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1. Every child, every opportunity

Across the world, governments and communities are recognising the need to renew and re-energise learning and development systems to better support families and prepare children for modern life.

In Victoria, the Blueprint for Education and Early Childhood Development 2008 (the ‘Blueprint’) sets out the Government’s five-year agenda for learning and development from birth to adulthood. It is the next generation of reform to improve outcomes for children and young people.

It builds on and extends recent policies and reforms, including:

• the Blueprint for Government Schools (2003)
• Victoria’s plan to improve outcomes in early childhood 2007 (the ‘Plan’), which articulated a comprehensive framework for early childhood reform and drew on extensive contemporary research showing:
  – the period from birth through to age eight and especially the first three years of life sets the foundations for future social, physical, emotional and cognitive development
  – effort and investment in the early years yields the best outcomes for children and families
  – development is supported by healthy, safe and stimulating environments
• the creation of the Department of Education and Early Childhood Development to pursue the integrated agenda for all Victorian children and young people.

Consistent with the Blueprint’s vision, the recently released Victorian Early Years Learning and Development Framework (the ‘Victorian Framework’) has been developed to support all early childhood professionals to work together with families towards achieving common outcomes for all children. The Victorian Framework provides a common language to describe children’s learning and common principles to guide practice. It complements the discipline-specific resources that support early childhood professionals working with children and families and assists all professionals to work together with families to support children’s learning and development. Supporting children’s transitions is a key component of the Victorian Framework, in particular the Transition Learning and Development Statements have been developed for early childhood educators and families to share information to support each child’s successful transition to school.

In addition the Victorian Government has a broad range of policy and programs to ensure all children have the best possible start through access to high quality early childhood services such as Maternal and Child Health, Early Childhood Intervention Services and Family Services.

These Victorian initiatives highlight the important role quality early childhood education and care services play in facilitating successful transitions to school.

Children’s Centres are central to this strategy to improve quality and accessibility of early childhood services by emphasising the importance of integrated early learning and care. Since 1999, the Victorian Government has committed to build 98 Children’s Centres, of which 78 have already been built or are in the planning and construction stages.

Horwarth and Morrison¹ describe integrated services as those that are:

  · characterised by a unified management system, pooled funds, common governance, whole systems approach to training, information and finance, single assessment and shared

¹ Evaluation of Victorian children’s centres: Literature review, DEECD
Partners have a shared responsibility for achieving the service goals through joint commissioning, shared prioritisation, service planning and auditing. Joint commissioning can be one of the major levers for integration, service change and improving the delivery of children’s services...Ultimately, joint commissioning may lead to the merger of one or more agencies, who give up their identities for a shared new identity’.

Every Child Matters describes the key feature of an integrated service is that it acts as a service hub for the community by bringing together a range of services, usually under one roof, where practitioners work in a multi-agency way to deliver integrated support to children and families.

The integration of services makes life easier and less stressful for parents and children and commits to making education and care more accessible through more convenient forms of delivery. Children will receive a high quality kindergarten education in the same place as their long day care. Children and parents will benefit from the convenience and stability offered by innovative and integrated service delivery.

The co-location of early childhood facilities with schools, wherever possible, will lead to communities becoming more child friendly.

Collaboration is becoming increasingly important in recognition of the complex, multidimensional nature of people’s needs and the notion that ‘joined up problems’ require ‘joined up solutions’.

Intervening earlier to reduce the impact of emerging child health or developmental difficulties that will impact in later life is a key area of reform, reflecting the substantial body of evidence that the early years of life are the most critical for child development. In particular, the Plan highlighted the importance of this period for disadvantaged children and guides improvements so that services will be culturally sensitive and responsive to the needs of diverse children and families such as Aboriginal children and families, children with a disability, humanitarian refugees and families from culturally and linguistically diverse backgrounds.


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2 http://www.everychildmatters.gov.uk
<table>
<thead>
<tr>
<th>Type of grant</th>
<th>Funding range of grant</th>
<th>Number of grants available in 2009–10</th>
<th>Who can apply</th>
<th>Description of grant</th>
</tr>
</thead>
</table>
| Children’s Centres                   | Up to $500,000 per grant | 10                                    | • Local Government  
• Community organisations  
• Government schools in partnership with local governments or community service organisations                                                                                                                   | Children’s Centre grants contribute to the capital investment required to build a community based, not-for-profit Children’s Centre. These centres will offer maximum convenience, flexibility and choice for parents by combining a range of integrated services that a family may need to help raise young children. |
| Renovation and Refurbishment Grants (Stage 1) | Up to $100,000 per grant | 36 (Minimum number)                   | • Local Government  
• Community based kindergarten or child care service                                                                                                                                               | Renovation and Refurbishment Grants (Stage 1) will enable community based kindergartens and child care services to offer more flexible kindergarten services, assist to upgrade and better equip existing not-for-profit early years’ facilities. |
| Renovation and Refurbishment Grants (Stage 2 – Universal Access) | Up to $200,000 per grant | 25 (Minimum number)                   | • Local Government  
• Providers of funded kindergarten programs such as community, not-for-profit and private providers                                                                                     | The Renovation and Refurbishment Grants (Stage 2- Universal Access) will assist organisations funded to deliver kindergarten programs to increase their infrastructure capacity to deliver 15 hours of kindergarten to children in the year before formal schooling. |
Timelines for 2009–10 Funding Round

The 2009–10 Children’s Capital Program will provide funding for the following three grant categories:

- Children’s Centre Grants,
- Renovation and Refurbishment Grants (Stage 1), and
- Renovation and Refurbishment Grants (Stage 2 – Universal Access).

The funding round will involve a staged approach with a common commencement date and two separate closing dates. The major milestones are outlined as follows.

