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Innovation Grant guidelines

Fund overview

In March 2019, the NSW Government committed \$120 million to ensure that all parents with children at public primary schools have access to before and after school care (BASC) by 2021. Part of this commitment includes a \$20 million Implementation Fund. The Innovation Grant Program is a component of the Implementation Fund.

Innovation Grant objectives

The Innovation Grant Program seeks to encourage the development of creative and innovative approaches that meet at least one of the following objectives:

1. To support new projects that develop innovative practice to achieve significant improvements to the provision of before and after school care to NSW primary school students.
2. To support new projects that encourage excellence in the delivery of before and after school care to NSW primary school students.

Innovation Grant Program description

The program is looking to support projects that explore new ideas. Consideration will be given to initiatives that enhance and improve the experience of all BASC stakeholders, including children, parents, staff, schools and the local community.

Examples could include novel approaches to innovative practice and excellence in areas such as:

- Inclusivity and accessibility
- Diversity
- Creative program design
- Community partnerships
- Resource sharing
- Staff development
- Policy development

Collaborations are welcome, but applications can only be accepted from one approved provider.

What is a Project?

Priorities are given to applications that relate to a single, rather than several, stand-alone discrete project. This project should not be a new initiative, not a variation of a business-as-usual activity. A project is an activity that has a beginning and an end. A project is carefully planned to achieve a particular objective. Any funding request should only relate to expenditure directly linked to the project.

New project ideas should show:

- A description or proposal of the project
- A detailed plan for delivery including start and finish dates
- A budget that reflects the proposal and includes all relevant expenditure necessary for the delivery of the project
- An explanation of how this project will benefit the service

- An explanation of how this project implements the objectives of the grant program
- A description of expected outcomes and how they will be measured

Eligible applicants

Although projects that are collaborations between organisations (for example other approved providers, local councils, schools, local community organisations) are welcome, the following eligibility provisions must be met:

- Applications can only be accepted from a single approved Before and After School Care (BASC) provider.
- The application must benefit at least one (1) approved BASC service operating in NSW. If the application benefits multiple services, it is strongly recommended that applicants contact us prior to submitting.
- Any benefiting services must provide evidence of care to NSW Public School students.
- Applications must be certified by an authorised officer: a person legally able to enter into agreements on behalf of the approved service provider.
- Letters of support from any identified collaborating providers or organisations must be provided.

Applications for services based on public school sites cannot be accepted where the license for that service is due for renewal within the next twelve months. Contact the BASC Grants Team for further clarification if required.



Assessment criteria

Applications will be assessed against the following assessment criteria:

- Evidence that supports a reasonable expectation that the project will deliver the one or more objectives of the Innovation Grant
- Extent to which the funding is linked to a discrete and defined activity or project and exhibits sound project management
- A project that is achievable and can be delivered on time and on budget (i.e., projects must be completed within 12 months of funding)
- Degree to which the need for this proposal is clearly explained
- The quality of the project including demonstrated considerations such as innovation, project planning, risk assessment and evaluation
- Demonstrated capacity and commitment to deliver the project
- Evidence of realistic, measurable and achievable program goals and outcomes

- Extent to which the budget exhibits the quality, cost-effectiveness and realism required to achieve desired outcomes with clear costing for all aspects of the project
- Extent to which the outcomes of the project would be relevant to the broader BASC sector

What expenses can be funded?

The Innovation Grant Program will support all expenses that are directly related to the researching, testing, piloting and/or implementing a project that meets the objectives of the grant program. These can include:

- Relevant staff capacity building (e.g., mentoring, training, specific short courses)
- Costs related to additional casual staff required to complete the project
- Resources critical to the project
- Building improvements, installations and minor capital works directly related to, and a critical component of, the broader project. Letters of support from building owners must be provided. Capital works are not allowable on Department of Education sites.

All grant funding must be spent within twelve (12) months of receiving the funds.

What expenses will not be funded?

