



Capital Assistance Guidelines - Kindergartens

2024

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These guidelines should be read against and in conjunction with the documents listed at paragraph 4.

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1 Introduction

1. The Queensland Catholic Education Commission (QCEC) is the Central Governing Body (CGB) for Sessional Kindergarten Services. QCEC's role is to administer capital funding using appropriate governance arrangements to ensure applications for capital assistance from a Delegated Catholic Agency (DCA) are managed in accordance with the requirements of government.
2. The *QCEC Capital Assistance Guidelines – Kindergartens* (the Guidelines) specify:
 - a) the requirements of the capital program administered by QCEC as the CGB, including in relation to:
 - i. capital assistance programs, program requirements and criteria for capital expenditure
 - ii. application validity and the application process
 - iii. role of the Assessment Committee
 - iv. assessment and ranking of applications
 - v. assessment of an applicant's financial contribution (including the assessment methodology used)
 - vi. appeal mechanisms open to unsuccessful applicants
 - vii. ongoing Conditions of Compliance that apply to successful applicants
 - viii. post-occupancy compliance audits and ongoing compliance requirements post project completion.
3. QCEC approves the Guidelines as the Central Governing Body (CGB) for Delegated Catholic Agencies in Queensland. The Guidelines bind each applicant to the 2024 Kindergartens Capital Assistance Assessment process.
4. The Guidelines should be read against and in conjunction with:
 - a) the *QCEC 2024 Kindergarten Capital Assistance Round – Important Dates*
 - b) the *QCEC 2024 Kindergartens Capital Grants Conditions of Compliance*
 - c) the *QCEC Appeal Process – Government Funded Programs*.

1.1 Review of Guidelines

5. The Guidelines will be reviewed each year prior to commencement of the application round. The Guidelines are subject to possible changes to capital funding programs made by the Queensland Government.

2 Types of Capital Assistance

6. Delegated Catholic Agencies (DCAs) in Queensland may apply to access Capital Works Upgrade funding from the Queensland Government to increase the inclusion and participation of all children in kindergarten¹, in accordance with the requirements of the Guidelines and the Member Agreement executed by each participating DCA.

¹ For further information, please refer to [Inclusive Environments: Information Sheet](#), prepared by the Australian Children's Education & Care Quality Authority, dated January 2022.

3 Eligibility for Funding

7. All DCAs in Queensland can apply for Capital Works Upgrade funding on behalf of individual Catholic Sessional Kindergarten Services. Each participating DCA must enter into a Member Agreement with QCEC as the CGB and receive kindergarten funding from the State Government to be eligible to receive capital assistance funding.
8. The following services are not eligible to receive Capital Works Upgrade funding:
 - non-kindergarten service providers (e.g. Long Day Care Services);
 - sessional kindergartens located on Department of Education- owned land or in Department of Education- owned buildings;
 - state Government Delivered Kindergartens;
 - sessional kindergartens operating from a Queensland Government built initiative (e.g. Early Years Centres or Early Years Places); and
 - sessional kindergartens that are high income generating and/or have high cash reserves, excluding services that have made losses for two of the last three financial years.
9. Proposed outcomes of the capital works upgrade funding include:
 - enhanced and expanded service delivery for children in low socioeconomic and rural and remote communities;
 - improved health and safety of children accessing funding programs;
 - enhanced physical environment for children accessing the sessional kindergartens;
 - more inclusive environments and improved accessibility to kindergarten; and
 - increased compliance with national child safe principles and regulatory requirements.
10. Valid applications from DCAs (see section 6.3) are assessed by the Kindergarten Capital Assistance Assessment Committee (KCAAC).