<table>
<thead>
<tr>
<th>Month</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 6 November 2009</td>
<td>Announcement of 2009-10 Children’s Capital Program – includes Children’s Centre Grants, Renovation and Refurbishment Grants (Stage 1) and Renovation and Refurbishment Grants (Stage 2 – Universal Access)</td>
</tr>
<tr>
<td>Saturday 7 November 2009</td>
<td>Funding round advertised in major metropolitan and regional newspapers and on DEECD website</td>
</tr>
<tr>
<td>Thursday 25 February 2010</td>
<td>Applications close for Children’s Centre Grants and Renovation and Refurbishment Grants (Stage 1)</td>
</tr>
<tr>
<td>April 2010 (start of Term 2)</td>
<td>Notification and grant funding allocated to successful applicants</td>
</tr>
<tr>
<td>Thursday 25 March 2010</td>
<td>Applications close for Renovation and Refurbishment Grants (Stage 2 Universal Access)</td>
</tr>
<tr>
<td>May 2010</td>
<td>Notification and grant funding allocated to successful applicants</td>
</tr>
</tbody>
</table>
2. Children’s Capital Program 2009–10

The link to the Blueprint for Education and Early Childhood Development

Action 1 of the Blueprint promotes co-location and integration of a variety of services for children and families that meet local needs in new and existing facilities, and recognises that:

- State and Commonwealth initiatives create new opportunities to co-locate early childhood services on or near school sites
- Capital funding grants aim to promote more integrated and inclusive early childhood services to address the needs of contemporary families, particularly working families.

The expected outcomes include:

- Integrated, inclusive and collaborative early childhood services that provide high quality programs to meet the health, care and educational needs of young children aged 0-8 years of age
- More children’s and family services on or near school sites
- Improved access to high quality kindergarten education in the same place as long day care and other children’s and family services
- Increase infrastructure capacity to deliver 15 hours of kindergarten for all children in the year before formal schooling (by 2013)
- Strengthened capacity of professionals to identify and provide timely support to vulnerable children and families
- Support the creation of child-friendly communities.

Children Centre Grants

Children’s Centre Grants contribute to the capital investment required to build integrated community based, not-for-profit Children’s Centres. These centres offer maximum convenience, flexibility and choice for parents by combining a range of services that a family may need to help raise young children.

Integrated Children’s Centres are key hubs for the community that bring together a range of services where practitioners work in a way that delivers joined up education and care, and support to children and their families.

Children’s Centres offer quality early childhood education and care programs of a duration and cost that promotes accessibility and affordability for all families, including working families and disadvantaged or vulnerable families. The approach for some centres will be to offer kindergarten programs that are fully integrated with long day care while others may need to offer additional kindergarten programs on a sessional basis within a long day care setting. All new Children’s Centres will be required to provide 15 hours of kindergarten to children in the year before formal schooling by 2013.

The operational service model must include integration of other services including maternal and child health, family services and early childhood intervention services.

The service design should respond to local needs, and where possible be co-located on or near school sites. Where co-location with a school is not feasible, there should be a strong focus on collaborative partnerships between schools and other services.

The relationship with family services, Child First and child protection will be particularly important so that the whole service system works together to intervene earlier to support vulnerable children and families to access the services they need.
In the context of place based initiatives, Children’s Centres should become an integral part of Best Start and Neighbourhood Renewal initiatives where these operate in the local area.

**Objectives**
- to promote integrated, inclusive and collaborative early childhood services that provide high quality programs to meet the health, care and educational needs of young children 0–8
- to provide convenience and stability to children and parents
- to strengthen the capacity of professionals to identify and provide timely support to vulnerable families
- to provide a ready network of peers to support professionals who previously worked in isolation
- to support the creation of child-friendly communities, and
- to engage parents and community members in the development, monitoring and evaluation of early years services.

**Eligibility**
- Local Government
- Community organisations
- Government schools in partnership with local government or community service organisations.

Proposals must be submitted in partnership with the site owner.

**Funding range of grant**
A maximum of $500,000 per service location.

**Priority municipalities**
The following municipalities were identified by the Government as priority areas in October 2006, and have not yet been allocated a Children’s Centre Capital Grant.

**Metropolitan**: Glen Eira, Kingston, Melbourne, Nillumbik, and Yarra


Priority will be given to applications proposing Children’s Centres that are:
- located in areas with the greatest number of infrastructure needs and those with the largest number of children
- strongly focused on collaborative partnerships between local government, schools and other services
- led by, or in partnership with, a Kindergarten Cluster Manager
- co-located on, or adjoining, school sites
- in Neighbourhood Renewal area within the municipality and/or

**Children’s Centre service model**
Children’s Centres will be expected to provide a range of early childhood services. These must include:
- integrated early childhood education and care services (long day care with integrated kindergarten, including 15 hours of kindergarten for 4 year old children from 2013)
- maternal and child health services
- early childhood intervention services, and
- family services.
Children’s Centres must also incorporate some other programs that support children, parents, families and community members. These might include, but are not limited to the following:

- supported playgroups
- parenting groups or programs
- occasional childcare
- family day care program coordination.
- counselling services
- community space
- outside school hours care and
- pre-employment programs, and adult and further education.

Children’s Centres may also be co-located with:

- neighbourhood houses
- municipal libraries or
- other community facilities.

Children’s Centres in growth corridors

Councils in growth corridors are working hard to build facilities to meet demand for kindergarten programs for four year old children. However, sessional programs do not offer working parents maximum convenience, flexibility and choice. Children’s Centre applications from growth councils must demonstrate how they will meet all Children’s Centre selection and priority criteria through innovative service delivery models. It may be that a relatively high proportion of sessional kindergarten places are required, in addition to long day care.

Proposals such as precinct models and Children’s Centres that include facilities for integrated kindergarten and long day care for 4 year old children (or 3 and 4 year old children) as an alternative to a comprehensive long day care services for 0–5 year olds may also be considered.

Selection Criteria

Applications will be assessed against the following criteria. Applications will also be assessed against the accuracy, quality and detail of information provided in their application.

