



# Community Child Care Fund Special Circumstances Grant Opportunity

## Frequently Asked Questions

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## How to Apply

### 1. Is there a deadline for Community Child Care Fund (CCCF) Special Circumstances Grant Opportunity applications?

There is no deadline for non-COVID-19 applications.

The deadline for Victorian services applying for COVID-19 related funding is 31 January 2021.

Applications for COVID-19 related funding for the rest of Australia will be accepted from 12 October 2020 until 31 January 2021.

### 2. How much funding should I apply for?

For non-COVID-19 applications, there is no minimum or maximum amount that can be applied for under this grant opportunity, but grants cannot exceed the amount of available funds.

The amount of funding you apply for needs to be directly related to the impact of the unforeseen event for which funding is being sought. You must complete the detailed budget proposal in the application form. Please note you may not receive the entire amount of funding requested.

Applications for COVID-19 related funding cannot exceed \$150,000 (GST exclusive). These applications must include specific documentation set out in section 4 of the [CCCF Special Circumstances Grant Opportunity Guidelines](#).

### 3. I operate a service in Victoria that is at high risk of permanent closure due to COVID-19, despite accessing all applicable Transition Payments or Recovery Payments. Can I apply for funding under this grant opportunity?

Victorian services are eligible to apply for a grant if the service:

- operates for a disadvantaged or vulnerable community in Victoria, or
- is the only service in a Victorian regional, rural or remote area, or
- is the only suitable service supporting a vulnerable or disadvantaged sector of their community in Victoria, and
- meets all other eligibility criteria for Victorian services under section 4 of the Guidelines.

See more information in Question 9 *below*.

All COVID-19 applications from eligible Victorian services must be supported by documentary evidence and a budget demonstrating they are at risk of permanent closure, despite accessing other COVID-19 related funding.

### 4. I operate a service outside of Victoria that is at high risk of imminent (temporary or permanent) closure due to COVID-19, despite accessing all applicable Transition Payments. Can I apply for funding under this grant opportunity?

Services outside Victoria are eligible to apply for a grant under this grant opportunity if the service:

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- operates for a disadvantaged or vulnerable community outside of Victoria, or
- is the only service in a regional, rural or remote area, outside of Victoria or
- is the only suitable service supporting a vulnerable or disadvantaged sector of their community outside of Victoria, and
- meets all other eligibility criteria for services outside of Victoria under section 4 of the Guidelines.

See more information in Question 9 *below*.

All COVID-19 applications from eligible services outside of Victoria must be supported by documentary evidence and a budget demonstrating they are at high risk of imminent (temporary or permanent) closure, despite accessing other COVID-19 related funding.

### 5. Can I apply directly for my service or does the provider/operator need to apply?

Yes. You can apply for your approved child care service/s if you have been authorised to submit on behalf of the approved provider.

### 6. Can I apply for CCCF Special Circumstances funding more than once for the same service?

Services that were previously approved for a CCCF Special Circumstances grant can apply for further funding and applications will be assessed on a case by case basis.

#### COVID-19

Services that were previously approved for a CCCF Special Circumstances COVID-19 grant can apply for further funding if they have experienced a Stage 3/4 lockdown or jurisdictional equivalent.

### 7. Do I need to be an approved child care service to apply?

Yes. You must be Child Care Subsidy (CCS) approved when you apply. Family Day Care and In Home Care providers or services may apply if financial viability issues related to their registered educators are putting the Family Day Care/In Home Care service at risk.

### 8. Do I need to participate in the National Redress Scheme for Institutional Child Sexual Abuse?

If, prior to 30 June 2020, the applicant was named in the Royal Commission into Institutional Responses to Child Sexual Abuse (**Royal Commission**), or in an application received by the National Redress Scheme for Institutional Child Sexual Abuse (**Scheme**) as an institution where child sexual abuse occurred or was alleged to have occurred, the applicant must have:

- provided a clear written statement to the Scheme setting out its intention to join the Scheme on or before 30 June 2020, and
- become a participating institution of the Scheme on or before 31 December 2020, and
- not ceased to be a participating institution.

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If the applicant was not named in the Royal Commission, or in an application received by the Scheme prior to 30 June 2020, but was named in an application received by the Scheme on or after 30 June 2020, as an institution where child sexual abuse occurred or was alleged to have occurred, the applicant must have:

- become a participating institution of the Scheme within 6 months after being contacted by the Scheme and requested to join, and
- not ceased to be a participating institution.