4 Criteria for Capital Expenditure

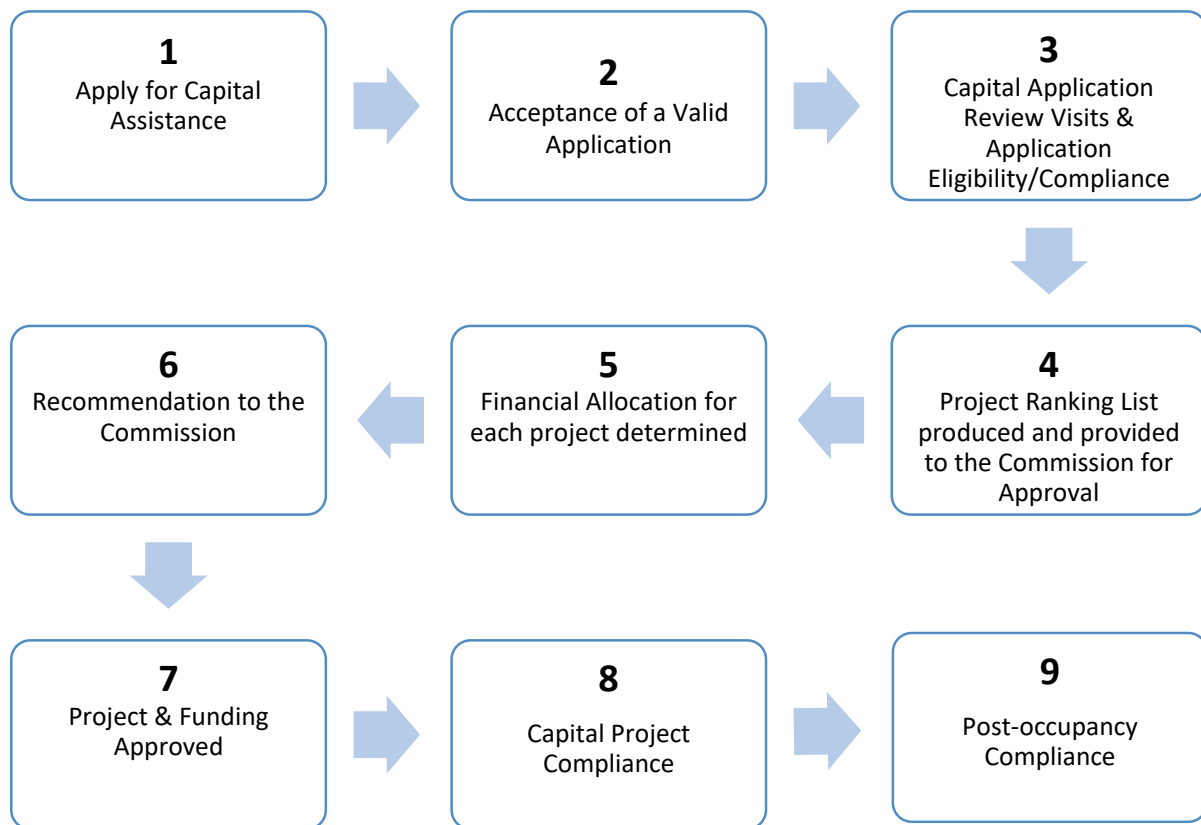
11. Capital assistance is available for, but not limited to:
 - a) modernising plumbing and / or electrical wiring
 - b) improvements to all ability access – installation of ramps, swing rails, handrails, wider entryways installation or replacement of air-conditioning
 - c) soundfield systems as well as other hearing augmentation technology
 - d) toilet / bathroom upgrades (child’s space) to align with child safe regulations
 - e) kitchen upgrades relating to food safety requirements
 - f) internal upgrades to expand the capacity of the kindergarten rooms
 - g) internal and external upgrades to ensure compliance with regulatory requirements (e.g. line of sight, fencing and playground safety etc)
 - h) resilience program (insurable event mitigations to reduce insurance costs) for natural disasters
 - i) obtaining required building / Council approvals and fees
 - j) installation or replacement of air-conditioning
 - k) charges and fees imposed by the local authorities

- l) architectural, engineering, and other professional fees
12. Capital assistance is not available for:
- a) repairs / maintenance / cleaning of a routine nature that should otherwise be planned for e.g. painting, replacement of floor coverings
 - b) equipment upgrades
 - c) purchase of cars, buses and / or any other form of vehicles
 - d) staff salaries and / or training
 - e) ongoing administration costs
 - f) whitegoods and non-fixtures
 - g) construction of a new playground
 - h) retrospective assistance e.g. entering into a contract prior to receiving approval from QCEC
13. Projects seeking capital assistance can comprise single capital works or multiple capital works and can be of any value that, in total, is over \$10,000 (excluding GST).
14. DCAs must complete their capital works upgrade project within 12 months of receiving QCEC (as CGB) grant approval.