**Criterion 1 – Mandatory**

Financial viability: In addressing this criterion, applicants should provide specific details about:

- the services financial status
- the capacity to raise the required capital to complete the project within the specified timelines

**Criterion 2 – Mandatory**

The facility design and proposed governance structure (including parent involvement) to promote and support the delivery of quality integrated children and family services and professional collaboration: In addressing this criterion applicants should provide specific details about:

- the proposed governance structures and service configurations and how they will promote collaboration and inclusiveness
- the governance arrangement proposed to support the establishment and operation of the Children’s Centre, including supporting documentation from each project partner
- the design features and strategies that promote integration of care and education (kindergarten with long day care)
- the design features and strategies that will promote integration, professional collaboration, communication and support across the service spectrum
Criterion 3 – Mandatory

**Environmental sustainability:** The building design, construction, retrofit and proposed service operation must incorporate principles of environmental sustainability. In addressing this criterion applicants should provide specific details about how:

- the proposed design and building fabric will incorporate environmental sustainability strategies such as energy efficiency, water use, recycling and saving features, and alternative power sources
- the proposed design of the outdoor space will incorporate biodiversity including native trees and vegetation
- the service operation will integrate environmentally sustainable behaviours including green purchasing policies, waste recycling and effective waste management systems

Criterion 4 – Highly Important

**Service innovation and collaboration through partnerships with service providers and the community:** In addressing this criterion applicants should provide specific details about:

- how the proposal progresses the policy objectives and priorities for children and families as outlined in the *Blueprint for Education and Early Childhood Development*
- an ongoing commitment to community-based services through support for integrated management structures, including kindergarten cluster management, provision of capital funding, in kind support and early childhood service provision and planning
- a partnership with local child protection, Childfirst and family services
- a partnership with Neighbourhood Renewal and/or Best Start where they exist
- how the proposal aligns Municipal Public Health Plans and Municipal Early Years Plans, and
- how the proposal will encourage communities to become more child friendly.

Applicants may also consider and discuss the following:

- community connection and strengthening principles
- accommodating and facilitating group activities, including health promotion and parenting education
- the incorporation of the principles underpinning Best Start into Children’s Centres, and
- evidence that work/family balance issues experienced by the community will be addressed.

**Criterion 5 – Highly Important**
Evidence of improved access to services for families: In addressing this criterion applicants should provide specific details about:

- how they will implement the Commonwealth’s Priority Access Guidelines to ensure that vulnerable children and their families are linked effectively to child care, including in the first stage of operation
- the provision of inclusive programs and increased capacity to address the additional needs of children with disabilities and/or developmental delay
- strategies for improving engagement with disadvantaged or marginalised families including culturally and linguistically diverse families and Aboriginal families
- improved access, engagement and services to meet the needs of fathers and young children
- the communication strategy for promoting the proposed development and the services to be provided within the centre, and
- strategies to ensure that children and families have access to a range of services when they need them including protocols for families both within the centre and the broader community.

Criterion 6 – Highly Important

Demographic information and community support for the proposed location for a Children’s Centre: In addressing this criterion applicants should provide specific details about:

- data and demographic information that supports the proposed location
- a continuing demand for these services as highlighted in a business plan, and
- local service mapping and planning.

Applicants should also consider and discuss Government policy requirements in relation to disadvantage, which could include specific reference to:

- the impact of new programs on the viability of current local kindergarten and other early years programs
- relevant authorities and communities that have been consulted and the general support and commitment for the proposed Children’s Centre, and
- consultations that have been undertaken with current staff and parents where services are to be re-developed or re-located, or proposed consultation strategies.

Application Process

- A formal submission process has been established for applicants to apply for the Children’s Capital Grants
- Applicants are required to demonstrate full compliance with eligibility criteria.
- Applicants must address all key selection criteria.
- Applicants must demonstrate that they have discussed their proposal with the Department of Education and Early Childhood Development regional offices with respect to the scope of the proposed project.
- Each application will be assessed against the priorities and key selection criteria.
- Applications will initially be assessed by the Department of Education and Early Childhood Development regional offices in relation to regional priorities, the organisation’s early years service performance and its capacity to implement the proposed plan.
- The Department reserves the right to seek further clarification or additional information from applicants.
Applications received after the advertised closing date will not be considered.

All applicants will be advised of the outcome of their proposal at the completion of the submission process.

Application forms and regional contacts can be found on website www.education.vic.gov.au/ecsmanagement/funding/capitalprogram/default.htm

Enquires about the application process can be directed to email: childrens.capital.program@edumail.vic.gov.au or to (03) 9651 3492

Applications close on Thursday 25 February 2010 at 4.00pm

Applications should be sent to:
Jo de Graaff
Manager Integrated Services
2009–10 Children’s Capital Program
Children’s Centre Grants
Programs and Partnerships Division
Office for Children and Portfolio Coordination
Department of Education and Early Childhood Development
PO Box 4367
Melbourne VIC 3001
3. Renovation and Refurbishment Grants (Stage 1)

Closing Date: 4.00pm Thursday 25 February 2010

The link to Helping Working Families and Victoria’s Blueprint for Education and Early Childhood Development

The Helping Working Families policy initiative is aimed at giving every Victorian child the best possible start in life. It recognises that parents face many pressures when balancing family and work responsibilities. The policy commits to better access to local, flexible childcare and kindergarten services to fit the changing patterns of working lives.

The Children’s Capital Program through renovation and refurbishment grants is enhancing existing early years’ infrastructure throughout the state. These grants are targeted at upgrading existing kindergartens or child care centres to ensure safer, high quality learning environments for children as well as to meet future needs. Services can use these grants to increase the physical space for the delivery of more innovative programs designed to create or improve developmental opportunities for children.