Funding is not available through this program for the following expenses:

- Salaries of existing staff
- Recurrent expenses such as rent, office supplies, subscriptions and memberships
- Any building improvements, installations, or capital works on Department of Education sites including playground equipment, storage sheds, landscaping, renovations, repairs, extensions and security
- Staff training and conferences that are not directly related to, or a critical component of, a broader project
- Any tertiary vocational education (e.g., Early Childhood Certificates, Diplomas and Degrees)
- Activities that are not aligned with NSW Department of Education policies
- Expenditure that does not represent value for money
- Activities that are not within the scope of the National Quality Framework
- Activities funded by another government programs
- Activities funded by other School Infrastructure Grant programs such as Vacation Care Program and Transport Grant Program

Supporting Documentation for Budgets

You are required to provide supporting documentation for project expenditure that will be covered by a successful grant application. The assessment panel need to be confident that your budget is accurate and realistic, and that your funding request is not too high or too low.

The following is a list of acceptable supporting documentation for typical budget expenditure items:

Minor equipment purchase	Written quotations from equipment providers Scan of catalogue page Screenshot of on-line shopping cart
Excursions/Incursions	Written quotation from supplier
Major equipment purchase	Written quotations from providers Copy of advertisement that includes price
Equipment hire	Written quotation from supplier including term of hire and cost
Project staff wages	Comprehensive breakdown including: <ul style="list-style-type: none"> • Role • Relevant award • Hourly rate • Estimated weekly hours • Period of employment in weeks • Total cost

The following documentation is unacceptable:

- Links to websites
- A word or excel document which lists items without any of the above documentation
- Copies of previous invoices or receipts (costs may have increased)

Expenditure items that do not include appropriate supporting documentation will not be funded.

How to Apply

Grant amounts

Applicants may seek up to \$80,000 (GST inclusive) to support associated expenses, pending eligibility as detailed in these guidelines. This is a competitive grant program, which will be delivered in two rounds in FY 2022-23.

Key dates

Applications for Round 2 of the Innovation Grant Program will open on 10 March 2023.

Applications can be submitted after this date through the [BASC Reform website](#). From the website, applicants will be directed to the SmartyGrants online grants management system to start your application. Applicants will need to register online if they have not used SmartyGrants before. Registration is free and easy.

	Open	Close
Round 1	17 October 2022	2 December 2022
Round 2	17 March 2023	14 April 2023

The above schedule will depend upon sufficient funds being available and may be amended at any time.

What needs to be included in the application?

Applicants will have the opportunity to review the application form and its questions once the round opens. The form will request the following documentation, which applicants are advised to have before starting to fill out the form:

- Quotations, formal estimates, project wage breakdowns and any other documentation supporting costings in the proposed budget.
- Documentation supporting any assertions or assumptions in the application. This could include such things as surveys, research results, communications from parents or schools, financial or administrative analysis or more.
- Supporting documentation from building owners where applicable
- Letters of support from any identified collaborating providers or organisations. This is particularly important consideration when partnering with an Indigenous, CALD or inclusive organisation.

How are applications assessed and approved?

All applications will be assessed by at least three assessors, including at least one assessor external to the OSHC Grants Team. Approval of the assessors' recommendations is the responsibility of the Chief Executive, Schools Infrastructure NSW. The Minister of Education reviews all applications and gives final authorisation to notify applicants.

Tax and legal implications

The Department has received the following advice regarding the GST and its BASC Reform grants programs:

As the Department is not receiving any material benefit in return for the grant payment, and there is only a commitment, not a binding obligation, on the grant recipient to provide specified services, GST will not apply.

Accordingly, there is no requirement for the grant recipients to provide a tax invoice.

All grant funding requests should include GST. GST will NOT be added to any grant payment.

Grants under this program may result in financial, taxation, legal or other impacts. It is strongly recommended that you to seek independent financial advice on any impacts of receiving a grant. You may also seek advice from the Australian Tax Office on 1800 806 218 if you have further questions about your individual situation.

Disclaimer

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the NSW Department of Education, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of this document. The NSW Department of Education may, at its

sole discretion, and at any stage of the application process, do all or any of the following:

- require additional information from an applicant or sponsor
- change the scope of the requirements of these guidelines
- vary, amend (including by replacement) or terminate the application process.

Applicants may be contacted to provide feedback on this Grants Program as part of the evaluation of the program.

Contact us

Email: BASCGrants@det.nsw.edu.au

Phone: 1300 244 145

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