5 Funding Administration

15. All Capital Works Upgrade funding from the Queensland Government for DCAs in Queensland is distributed and administered by QCEC as the CGB.
16. To ensure appropriate governance over capital assistance matters and the assessment of applications, QCEC has established the Kindergarten Capital Application Assessment Committee (KCAAC). The responsibilities of the committee are to:
- assess applications according to the criteria set out in the relevant legislation and QCEC Kindertgartens Capital Assistance Guidelines
 - score and rank projects
 - make recommendations to the Commission about assessment outcomes

6 Application Process



6.1 Application Opening Date

17. The QCEC's *Capital Projects Online Portal* and Kindergartens application form will be open at 9:00 AM on 26 August 2024.

6.2 Application Closing Date

18. DCAs have until 5:00 PM on 14 October 2024 to submit their applications for capital assistance via *QCEC's Capital Projects Online Portal*.

6.3 Acceptance as a Valid Application

19. All applications for Capital Works Upgrade funding must be made via *QCEC's Capital Projects Online Portal* and application form before 5:00 PM on 14 October 2024.
20. An application must meet the following requirements to be considered valid:
 - a) The *Capital Projects Online Application Form* is completed;
 - b) Evidence of the member agreement;
 - c) Evidence that the DCA owns or has a current lease for the land and buildings up to 31 December 2025 and permission from the lessor to undertake any proposed capital works;

- d) Submit Financial Statements (Profit and Loss Statement and Balance Sheet) for financial year 2024, 2023 and 2022;
 - e) A maintenance plan for the kindergarten and evidence of the kindergarten’s implementation of this plan;
 - f) Evidence of adequate insurance cover over existing buildings and facilities;
 - g) Submit supporting plans for the project, including:
 - i. Proposed project plans, drawn to an appropriate scale
 - ii. in lieu of plans, a statement from a suitably qualified professional describing the proposed scope of works
 - m) Submit a Building Report² for projects over \$30,000 (GST exclusive);
 - n) Evidence of charges and fees imposed by the local authorities; and
 - h) Submit a cost estimate from a suitably qualified professional³. This cost estimate must exclude contingency.
21. The Kindergartens Capital Assistance Assessment Committee (KCAAC) will consider only valid applications.
 22. Applications will be assessed by the QCEC Secretariat, to determine if they are to be accepted as a valid application, before 5:00 PM on 21 October 2024.
 23. If an application is deemed not to be valid, the QCEC Secretariat will issue a notice to the applicant DCA, indicating the areas of non-compliance leading to this determination. The applicant DCA will have two (2) calendar days to rectify any areas of non-compliance raised by the QCEC Secretariat. If the application does not satisfy the 'valid application' requirements following the expiration of the rectification period, the application will be deemed to be withdrawn (i.e. excluded) from the *2024 Kindergartens Capital Assistance Round*.
 24. The Appeals Process (see section 6.9) does not apply to an application until and unless it has been accepted as a valid application. Unsuccessful applicants seeking review of a determination about application validity may apply to the QCEC in writing prior to the November Commission meeting. The QCEC will consider and determine an outcome for any applications for review at their November Commission meeting.

6.4 Capital Application Review Visits

25. After a proposed application is formally accepted as a valid application, the QCEC Secretariat will visit the applicant's Kindergarten. The purpose of the capital application review visit is to:
 - a) ensure applications continue to conform with the valid application requirements.
 - b) identify and confirm that all aspects of the application meet the *2024 Kindergartens Capital Assistance Guideline* eligibility requirements.
 - c) gather information to include in a meeting summary report that is provided to the Kindergarten Capital Assistance Assessment Committee (KCAAC).
26. Attendees at the capital application review visit will normally include:

² A building report is developed by a qualified professional or ‘expert’ with both, specialised technical knowledge in a particular area or industry, and the necessary skills to provide an impartial opinion/observation on the proposed project. The report should provide objective, qualified and documented evidence relevant to why the project is required to address a particular issue.

³ Such as a builder, a registered architect, or a quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing of capital works at least to a similar scale and type as is proposed.

- a) the applicant
 - b) if applicable, the applicant’s Lead Consultant
 - c) QCEC Secretariat representative/s
27. Each DCA must allow a minimum of one (1) hour for each capital application review visit (depending on the nature, value and complexity of the application, the visit may take longer).
28. The purpose of the capital application review visit is to provide applicants with an opportunity to receive feedback on the application that has previously met the requirements to be considered valid. The capital application review visit also provides an opportunity to discuss all aspects of the application eligibility requirements. Items deemed ineligible through the capital application review visit *must* be shown as self-funded works within their valid application. At this time, the Secretariat will make amendments to the application. Alternatively, an applicant may withdraw their application or parts of their application.
29. If, during the capital application review visit, it is determined that the information provided in the application does not meet the requirements to enable the application to be considered valid, the applicant will be deemed to have waived their right for any period of rectification and the application will be deemed withdrawn and not eligible for assessment or funding during the 2024 Kindergarten Capital Assistance Round.