Examples of Renovation and Refurbishment projects that might be funded:

- extension to buildings to create more room space for flexible integrated programs
- renovation to create safer and high quality learning environments including both indoor and outdoor spaces
- renovation, refurbishment or maintenance of children’s facilities including kitchens and bathrooms.

Objectives

- Enable community based not-for-profit kindergarten and child care services to offer more flexible kindergarten services including offering extended hours
- Upgrade existing early years’ infrastructure facilities

Eligibility

- Local government
- Community based not-for-profit kindergarten or child care services, in partnership with the building owner

Funding range of grant

- A maximum of $100,000 per service location
- A minimum of 36 Renovation and Refurbishment Grants (Stage 1) will be available for allocation in 2009–10.

Applications will be ranked according to the following priorities:

Priority 1: Enable community based not-for-profit kindergartens and child care services to offer more flexible kindergarten services including offering extended hours

Priority 2: Improve facilities that are used extensively by children experiencing, or at risk of experiencing disadvantage including children:

- from culturally and linguistically diverse backgrounds
- identified as Aboriginal and/or Torres Strait Islander
- with a disability or developmental delay
- known to Child Protection, and/or
- living in low socioeconomic circumstances.
Priority 3: Create safer and high quality learning environments for children
Priority 4: Improve children’s facilities through additions, renovations, maintenance and the purchase of additional equipment.

Key Selection Criteria
A range of factors will be taken into account when assessing applications.

<table>
<thead>
<tr>
<th>KSC No.</th>
<th>Description of Criterion</th>
<th>Weighting</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mandatory</td>
<td>The proposed project will support the service’s capacity to offer more flexible kindergarten services including offering extended hours.</td>
<td>Not applicable</td>
<td>The following scores will be used to evaluate the criteria:</td>
</tr>
<tr>
<td></td>
<td>1.</td>
<td>Exceeds criterion = 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>Fully meets criterion = 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>Partially meets criterion = 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td>Fails to meet criterion = 0</td>
<td></td>
</tr>
<tr>
<td>2. Mandatory</td>
<td>The service’s financial viability including capacity to secure additional capital if required to complete the project within the agreed timeframe.</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The proposed project will create a safer and high quality learning environment for children.</td>
<td>30 per cent</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Community consultation has been undertaken and there is evidence of support for the project.</td>
<td>30 per cent</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>A co-contribution for the proposed project is available from the building owner and/or another source</td>
<td>20 per cent</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>The proposed project will include principles of environmental sustainability in the building design, construction, retrofit and the proposed service operation model (where applicable)</td>
<td>20 per cent</td>
<td></td>
</tr>
</tbody>
</table>

Application Process

- A formal submission process has been established for applicants to apply for the Renovation and Refurbishment Grants (Stage 1).
- Applicants are required to demonstrate full compliance with eligibility criteria.
- Applicants must address all key selection criteria.
• Applicants must demonstrate that they have discussed their proposal with the Department of Education and Early Childhood Development regional offices with respect to the scope of the proposed project.

• Each application will be assessed against the priorities and key selection criteria.

• Applications will initially be assessed by the Department of Education and Early Childhood Development regional offices in relation to regional priorities, the organisation’s early years service performance and its capacity to complete the project within 12 months of receipt of funding.

• The Department reserves the right to seek further clarification or additional information from applicants.

• Applications received after the advertised closing date will not be considered.

• All applicants will be advised of the outcome of their proposal at the completion of the submission process.

• Application forms and regional contacts can be found on website www.education.vic.gov.au/ecsmanagement/funding/capital program/default.htm

• Enquiries about the application process can be directed to email: childrens.capital.program@edumail.vic.gov.au or to (03) 9651 3492

Applications close on Thursday 25 February 2010 at 4.00pm

Applications should be sent to:
Jo de Graaff
Manager Integrated Services
2009–10 Children’s Capital Program
Renovation and Refurbishment Grants (Stage 1)
Programs and Partnerships Division
Office for Children and Portfolio Coordination
Department of Education and Early Childhood Development
PO Box 4367
Melbourne VIC 3001
4. **Renovation and Refurbishment Grants**  
(Stage 2 – Universal Access to 15 hours of Preschool Education)

**Closing Date:** 4.00pm Thursday 25 March 2010

The link to the *Blueprint for Education and Early Childhood Development* and the *National Partnership on Early Childhood Education* and the *Blueprint for Education and Early Childhood Development* highlights the Victorian Government’s belief that every Victorian child deserves the best possible start in life. To ensure this occurs, system improvements to current infrastructure are essential in order to provide high-quality, accessible early childhood services to families. The *Blueprint* aligns with the *National Partnership Agreement on Early Childhood Education* (NP ECE) which was signed in November 2008 by the Council of Australian Governments (COAG). The aim of the *National Partnership* is for every child to have access to a kindergarten program for 15 hours a week during the 12 months prior to full-time schooling. The Commonwealth has committed $970 million over five years from 2009 to 2013 the implementation of Universal Access, of which $210.6 million has been allocated to Victoria. More information can found at [http://www.education.vic.gov.au/about/directions/nationalpartnerships/ecdevelopment.htm](http://www.education.vic.gov.au/about/directions/nationalpartnerships/ecdevelopment.htm)

The Renovation and Refurbishment Grants (Stage 2 – Universal Access) will assist kindergarten programs to deliver 15 hours of kindergarten, by providing $200,000 grants for the addition of space to increase capacity. As outlined in the NP ECE the Commonwealth and State Government is committed to supporting local councils, community, not-for-profit and private providers in the delivery of early childhood education.

**Examples of a renovation and refurbishment project that might be funded**

- extension to buildings to create more room space to achieve 15 hours of kindergarten, or
- renovation to buildings to make better use of existing space which increases infrastructure capacity to deliver 15 hours of kindergarten.

**Objective**
To enable kindergartens to increase infrastructure capacity in order for children to have access to 15 hours of kindergarten in the year prior to school by 2013.

