

\$20 million Before and After School Care Fund

FREQUENTLY ASKED QUESTIONS (updated May 2017)

1. What is the \$20 million Before and After School Care Fund

The NSW Government created the \$20 million *Before and After School Care Fund* to help establish new outside school hours care (OSHC) services in government and less well-resourced non-government school communities.

Applications for a one-off grant of up to \$30,000 will continue to be accepted from schools without an OSHC service, schools with an existing OSHC service that have a need and capacity to expand their service and local councils that have unmet demand for before and after school care places.

From 31 May 2017, eligible not-for-profit OSHC service providers may also apply for a grant under the Fund. In addition, local communities with unique issues related to unmet demand for OSHC places may also apply for funding to address these issues.

The NSW Department of Education, guided by a cross-sectoral steering committee, which includes representatives from the Catholic Education Commission NSW and the Association of Independent Schools of NSW, administers the Fund.

APPLYING FOR A GRANT

2. Who can apply for the grant?

OSHC services that have a demonstrated unmet demand for before and after school care places, and capacity to establish a new OSHC service or to increase the number of places in their existing OSHC service, may apply for grants under the Fund.

Applications must be submitted on SmartyGrants by the following:

- the school principal for services located on school sites
- the duly authorised council officer for services located on council sites
- the OSHC nominated supervisor of the approved provider for not-for-profit OSHC services located on sites other than school or council property.

Local community organisations seeking to address unmet demand for OSHC services may submit a written funding proposal for consideration by the Fund's cross-sectoral steering committee. Interested parties should contact the department on telephone 02 9244 5057 in the first instance. Applications will be assessed on a case by case basis. There is no need to apply through SmartyGrants.

3. How can the grant be used?

Grant funding must be used to increase the number of approved OSHC places by creating a new service or by increasing the number of existing approved OSHC places. Within these parameters, the grant may be used for site modification and fit-out costs, project management (including tendering or regulatory costs) or to pay for necessary equipment to support additional places. The proposed service must provide before and/or after school care but may also provide vacation care.

4. How will applications be assessed?

Grants for eligible applicants will be awarded on the basis of their capacity to establish or expand a viable OSHC service including:

- demonstrated community demand that supports the establishment or expansion of an OSHC service



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- progress in identifying a site that meets regulatory requirements
- progress in securing an approved OSHC provider
- appropriateness of the proposed expenditure items.

Applications from schools will be assessed in two stages:

- In-sector assessment in which sectoral panel members will assess the applications within their respective sectors. For non-government schools, priority will be given to applicants in Education Resource Index categories 4 to 12.
- Cross-sectoral assessment in which sector recommendations will be considered for endorsement.

Non-school applications will be assessed by the cross-sectoral committee. The cross-sectoral committee reviews applications and recommends applicants to the Minister for approval.

5. How can a grant applicant establish evidence of demand for an OSHC?

Establishing an OSHC service requires close collaboration with the school community. Engagement of the community may take various forms. For example, schools may conduct a survey of parents to ascertain any intention to use the proposed service and determine their preferred before and after school care hours.

6. How will applicants be advised of the outcome of their application?

Online applicants will receive an automated email confirming their submission with a copy of their application attached. This will be sent to the email address used by the applicant to register on SmartyGrants.

Applicants with incomplete applications will be contacted by the administrators of the Fund for more information.

Successful/Unsuccessful schools will be notified by email through their school sector authority. The email to successful schools will contain instructions on the method and timing of disbursement of funds as well as progress and final reporting requirements for school principals.

Successful/Unsuccessful non-school applicants will be notified by email by a department representative. The email to successful non-school applicants will contain information about finalising the funding agreement between the NSW Department of Education and the applicant.

7. Can details in the application be changed once it is submitted?

If any of the details need to be revised in the application, applicants should contact their respective representatives/Before and After School Care Project Officer to re-open their applications. Applicants should not start a new application.

8. How will the grant be paid?

Grants will be paid through the school sectors upon approval of the school's application. For non-school applicants, grants will be paid in accordance with the terms stipulated in the signed funding agreement.

9. What will the reporting requirements be for grant recipients?

Each grant recipient will be required to provide progress updates and complete a financial acquittal process.

INFORMATION FOR SCHOOLS ESTABLISHING AN OSHC SERVICE

10. How does a school establish an OSHC service?

OSHC services are provided by a range of providers including for-profit organisations and not-for-profit organisations including school parents, local government and community based groups. Principals may

contact Network of Community Activities for advice and support in considering options for establishing services by phone 02 9212 3244 or email BASCfund@networkofcommunityactivities.org.au.