6.5 Kindergarten Capital Assistance Assessment Committee (KCAAC)

30. The KCAAC is an assessment committee that assists the CGB in making determinations about the ranking and prioritisation of capital assistance applications through a competitive and objective assessment process.
31. Members of the Committee are as follows:

| Membership | Voting Rights |
|--|---------------|
| Chairperson - Capital Program Advisor - QCEC | Nil |
| Executive Director - QCEC | 1 |
| Nominee(s) Independent Members ⁴ | 2 |
| Manager, Capital Programs – QCEC | Nil |

32. Applications that have been formally accepted as valid applications and comply with the requirements of the *QCEC Kindergarten Capital Assistance Guidelines* are presented to the KCAAC for assessment and evaluation.

6.6 Assessment and Ranking of Projects for Capital Assistance

33. Given that there are usually more requests for funding than there are funds available projects must be assessed and ranked. To ensure a fair and objective assessment, all KCAAC members receive the same information and training and are given the same timeframe to complete the assessment.
34. Members of the CAAC KCAAC independently consider each project against the weighted assessment

⁴ The independent members of the KCAAC will have a diverse and relevant background that equips them with the knowledge, skills, and perspectives needed to contribute effectively to the evaluation process. Independent members bring an unbiased and objective perspective to the evaluation process, ensuring a fair and comprehensive review. These members are not affiliated with any project under assessment.

criteria:

- a) Addressing disadvantage – Weight 20%
 - SEIFA Decile Score:
 - 1 equates to 20%
 - 2 equates to 18%
 - 3 equates to 16%
 - 4 equates to 13%
 - 5 equates to 11%
 - 6 equates to 9%
 - 7 equates to 7%
 - 8 equates to 4%
 - 9 equates to 2%
 - 10 equates to 0%
- b) Addressing remoteness or accessibility – Weight 10%
 - ARIA Score:
 - i. Major City - 0 equates to 0%
 - ii. Inner Regional – 1 equates to 3%
 - iii. Outer Regional – 2 equates to 5%
 - iv. Remote – 3 equates to 8%
 - v. Very Remote – 4 equates to 10%
- c) Meeting the Kindergarten Capital Works Upgrade Program Objectives and Infrastructure Planning – Weight 70%
 - Application addresses one (1) or more of the following program deliverables:
 - i. improved health and safety of children accessing funding programs;
 - ii. enhanced physical environment for children accessing the sessional kindergartens;
 - iii. more inclusive environments and improved accessibility to kindergarten;
and
 - iv. increased compliance with national child safe principles and regulatory requirements.
 - The project produces a build/design solution that is fit for purpose
 - The project provides value for money.

6.7 Allocation of funds

35. The total Grant will comprise a Base Grant + Location Grant (see Appendix 1). The Base Grant is calculated as 90% of the project cost, with the grant capped at \$100,000 (GST exclusive). Location Loading is paid in addition to the base grant. Location loadings for each region are included in Section 8 and are applied to the grant-eligible project cost.

6.8 Commission Approvals

36. A list of the prioritised projects recommended by the KCAAC will be presented to the QCEC (as CGB), with a brief description of each project and the level of recommended assistance for each application, for approval.

6.9 Appeal Process

37. No appeals process applies until a proposed application is formally accepted as a valid application (see Section 6.3).
38. Decisions of the CGB about the assessment and ranking of valid applications are subject to the *QCEC Appeal Process– Government Funded Programs*.
39. An appeal must be made in writing citing the grounds and demonstrating the reasons for which it is made and addressed to the Executive Director of the QCEC. The process for managing and resolving appeals is further explained in the *QCEC Appeal Process– Government Funded Programs*.

6.10 Conditions of Compliance

40. Successful applicants eligible to receive capital assistance are required to continue to meet and comply with the *QCEC Kindergartens Conditions of Compliance*.
41. More information about the ongoing compliance obligations of successful applicants, including repayment of grants in particular circumstances, is available within the *QCEC Kindergartens Conditions of Compliance*

6.11 Post-occupancy Compliance Requirements

42. For Government funded projects, post occupancy reviews will be performed by the QCEC Secretariat on behalf of the CGB to ensure the project has been completed in accordance with the *2024 QCEC Kindergartens Capital Assistance Guidelines* and *QCEC Kindergartens Conditions of Compliance*.
43. If non-compliance is identified, the relevant DCA may be requested by the CGB to repay part or all of the grant monies.