**Eligibility**
- local government
- services funded to provide a 4 year old kindergarten program including: community not-for-profit and private providers.

**Funding range of grant**
- A maximum of $200,000 per service location
- A minimum of 25 Renovation and Refurbishment Grants (UA) will be available for allocation in 2009–10.

**Applications will be ranked according to the following priorities:**
**Priority 1:** Funded kindergarten programs supporting children at risk of, or experiencing, disadvantage including children:

- from culturally and linguistically diverse backgrounds
• identified as Aboriginal and/or Torres Strait Islander
• with a disability or developmental delay
• known to Child Protection, and/or
• living in low socioeconomic circumstances.

**Priority 2**: Funded kindergarten programs located within Victorian Government growth areas

**Priority 3**: Organisations currently offering funded kindergarten services only within the facility and are committed to expanding their service delivery model to include locally relevant integration of children and family services as outlined in the *Blueprint for Education and Early Childhood Development*.

**Key Selection Criteria**

A range of factors will be taken into account when assessing applications, including the following.

<table>
<thead>
<tr>
<th>KSC No.</th>
<th>Description of criterion</th>
<th>Weighting</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mandatory The service demonstrates a need for increased infrastructure to enable the delivery of 15 hours of kindergarten per week to children in the year before formal schooling by 2013.</td>
<td>Not applicable</td>
<td>The following scores will be used to evaluate the criteria.</td>
</tr>
<tr>
<td>2.</td>
<td>Mandatory The service’s financial viability including capacity to raise any necessary capital beyond the $200,000 grant</td>
<td>Not applicable</td>
<td>Exceeds criterion = 3 Fully meets criterion = 2 Partially meets criterion = 1 Fails to meet criterion = 0</td>
</tr>
<tr>
<td>3.</td>
<td>The proposed project has been identified as a site requiring an additional space through the municipal plan for Universal Access</td>
<td>30 per cent</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The project is completed within 12 months of the approval of funds, and 15 hours of kindergarten can be implemented by 2013.</td>
<td>30 per cent</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>A co-contribution for the proposed project is available from the building owner and/or another source</td>
<td>20 per cent</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>The proposed project will include principles of environmental sustainability in the building design, construction, retrofit and the proposed service operation model</td>
<td>20 per cent</td>
<td></td>
</tr>
</tbody>
</table>

**Application Process**

A formal submission process has been established for applicants to apply for the Renovation and Refurbishment Grants (Stage 2 – Universal Access).

Applicants are required to demonstrate full compliance with eligibility criteria.

Applicants must also address all key selection criteria in the application.

Applicants must demonstrate that they have discussed their proposal with the Department of Education and Early Childhood Development regional offices with respect to the scope of the proposed application.
Each application will be assessed against the priorities and key selection criteria.

Applications will initially be assessed by the Department of Education and Early Childhood Development regional offices in relation to regional priorities, the organisation’s early years service performance and its capacity to complete the project within 12 months of receipt of funding. For the Universal Access grants applications will also be assessed on the organisation’s ability to commence access to 15 hours of kindergarten from 2013, or earlier subject to availability of funding.

The Department reserves the right to seek further clarification or additional information from applicants.

Applications received after the advertised closing date will not be considered.

All applicants will be advised of the outcome of their applications after the completion of the submission process.

Application forms and regional contacts can be found at www.education.vic.gov.au/ecsmanagement/funding/capitalprogram/default.htm

Enquiries about the application process can be directed to email: childrens.capital.program@edumail.vic.gov.au or to (03) 9651 3492.

**Applications close on Thursday 25 March 2010 at 4.00pm**

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<th>Applications should be sent to:</th>
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<tr>
<td>Jo de Graaff</td>
</tr>
<tr>
<td>Manager, Integrated Services</td>
</tr>
<tr>
<td>2009–10 Children’s Capital Program</td>
</tr>
<tr>
<td>Renovation and Refurbishment Grants (Stage 2 – Universal Access)</td>
</tr>
<tr>
<td>Programs and Partnerships Division</td>
</tr>
<tr>
<td>Office for Children and Portfolio Coordination</td>
</tr>
<tr>
<td>Department of Education and Early Childhood Development</td>
</tr>
<tr>
<td>PO Box 4367</td>
</tr>
<tr>
<td>Melbourne VIC 3001</td>
</tr>
</tbody>
</table>
5. Terms and Conditions

Applications

• It is important to read all details of the documentation prior to commencing the application to ensure that your organisation is able to meet all funding criteria and requirements and provide the necessary documentation required for the Children’s Capital Program.

• All applications must be received no later than 4.00pm on the closing date.

• Applications received after the advertised closing date will not be considered.

• All applications must include the original and two copies of the completed application form, together with the required attachments (i.e. three quotes, architectural schematic drawings, financial statements, etc.).

Funding exclusions

No funds are available from the Children’s Capital program for:

• Retrospective assistance: An application is considered to be retrospective if a project applicant enters into a commitment, for example: signs a building contract prior to receiving a formal letter of offer from the DEECD.

• Purchases of cars, buses and other vehicles

• Staff salaries and training

• Ongoing administration costs

Kindergarten Cluster Management

• Kindergartens that are operated by a Kindergarten Cluster Manager and who are interested in applying for any of the Children’s Capital Program grants must apply through their Kindergarten Cluster Manager with the support of the building owner.

• In the event of multiple applications from a Kindergarten Cluster Manager for different locations, each application must be submitted on a separate application form.

Permission from building owner

• If you are not the owner of the land or building where the new or renovated facility is located, you will need to seek endorsement for this initiative from the owner.

• The nominated authority is the person/s, body or organisation nominated by the applicant to enter into the required contractual arrangements with the department (including, if relevant, a property deed of charge) following a successful application. The nominated authority must be the owner of the property on which the facility is to be built or re-designed.

