following:

- Establishment costs
- Direct staffing costs
- Operational and administration expenses
- Office equipment required for establishment
- Resources and food
- Marketing and promotion of service
- Programs/activities to retain/attract enrolments
- License fees
- Rental fees
- Consumables
- Utilities.

All grant funding must be spent within twelve (12) months of receiving the funds.

What expenses will not be funded?

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

- Activities not related to the delivery of BASC services
- Activities that are already funded by another government grants program
- Reimbursement for activities that have already occurred, or purchases that have already been made
- 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
- Expenses (including capital expenses) not directly related to the establishment of BASC services
- Office space.

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.

- Right to Occupy for OSHC Service
- Evidence of unmet demand for OSHC services (e.g. survey results)
- Must provide evidence of care to NSW Public School students (e.g. letter of support from school)
- Evidence of the establishment of a new OSHC Service (new Service Approval from the NSW Regulatory Authority).

Tax and legal implications

The Department has received the following advice regarding the GST and its BASC Reform 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

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