Before and After School Care Reform Grant Programs Frequently Asked Questions

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For more information

Email: BASCReform@det.nsw.edu.au

Phone: 1300 244 145

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

1.   Application Process

1.1.   Where can people submit their application?

All applications are to be submitted online.

Information on how to submit the application and frequently asked questions can be downloaded or you can email BASCReform@det.nsw.edu.au.

1.2.   Can I save a partially completed application and come back to complete I later?

If you wish to save a partially completed application, press 'save and close' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

1.3.   What is the application process?

Applications must be submitted online using the SmartyGrants platform.

All applications will require the following information:

- Applicant details
- Project Justification
- Project Description
- Funding Requested
- Evidence of, or plan to seek, regulatory approval

Further information about the grant and application criteria can be found in the relevant grant guidelines on the Department of Education website.

Once completed, submit the form and you will receive an email acknowledging receipt of your application.

1.4. How can a grant applicant establish evidence of demand?

Establishing a 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 care hours, or provide evidence of a waitlist from the service if it is already established.

Details of a recently conducted tender for an OSHC service at a school can also be used as evidence of demand.

1.5. Do projects require landowner consent?

For projects that include fittings or fixtures (e.g. site modifications, fit-outs, kitchen upgrades, air conditioning, etc.), the applicant must get the landowner's consent prior to submitting the application.

The landowner must provide the applicant with a letter or email of support to be included in the project application.

In the case of projects on NSW Department of Education sites, evidence of approval from School Infrastructure NSW's Asset Management Unit (AMU) is required. The applicant shall have consulted with the local AMU to confirm the proposed project is fit-for-purpose and achievable within the school environment, suitably scoped and budgeted prior to submitting the grant application.

Any works which involve fittings or fixtures on Department sites will be owned by the Department (e.g. a new kitchen).

1.6. Do I need quotes for all items listed in my project budget?

Assessment of applications involves a review of the project budget for fair and reasonable value and the risk of the project costs exceeding the budgeted amount.

While it is not necessary to provide quotes for all items in your proposal, your application will be strengthen if sufficient detail is provided. Insufficient detail will limit the ability of assessors to determine project value or risk and this may prevent the application being recommended for approval.

1.7. What options are available if there is not enough suitable physical space in my school?

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

1.8. How do I show evidence of regulatory approval?

If you have already received approval from the Early Childhood Education Directorate for the increase in places, you can upload a copy of your approval notice with the date of approval clearly identified.

You can show that you are in the process of seeking regulatory approval by uploading a copy of an application that has been submitted but not yet approved by the Regulator.

If the proposed project must be completed before you seek approval for the increase in places, provide an outline of your plan to seek regulatory approval noting any steps that have already been completed or are underway.

1.9. 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 BASCGRANTS@det.nsw.edu.au who will be able to reopen the application. You should not start a new application.

1.10. How are applications assessed and approved?

The BASC Reform Grants Management Team will review and assess each application for eligibility in accordance with the criteria outlined in the relevant grant guidelines. Applications recommended for approval will be submitted to the Program Director for final review and approval.

The BASC Reform Grants Committee has been established to make decisions regarding the allocation of grant funding in order to meet the goals and objectives of the BASC Reform Program. Where required, the Committee provides independent and expert advice on application determinations in accordance with probity principles and based on consistent, equitable and transparent assessment processes.

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

All grant applicants will be notified by email of the outcome of their application. The email to successful applicants will contain instructions on the method and timing of disbursement of funds as well as progress and final reporting requirements.

The email to unsuccessful applicants will identify the eligibility criteria that was not met and why they were unsuccessful in this round.

1.12. Can I get feedback on my application?

All applicants can request feedback about their application including the assessment process and methodology. Applicants may request feedback by emailing BASCGRANTS@det.nsw.edu.au.

2. Delivery

2.1. How is funding allocated?

Applicants that have met the eligibility criteria are prioritise according to the following criteria:
- Alignment with the program objectives,
- Number of new OSHC places to be made available to NSW government primary school children
- Project viability
- Total funds requested
- Project value

All projects must commence within 12 months of the funding deed being signed and be completed within three years of the project announcement.

2.2. Will a funding agreement be established for the work?

In general, successful applicants that are NSW government schools will not require a Funding Agreement. Funds will be transferred to the school and / or Asset Management Unit to complete the works according to the details outlined in the grant application.

Successful applicants that are OSHC Providers must sign a funding agreement detailing the funding obligations.

2.3. What is the process for completing my project if it is on a NSW Government School?

If the recipient's application involves the carrying out of works at a Department site, the Department's Asset Management Unit (AMU) will manage the works. The works will be performed in a manner consistent with the Department's requirements, standards and policies and funds for this portion of the project will be transferred directly to AMU.

AMU will prepare a project plan for the works. A copy of the project plan will be provided to the grant recipient. The plan will set out details of the works, the start date and indicative timeline.

AMU will keep the school and the grant recipient up-to-date about the progress of the Works, including any changes to the Project Plan (from time to time).

Works which involve fittings or fixtures on Department sites are to be owned by the Department

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

Each grant recipient will be required to provide progress updates and complete an online form to confirm the funds have been spent on the nominated activities, service approval has been granted for the proposed increase in places and places have been made available to NSW Government primary school children.

2.5. How does a NSW government school establish a service?

If you are looking to create a new service on a Government school site and don't know where to start, please contact the Department for more information at BASCReform@det.nsw.edu.au. The Department will assist you in identifying a suitable location for the service and in the establishment of a service provider. In most cases, this involves working with School Infrastructure Asset Management Unit on a request for tender for the OSHC service, tender evaluation and award and the establishment of a license agreement.

Information about the regulations and how providers obtain regulatory approval is available via the 'Early Childhood Education' pages on the

department's website. The 'Community Use of School Facilities Policy' and associated implementation procedures provide further information. Alternatively, contact the team at BASCReform@det.nsw.edu.au.