• Where the applicant is the owner of the land or building, funding will be paid to the approved applicant. Prior to payment the approved applicant will be required to enter into an agreement with the department to ensure that the funding is properly applied and to provide reports or other information that department may require under the capital funding agreement. Where the nominated authority is not the approved applicant, both parties must sign the capital funding agreement and the owner of property (unless this is the state government) will be required to sign a property deed of charge.

• No application will be deemed to be successful until the parties have executed the capital funding agreement and the property deed of charge (if relevant).
Approval of Premises (AOP)

One of the requirements for obtaining a licence to operate a children’s service (other than a family day care service) is that there is a current Approval of Premises for the proposed location and facility design of the service. An Approval of Premises is considered for the use of particular premises or for premises proposed to be constructed or for alterations or extensions to premises for use or proposed to be used for operating a children’s service. The Secretary of the Department of Education and Early Childhood Development (Department), or the Secretary’s Delegate, will grant an AOP if they consider that the design and location of the premises are satisfactory for the operation of a children’s service. (Children’s Services Act 1996 (Act), Part 3, Division 1)

For information and forms


For other information in relation to regulations and licensing contact:
Children’s Services Licensing and Regulations
Office for Children and Portfolio Coordination
Department of Education and Early Childhood Development
T: 1300 307 415 | F: 03 9651 3586
E: licensed.childrens.services@edumail.vic.gov.au

Fit and Proper Assessment

On 25 May 2009 the amended Children’s Services Act 1996 (Act) and the new Children’s Services Regulations 2009 (Regulations) commenced. The changes to the legislation include some changes to ‘fit and proper’ process.

The Secretary of the Department of Education and Early Childhood Development or their Delegate is required to consider whether the persons who will operate or manage a children’s service are fit and proper to do so. Any person who is nominated to manage or control a children’s service is assessed by the Secretary or Delegate to determine whether they are a fit and proper person to manage or exercise control over a children’s service. This process will need to be completed prior to a children’s services license being granted.

Signage

The state government actively seeks opportunities to promote its support of new initiatives. To this end opportunities for joint signage on capital funded sites (including Renovation and Refurbishment projects over $10,000 and Children’s Centres) will be sought.

Signage expenses of $1000 for each site are included in all Renovation and Refurbishment and Children’s Centre Grants allocated by the Department of Education and Early Childhood Development. Recipients of these grants must comply with the State Government’s guidelines on signage that are available at:

Community Information Billboard Guidelines

Branding Guidelines

All Renovation and Refurbishment Grants for Universal Access will be required to include the Commonwealth Government logo on the Billboard. The Australian Government Branding Design Guidelines for the use of their logo can be found on:
Joint announcements and communication

The Minister for Children and Early Childhood Development will announce funding in partnership with the successful applicant. All communication in relation to promotion of the project should cite State and Commonwealth Government contributions.

Official openings

The Minister for Children and Early Childhood Development must be invited to attend, or to send a representative to any official opening ceremony of a capital funded project. Ideally this should be done at least two months in advance.

Payment method

Grant payment will be made through a variation of the organisation’s Service Agreement or, where the applicant does not have a service agreement, with the Department of Education and Early Childhood Development, by an electronic funds transfer to a nominated account.

Capital Funding Agreement

Where a grant is greater than $100,000, the applicant is required to enter into a Capital Funding Agreement with the Department of Education and Early Childhood Development. A copy of the agreement can be found on the Children’s Capital Program website: http://www.education.vic.gov.au/ecsmanagement/funding/capitalprogram/default.htm#H2N100B2

Acquittals

On completion of the project, applicants are required to complete and return the appropriate Certificate of Expenditure Acquittal form to certify that funds have been expended as specified in the guidelines.

Conditions of funding

The recipient of the grant will be required to conform to certain requirements, such as:

- site inspections, if required by officers of the Department of Education and Early Childhood Development
- production of receipts and invoices
- evaluation surveys regarding the project as required by DEECD
- an annual audit of service provision within the facilities (where applicable).

Enquiries

All enquiries can be directed to childrens.capital.program@edumail.vic.gov.au or on 03 9651 3492.
Appendix A: Glossary

**Best Start**
Best Start aims to improve the health, development, learning and well being of all Victorian children from pregnancy through transition to school (0–8 years). This aim is being achieved by supporting communities, parents and service providers to improve universal early years services so they are more responsive to local needs. The strong emphasis in the work of Best Start is on prevention and early intervention.

These improvements in services are expected to result in:
- better access to child and family support, health services and early education
- improvements in parents’ capacity, confidence and enjoyment of family life
- communities that are more child and family friendly.

There are currently 25 Best Start municipalities and six Aboriginal Best Start sites. The following are named priority municipalities for a Children’s Centre and are in a Best Start sites: Maribyrnong, Darebin, Nillumbik Greater Geelong, Wyndham, Central Goldfields and Moorabool. Visit, [http://www.beststart.vic.gov.au](http://www.beststart.vic.gov.au)

**Children’s Services**
Children’s services provide care and developmentally appropriate programs for children from birth to the end of their primary school years. A range of services is available to meet the different needs of children and families. These include kindergarten, long day care, family day care, occasional care and outside school hours care.

In Victoria, the State Government is responsible for regulating kindergartens, centre based long day care and occasional care services and provides funding which contributes to the provision of a kindergarten program for all eligible children in the year prior to school entry.

The Commonwealth Government has responsibility for the national child care policy. The Commonwealth provides subsidies for long day care childcare places family day care schemes and outside schools hours care in the form of Child Care Benefit and Child Care Tax Rebate.

*Child Care Service Handbook 2006–2007*

**Community-based organisation**
An organisation that is a not ‘for-profit’ organisation.

**Early Childhood Intervention Services**
Early childhood intervention services complement the range of services available through the universal service delivery system. The focus of early childhood intervention services is upon:
- Enhancing the capacity of families and caregivers to meet the needs of their children by building upon their strengths and by incorporating intervention strategies into everyday routines, activities and places
- Facilitating children’s access to and meaningful participation in experiences and opportunities that promote, support and protect their health, development, safety, learning and well-being
- Strengthening communities’ competence and confidence by building upon what they already know and do.