All OSHC providers in NSW need to apply for regulatory approval to operate their service. The Department of Education, through its Early Childhood Education and Care (ECEC) directorate, is the regulator for services in NSW and is responsible for granting regulatory approvals.

OSHC operators need to obtain two types of regulatory approval: a provider approval and a service approval. A provider is the entity that operates the OSHC service and the ECEC directorate checks that it is 'fit and proper' to deliver care to young children. Service approval allows an approved provider to deliver OSHC at a specific site.

ECEC's regulatory relationship is only with the provider of the service and not with the owner or lessor of the site where OSHC is being delivered. For this reason the approvals process is separate from any licensing or tendering processes for OSHC conducted by the Department of Education or the non-government school authority.

The approval process starts with an application by the OSHC provider to the ECEC directorate for provider and/or service approval. Provided the application is complete and meets 'threshold' requirements, directorate officers will pay a visit to the site. Provided there are no issues identified at the visit, approvals are then issued.

More information about OSHC regulations and how providers obtain regulatory approval is available via the 'children and youth' pages on the department's [website](#).

There may be additional requirements to consider when establishing an OSHC facility. For instance, schools may need to tender for a service provider. Government schools should consult the NSW Department of Education's [Community Use of School Facilities Policy](#) and associated implementation procedures for further information.

As the approval process involves a number of requirements, the time required to establish an OSHC service varies. This is largely dependent on the engagement, or not, of an approved provider. The series of actions is summarised in Table 1.

Table 1: Estimated timeframe for establishing an OSHC service (some actions may be undertaken concurrently)

Stage	Action	Estimated timeframe
1	Identify community demand and conduct site investigation <ul style="list-style-type: none"> Scoping of the level of community demand and the feasibility of the prospective site (which may be on- or off-site) for delivery of OSHC Identifying and assessing the prospective site for the service Undertaking stakeholder consultation or surveys Planning for an implementation timeline 	6 to 8 weeks
2	Identify appropriate process to determine the service provider If applicable, conduct a tendering process for a service provider <ul style="list-style-type: none"> Seeking approval to go to tender Preparing tender documents Conducting the tender Preparing the Tender Evaluation Report Awarding the contract and execution of agreement 	8 to 10 weeks
3	Obtain regulatory approval <ul style="list-style-type: none"> For new providers only: application for provider approval (which can be submitted prior to the tender being finalised) Application for service approval after the tender is awarded 	up to 13 weeks

11. What options are available if there is not enough physical space for an OSHC in my school?

In schools where an OSHC service is needed but where there is no capacity to deliver the service on the school site, the grant may be used to establish the service at an alternative location such as a local preschool, council or other non-government organisation.

12. How do schools engage OSHC providers?

The process of engaging OSHC service providers varies across the school authorities.

- Government schools should refer to the NSW Department of Education's [Community Use of School Facilities Policy](#), its associated implementation procedures, and the [online toolkit](#).
- Catholic systemic schools should check with their diocesan authority.
- Independent schools should refer to the OSHC requirements on the regulator's [website](#).

13. Can a school use an already approved provider?

Yes. Schools can arrange for an existing approved OSHC provider to apply for approval of the new service. Schools unsure about how to identify a prospective existing provider can contact the Network of Community Activities for advice by phone 02 9212 3244 or email BASCfund@networkofcommunityactivities.org.au.

For existing OSHC services, the current service provider must agree to expand the service.

FURTHER INFORMATION

14. Who should applicants contact for further information about the Fund?

More information about the *Before and After School Care Fund* is available from the following representatives.

Association of Independent Schools of NSW schools

Susan Wright, Consultant: Education Regulations and Program Implementation

T: 02 9299 2845 E: swright@aisnsw.edu.au

Douglas Melrose-Rae, Division Head: Education Regulations and Program Implementation

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Catholic Education Commission NSW schools

Rosalie Nott, Assistant Director

T: 02 9287 1560 E: rosalie.nott@cecnsw.catholic.edu.au

NSW Department of Education schools & Local councils

Elsa Lat, Leader Policy Coordination and Review

T: 02 9244 5057 E: elsa.lat@det.nsw.edu.au

Shane Joseph, Planning and Reporting Coordinator

T: 02 9266 8173 E: shane.joseph@det.nsw.edu.au

Siobhan Cowell, Project Officer, Before and After School Care Fund

T: 02 9244 5066 E: siobhan.cowell1@det.nsw.edu.au

Not-for-profit service providers

Project Officer Before and After School Care Fund, Network of Community Activities

T: 02 9212 3244 E: BASCfund@networkofcommunityactivities.org.au