## 9. What organisation ID's do I need to complete my application?

- Child Care Subsidy Approval ID (CCS ID): This is the ID used to log into the Provider Entry Point (child care system). It is always 9 digits followed by an uppercase letter.
- Approved Provider Organisation ID: This ID is related to your provider organisation.

## 10. How do I apply for the CCCF Special Circumstances Grant Opportunity?

Further information on the CCCF Special Circumstances Grant Opportunity, including eligibility criteria and instructions on how to apply, is available on the [CCCF Special Circumstances](#) webpage. If you have any questions about the CCCF Special Circumstances grant please contact the CCCF Program team via [CCCFSpecialCircumstances@dese.gov.au](mailto:CCCFSpecialCircumstances@dese.gov.au).

## Eligibility

### 11. Who can apply?

At the date of application lodgement, you must be:

- a) an approved provider under Family Assistance Law operating for a disadvantaged or vulnerable community (refer questions 12 and 15), and
- b) at high risk of temporary/permanent closure due to viability issues resulting from an unforeseen event or circumstance such as but not limited to natural disaster, extreme weather event or pandemic, or
- c) at high risk of permanent closure due to another event or circumstance, where that closure would result in a lack of suitable child care (market failure) for the community, or
- d) seeking to commence a new service in a community where another service has closed, resulting in a lack of suitable child care (market failure), and the new service will require funding to establish a viable operation.

### COVID-19 – Victorian services only

To be eligible to apply for a COVID-19 grant the applicant must satisfy the following criteria:

- a) meet the eligibility criteria set out above for non-COVID-19 related grants, and
  - operate a service for a disadvantaged or vulnerable community in Victoria, or
  - the only service operating in a particular regional or rural community in Victoria, or

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- the only suitable service supporting a vulnerable or disadvantaged sector of their community in Victoria, and
- b) the service must already be approved for CCS.
- c) the service must demonstrate it is at high risk of permanent closure through evidence of financial hardship that must include a completed detailed budget proposal in the application form.

Further evidence to demonstrate financial hardship can also include:

- a bank reconciliation report with balances for the six months prior to the date of application.
  - the current budget for 2020-21.
  - an income and expenditure statement for the 12 months prior to the date of application.
  - a profit and loss statement for the last 12 months prior to the date of application.
  - a certified financial report from an accountant or an authorised officer in the organisation certifying that without additional funding the service will close.
  - relevant minutes from director or board meetings.
  - additional information or evidence to determine the relative merit of a request for support.
- d) services that were previously approved for a CCCF Special Circumstances COVID-19 grant can apply for further funding as Victoria has experienced a Stage 3/4 lockdown.
- e) services must remain open and available to provide care to eligible children.
- f) services must have accessed existing viability support including CCS, transition measures including Transition Payment where relevant.

## COVID-19 – rest of Australia

To be eligible to apply for a COVID-19 grant the applicant must satisfy the following criteria:

- a) meet the eligibility criteria set out for non-COVID-19 related grants, and
- operate a service for a disadvantaged or vulnerable community, or
  - is the only service in a particular regional or rural community, or
  - is the only suitable service supporting a vulnerable or disadvantaged sector of their community outside of Victoria, and
- b) the service must already be approved for CCS.
- c) the service must demonstrate it is at high risk of imminent (temporary or permanent) closure and provide evidence of financial hardship that must include a completed detailed budget proposal in the application form.

Further evidence to demonstrate financial hardship can also include:

- a bank reconciliation report with balances for the six months prior to the date of application.

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- the current budget for 2020-21.
  - an income and expenditure statement for the 12 months prior to the date of application.
  - a profit and loss statement for the last 12 months prior to the date of application.
  - a certified financial report from an accountant or an authorised officer in the organisation certifying that without additional funding the service will close.
  - relevant minutes from director or board meetings.
  - additional information or evidence to determine the relative merit of a request for support.
- d) services that were previously approved for a CCCF Special Circumstances COVID-19 grant can apply for further funding and they will be assessed on a case by case basis.
- e) services must remain open and available to provide care to eligible children.
- f) services must have accessed existing viability support including CCS, transition measures including Transition Payment where relevant.

## 12. Who is not eligible to apply?

You are not eligible to apply if you:

- do not meet the eligibility criteria described under Question 11 (above); or
- not participating in the National Redress Scheme for Institutional Child Sexual Abuse, but should be (see question 8); or
- are already fully funded for the same activity under a different CCCF program or any other Government source or program.