Services include information and support, planning and service coordination, and individual and group therapy and education.
Family Services
Family Services has a critical role in promoting outcomes for vulnerable children and families, and provides a range of service interventions with a whole-of-family focus to:

- strengthen parent capacity to provide basic care, ensure safety and promote their child’s development
- improve the family’s community connections and access to community resources.

This requires building and supporting a reliable network of ongoing services, strong linkages and sustained engagement with relevant universal and adult services, and supporting these services to work effectively with vulnerable children and families. Children’s Centres are well placed to provide this engagement and support.

In March 2007 Child FIRST was established in designated sub-regional catchments in a staged process across Victoria to provide a community based reference point into family services.

The primary purpose of Child FIRST is to ensure that vulnerable children, young people and their families are linked effectively to relevant services.

Child FIRST is currently operating across the state at the following sites:

**Barwon South Western**
Greater Geelong, Queenscliff, Surf Coast,
Colac-Otway, Corangamite,
Warrnambool, Moyne, Glenelg, Southern Grampians

**Eastern Metropolitan**
Yarra Ranges, Knox, Maroondah
Monash, Whitehorse, Manningham, Boroondara

**Gippsland**
East Gippsland, Wellington, La Trobe, Baw Baw, South Gippsland, Bass Coast

**Grampians**
Northern Grampians, West Wimmera, Hindmarsh, Yarriambiak, Horsham
Ararat, Pyrenees, Hepburn, Ballarat, Golden Plains, Moorabool

**Hume**
Wodonga, Towong, Indigo
Alpine, Benalla, Mansfield, Wangaratta
Greater Shepparton, Strathbogie, Moira
Mitchell, Murrundindi

**Loddon Mallee**
Greater Bendigo, Campaspe, Central Goldfields, Loddon, Macedon Ranges, Mount Alexander
Buloke, Gannawarra, Swan Hill, Mildura

**North and West Metropolitan**
Nillumbik, Whittlesea, Banyule, Yarra and Darebin
Brimbank Melton
Hume Moreland
Hobson’s Bay, Maribyrnong, Melbourne, Moonee Valley and Wyndham

**Southern Metropolitan**
Casey, Cardinia, Greater Dandenong
*Aboriginal children and families (Casey, Cardinia and Greater Dandenong)*
Frankston, Mornington Peninsula
Kingston, Bayside, Glen Eira, Stonnington, Port Phillip

**Kindergarten**

Kindergarten is a developmentally appropriate program planned and delivered by an early childhood teacher for all eligible and enrolled children in the year prior to school entry. A second year of kindergarten is available for children who would benefit and are assessed as eligible.

A kindergarten program can only be offered in a licensed children’s service. Settings vary, including long day care centres, integrated children’s centres, stand-alone kindergartens, community halls, community centres and schools. Kindergarten programs further the social, emotional, cognitive, physical and language development of children and encourage the involvement of families. Children participate in a variety of activities that reflect their interests and skills, extend their knowledge of themselves and others, and help them to understand their environment. Children are involved in creative activities, develop physical skills, increase independence and develop a positive self-image.

**Kindergarten Cluster Management**

The objective of kindergarten cluster management is to strengthen the delivery of kindergarten programs by relieving the management pressures on voluntary committees of management through cluster management arrangements.

Kindergarten cluster management is a model of management that groups individual kindergarten services together under a single employer. The cluster manager is responsible for:

- management and employment of staff and all related activities such as salaries, tax, staff appraisals and professional development
- licensing requirements, including monitoring of services to ensure regulatory and funding requirements are met, and liaising with Department of Education, and Early Childhood Development Services officers
- financial management of cluster funds including the development of budgets, and allocation of funds, and
- delegating tasks for a range of activities that could include policy development, payroll, staff selection, maintenance and parent activities.

**Maternal and Child Health Service**

Maternal and Child Health services promote a comprehensive and focused approach for the promotion, prevention, early detection, and intervention of physical, emotional and social factors affecting young children and their families in contemporary communities.

The Universal Maternal and Child Health Service provide ten ‘Key Age and Stage’ consultations from birth to 3.5 years including an initial home visit and consultations at 2 weeks, 4 weeks, 8 weeks, 4 months, 8 months, 12 months, 18 months, 2 years and 3.5 years of age for all children and their families. Consultations may be one-on-one or group based. They may be offered in a variety of settings, including a maternal and child health centre, Children’s Centre, another community service or location or a family’s home.

The service also has a flexible capacity for the planning and delivery of services that are most relevant to local needs and priorities. These activities may include, but are not limited to, additional one-on-one or group consultations, community strengthening activities such as group activities, health promotion activities, assertive outreach, activities with other service providers and initiatives to engage particular groups or those with particular needs. Parent groups are a required activity within this component.
The **Enhanced Maternal and Child Health** provides more intensive, assertive outreach support, which includes home visiting and group work for parents experiencing significant parenting difficulties.

Delivery of service and activities is based on a flexible model of service utilising a multidisciplinary team tailored to the needs of the particular client group.

**Municipal Early Years Plan**

A Municipal Early Years Plan or MEYP is a local area strategic plan for development and coordination of early education, care and health services, activities and other local developments that impact on young children. An MEYP is tailored to suit local circumstances. The Plan is not intended to be a plan for the whole “service system” within a municipality, but it provides a starting point. The Plan articulates council’s role in service and infrastructure provision, planning, advocacy and community development which impact on children aged 0-6 years.

Along with the MEYP it is expected that councils will develop a plan for all children and early childhood services in each local government area to facilitate universal access to a 15 hour kindergarten program. The municipal plan for universal access will be undertaken through a Capacity Assessment Report to be completed in February 2010.