7 Scope of the Guidelines

44. The *QCEC Kindergartens Capital Assistance Guidelines* apply to all Kindergartens accredited by the Queensland Government and operated by a Delegated Catholic Agency affiliated with the QCEC.

7.1 Consultant Fees

45. DCA's are expected to commission consultants from within the local region.
46. Consultant fees will be calculated as a percentage of the overall project costs, up to a maximum of 10%.
47. Master planning and initial development application costs pertaining to the site will not be funded by the program.

7.2 Contingency

48. An allowance of 2.5% for contingencies will be added to the total project's cost estimate and should not be included in the application project cost.

8 Locality Indices

49. Locality indices are applied for capital works outside the Brisbane metropolitan areas.

| Suburb | 2024 Indices |
|-------------|--------------|
| Beaudesert | 104 |
| Biloela | 116 |
| Blackall | 131 |
| Bundaberg | 107 |
| Cairns | 109 |
| Deeragun | 115 |
| Emerald | 126 |
| Gatton | 102 |
| Gold Coast | 102 |
| Hervey Bay | 106 |
| Ipswich | 100 |
| Jimboomba | 102 |
| Mackay | 116 |
| Mt Isa | 152 |
| Palm Island | 202 |
| Pittsworth | 105 |
| Rockhampton | 117 |
| Roma | 116 |
| Silkwood | 120 |
| Springsure | 126 |
| Townsville | 115 |
| Warwick | 106 |

Appendix 1 - Financial Contribution Guidelines

1. Applicants are required to contribute towards the cost of the project.
2. The Total Grant comprises a Base Grant and a Location Grant and is rounded up to the nearest thousand.
3. The Gross Project Cost is calculated as the cost in the application plus a 2.5% contingency and an indexation rate of 6.1%.
4. The Net Project Cost is the Gross Project Cost less the location allowance (funded in the location grant).
5. The Base Grant is calculated as 90% of the Net Project Cost. The Base grant is capped at \$100,000.
6. The Location Grant is the location loading multiplied by the Net Project Cost (also capped).
7. The Self-funded Financial Contribution is calculated as the Project Cost less the Base and Location Grant.

Grant Funding Calculation Examples

Example 1 - Brisbane Metropolitan Project (No Location Allowance)

| Brisbane | | |
|---------------------------------|-------|------------------|
| Project Cost | | 90,000.00 |
| Contingency | 2.50% | 92,250.00 |
| Indexation | 6.10% | 97,877.25 |
| Gross Project Cost | | 97,877.25 |
| Location Loading | N/A | - |
| Net Project Cost | | 97,877.25 |
| Project Grant | 90% | 88,089.53 |
| Plus: Location Allowance | | - |
| Total Grant (rounded up) | | 89,000.00 |
| Self-funded | | 8,877.25 |

Example 2 - Rockhampton Project (Location loading)

| Rockhampton | | |
|---------------------------------|-------|-------------------|
| Project Cost | | 100,000.00 |
| Contingency | 2.50% | 102,500.00 |
| Indexation | 6.10% | 108,752.50 |
| Gross Project Cost | | 108,752.50 |
| Less: Location Allowance | 1.17 | (15,801.65) |
| Net Project Cost | | 92,950.85 |
| Project Grant | 90% | 83,655.77 |
| Plus: Location Allowance | | 15,801.65 |
| Total Grant (rounded up) | | 100,000.00 |
| Self-funded | | 8,752.50 |

Example 3 - Palm Island Project (Location loading and capped grant amount)

| Palm Island | | |
|---------------------------------|-------|-------------------|
| Project Cost | | 300,000.00 |
| Contingency | 2.50% | 307,500.00 |
| Indexation | 6.10% | 326,257.50 |
| Gross Project Cost | | 326,257.50 |
| Less: Location Allowance | 2.02 | (164,743.89) |
| Net Project Cost | | 161,513.61 |
| Project Grant (Capped) | 90% | 100,000.00 |
| Plus: Location Allowance | | 113,333.33 |
| Total Grant (rounded up) | | 214,000.00 |
| Self-funded | | 112,257.50 |