## 13. What is an approved provider?

An approved provider is an early childhood education and care provider who is approved (and continues to be approved) under Division 1 of Part 8 the *A New Tax System (Family Assistance) (Administration) Act 1999* to administer CCS on behalf of eligible families.

An approved provider has several responsibilities under the family assistance law, including:

- complying with the Family Assistance Law, and
- complying with the National Law and National Regulations and all related state or territory laws involving the operation of a child care service, unless that service is exempt.

## 14. How is a child care service defined?

Child care services are defined as either Centre Based Day Care, Family Day Care, Outside School Hours Care or In Home Care, or another service type approved by the [Minister's Rules](#).

Mobile services are delivering Centre Based Day Care for the purposes of administering the CCS.

## 15. What is not considered to be an eligible child care service?

- Crèche-type arrangements where parents remain on site and retain responsibility for their children.

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- Informal care provided by family members.
- Services primarily delivering an instruction-based activity such as sports programs.
- Social and community programs such as early intervention services.
- Services providing short-term irregular care.
- Early education programs such as preschool or kindergarten.

## Disadvantaged or Vulnerable communities and Priority Areas

### 16. What is a disadvantaged or vulnerable community?

There are many examples of what determines if a community is vulnerable or disadvantaged.

The Department of Education, Skills and Employment has a list of [CCCF priority areas](#) that are considered disadvantaged or vulnerable. If your service is operating in one of these areas, you are eligible to apply for this funding. The indicators used to determine the CCCF priority areas, e.g. Australian Early Development Census or Socio-Economic Indexes for Areas, are recognised indicators of disadvantage and/or vulnerability.

Alternatively, your service may be the only suitable service supporting a vulnerable or disadvantaged sector of the community.

### 17. How do I verify if my child care service operates in a priority area?

It is easy to check if you are in a priority area:

- Go to the Department of Education, Skills and Employment's list of [CCCF priority areas](#)
- Follow the instructions to find out your service's SA2
- Check if your service's SA2 appears on the list of priority areas.

It is important to note that the CCCF priority areas do not necessarily match up with suburb or town boundaries.

## Different Circumstances

### 18. What is an unforeseen event or circumstance?

Something unexpected that a service did not cause and cannot influence. This includes local emergencies, natural disasters, extreme weather events such as a bushfire or flood and where service viability is affected. An unforeseen event includes pandemics.

### 19. Is drought an eligible event?

Yes, drought is considered an eligible event for the purposes of the CCCF Special Circumstances Grant Opportunity.

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## 20. The child care service I operate has been damaged by bushfire and will need to close temporarily for repairs/refurbishment. Is there any funding available to assist us to re-open?

Yes, the CCCF Special Circumstances Grant Opportunity supports continuity of child care, where service viability is affected by an unforeseen factor outside the control of the service. See Activities that can be funded in Question 21 below.

To be eligible to apply the applicant must be a CCS approved child care service and satisfy the eligibility criteria in Question 10 above.

If you operate a standalone pre-school or other state/territory government approved child care service, please contact your regulatory authority. Regulatory authority contact details for each state and territory can be found on the [ACECQA website](#).

## 21. What is market failure?

A situation in which families requiring child care are unable to find suitable places in reasonable proximity to their community.

## Activities that can be funded

## 22. What activities can be funded under the CCCF Special Circumstances Grant Opportunity?

There are several activities that CCCF grant funding can be used for including, but not limited to:

- staff retention costs during periods of closure where the staff are deployed on activities to reopen.
- costs related to the provision of care at an alternate venue.
- minor capital repairs that are not covered under insurance.
- project management costs for a staff member who is administering the insurance claim process.
- costs related to maintaining service viability in periods of closure due to local emergencies.
- implementing changes to business practices and/or models, in response to the unforeseen event or special circumstance.
- temporarily contributing to standard child care operating costs to assist with the service remaining open.
- helping with additional costs as a result of the unforeseen event or circumstance.
- addressing health and safety requirements, directly related to an unforeseen event.
- other reasonable activities, as agreed with the department, that are responsive to the needs of the community, or to ensure the service can continue to provide quality child care, such as additional transport services, family engagement, extended hours and other support activities.

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## 23. What the grant money cannot be used for;

The following are examples of activities grant funding cannot be used for:

- activities not related to the delivery of child care services.
- activities that are already fully funded by another CCCF program or any other government source or program.
- activities that have not already occurred.
- any expense that is claimable under the service's insurance policies.

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