**Neighbourhood Renewal**

Neighbourhood Renewal is a long-term commitment by the State Government to narrow the gap between disadvantaged communities and the rest of the State.

It is a new approach that brings together the resources and ideas of residents, governments, businesses and community groups to tackle disadvantage in areas with concentrations of public housing.

Neighbourhood Renewal focuses on creating vibrant places where people want to live.

Children’s Centres established in Neighbourhood Renewal sites will help build cohesive communities and reduce inequalities in some of the most disadvantaged communities.

Seven of the 35 municipalities prioritised for a Children’s Centre are in municipalities with a Neighbourhood Renewal site. These sites are Boroondara, Colac-Otway, Darebin, Greater Geelong, Maribyrnong, Wyndham and Yarra. Visit, [www.neighbourhoodrenewal.vic.gov.au](http://www.neighbourhoodrenewal.vic.gov.au)

**Occasional Care**

Services are provided in a range of settings on an hourly or sessional basis for short periods of time or at irregular intervals. These services are targeted at parents who need time to attend appointments, take care of personal matters, undertake casual or part-time employment, study or have temporary respite from full-time parenting. These services provide developmental activities for children and are aimed primarily at 0–5 year olds.

**Outside School Hours Care (OSHC) programs**

Outside school hours care (OSHC) programs are usually located close to primary schools and provide care for primary school aged children outside school hours and during school vacations. Care is also provided on pupil free days. OSHC programs may also be offered in locations such as community centres, halls, neighbourhood houses or recreation centres.
Supported Playgroups and Parent Groups

This activity aims to provide quality play opportunities at a critical time in a child’s development (0–4 years of age). These opportunities will foster children’s language development, development of motor skills and expose children to sensory experiences. It will also provide families with opportunities to establish friendships and long-term social support structures that strengthen social networks and provide community connectedness.
Appendix B: Relevant Legislation

Links to legislation relevant to Office for Children and Early Childhood Development, Department of Education and Early Childhood Development are listed here. Most of the links on this page will take you directly to the appropriate Act or Regulation on the Victorian Legislation and Parliamentary Documents Home Page (www.legislation.vic.gov.au).

Before viewing any of these, you should first read the disclaimer provided on that site.

Adoption

Adoption Act 1984
Adoption Regulations 2008
Family Law Act 1975 (Cth)
Immigration (Guardianship of Children) Act 1946 (Cth) (Refer Adoption regulations)
Migration Act 1958 (Cth)
Migration Regulations 1994 (Cth)
Supreme Court (Adoption) Rules 2005

Children and Young Persons

Child Wellbeing and Safety Act 2005
Children, Youth and Families Act 2005
Children, Youth and Families Regulations 2007
Children's Services Act 1996
Children's Services Regulations 2009
Coroners Act 2000
Guardianship and Administration Board Act 1986
Supported Accommodation Assistance Act 1994 (Cth)

Disability

Disability Act 2006
Disability Regulations 2007
Disability Discrimination Act 1992 (Cth)
Sex Discrimination Act 1984 (Cth)

Education

Education and Training Reform Act 2006
Education and Training Reform Regulations 2007

Health

Drugs, Poisons and Controlled Substances Act 1981
Food Act 1984
Food (Forms and Registration) Regulations 2005
Health Act 1958
Health Records Act 2001
Health Services Act 1998
Health (Immunisation) Regulations 1999
Health (Infectious Diseases) Regulations 2001
Health Services (Conciliation and Review) Act 1987
Infertility Treatment Act 1995
Infertility Treatment Regulations 1997
Occupational Health and Safety Act 2004
Nurses Act 1993
Mental Health Act 1986

Concessions Related

Local Government Act 1989
Municipalities Assistance Act 1973
State Concessions Act 2004
Water Act 1989
Water Industry Act 1994
Water Order 2002 - Non metro Authorities [PDF 87 kb]
Water Order Nov 2002 - Metro Water Companies [PDF 76 kb]
Other
Family Violence Protection Act 2008
Stalking Orders Act 2008
Equal Opportunity Act 1995 (Vic)
Freedom of Information Act 1982
Local Government Act 1989
Ombudsman Act 1973
Public Records Act 1973
Information Privacy Act 2000

Appendix C: Regional Contacts

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barwon-South West Region</td>
<td>Cathy Gordon</td>
<td>Acting Manager Children and Youth Services</td>
<td>5215 5422</td>
</tr>
<tr>
<td>Eastern Metro Region</td>
<td>Tina Martin</td>
<td>Manager Children and Youth Services</td>
<td>9265 2500</td>
</tr>
<tr>
<td>Gippsland Region</td>
<td>Alison Clark</td>
<td>Manager Children Services and Partnerships</td>
<td>5127 0430</td>
</tr>
<tr>
<td>Hume Region</td>
<td>Lynda Raymond</td>
<td>Manager Children and Youth Services</td>
<td>5761 2151</td>
</tr>
<tr>
<td>Grampians Region</td>
<td>Marita Toohey</td>
<td>Manager Children Services Reform</td>
<td>5330 8602</td>
</tr>
<tr>
<td>Loddon Mallee Region</td>
<td>Heather Paterson</td>
<td>Manager Children and Youth Services</td>
<td>5434 5792</td>
</tr>
<tr>
<td>Northern Metro Region</td>
<td>Maureen Campbell</td>
<td>Manager Children and Youth Services</td>
<td>9479 0610</td>
</tr>
<tr>
<td>Southern Metro Region</td>
<td>Jan Southgate</td>
<td>Manager Children and Youth Services</td>
<td>9213 2192</td>
</tr>
<tr>
<td>Western Metro Region</td>
<td>Janet Ryan</td>
<td>Manager Partnerships and Services Development</td>
<td>9275 7297</td>
</tr>
</tbody>
</table>