



Preschool Capital Grants Program

Guidance for applicants

4 December 2024

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Introduction

AISNSW has been designated by the NSW Department of Education as the Grant Authority responsible for administering the Preschool Capital Grants Program; a Capital Grants Program for eligible Independent schools to build new or upgrade preschool facilities on school sites.

The purpose of the Capital Grants Program is to improve community access to preschools in high-growth areas of NSW, complementing the government's recent commitment to build 100 government preschools on Public School sites. The Preschool Capital Grants Program is time limited until 2026.

Who can apply?

NSW Independent schools that are part of the AISNSW BGA may apply to AISNSW under Preschool Capital Grants Program, so long as they meet all of the following key criteria. The school must;

- ✓ provide Primary education from Kindergarten
- ✓ intend to **build a new preschool** on or adjacent to the school site OR **upgrade an existing preschool** on or adjacent to the school site
- ✓ be able to contribute a minimum of 5% of the build costs
- ✓ be located in a [High Growth LGA](#) as determined by the NSW Department of Education
- ✓ meet [Socio-economic Characteristics Criteria](#) as determined by the NSW Department of Education.

How much can I apply for?

The Program offers two funding streams:

- Grants of up to \$4 million may be awarded for major capital works to build a new preschool.
- Grants up to \$350,000 for minor capital works may be awarded for upgrades to existing preschools such as renovations or expansions.

Who can operate the preschool?

The preschool must operate on or adjacent to the school campus. The school may operate the preschool as the Approved Provider or lease the premises to a third party Approved Provider to operate the preschool.

When can I apply?

AISNSW is accepting applications now for the first funding round. To be considered in the first round, applications must be submitted to AISNSW **by 28 February 2025**.

A second funding round will open in 2025, with applications due to AISNSW by 30 June 2025.

A third and final funding round will open in 2025 for applications due 30 June 2026.

What is a High Growth LGA?

The NSW Department of Education has determined that for the purposes of this Capital Grant Program, a high growth LGA is defined as an LGA in the top 10% of LGAs experiencing growth in a 1, 3 and/or 5 year period. The ABS Regional Population Statistics dataset is used when determining high growth LGAs (NSW Department of Education Program Guidelines, August 2024, p.9). Schools in these LGA's are eligible to apply;

Blacktown	Clarence Valley	Liverpool	Penrith	Shellharbour
Burwood	Coolamon	Maitland	Port Macquarie-Hastings	Singleton
Byron	Cumberland	Mosman	Port Stephens	Strathfield
Camden	Dungog	Murray River	Queanbeyan-Palerang	Sydney
Campbeltown	Greater Hume	North Sydney	Randwick	The Hills
Cessnock	Lane Cove	Parramatta	Ryde	Wollondilly

What is the Socio-economic Characteristics Criteria?

There are three ways to meet the Socio-economic Characteristic Criteria. The grant application must meet at least **one** of these socio-economic characteristic criteria:

- a) The school has a [Capacity to Contribute \(CTC\)](#) score of 100 or less¹.

----- OR -----

- b) The school is located in one of the following local government areas (LGAs) with low² [Index of relative Socio-Economic Advantage and Disadvantage \(IRSD\)](#).

Burwood	Cessnock	Cumberland
Campbeltown	Clarence Valley	Liverpool

----- OR -----

- c) The school participated in the most recent [Australian Early Development Census \(AEDC\)](#) in 2024, and your school profile shows that your Kindergarten class includes a high proportion³ of students who are classified as being vulnerable in 2 or more domains.

If you are seeking eligibility under this criterion, you must provide a copy of your School Profile to AISNSW with your application. Schools that do not have a copy of their 2024 School Profile should email helpdesk@aedc.gov.au to request one.

¹ Based on 2025 CTC scores released by the Australian Government Department of Education on 12 November 2024

² Low is defined as 5 and below

³ A "high proportion" of children vulnerable in 2 or more domains is defined as 10% or more

How will applications be assessed?

AISNSW will undertake an assessment of each application to ensure the criteria established by the NSW Department of Education has been met. An assessment panel will consider the merit of each eligible application to determine recommendations for grant allocation.

The assessment panel will consider objectives of the scheme, eligibility, selection criteria and documentation submitted with the application to prepare a list of recommendations to be provided to the NSW Department of Education. The NSW Minister for Education will decide which schools will be awarded grants.

Will I be notified of the outcome of my application?

Yes. AISNSW will notify all applicants about the outcome of their application once we receive the decision notice from the NSW Minister for Education.

What happens if my school is awarded a grant?

If your school is awarded a Grant the school must enter into a funding agreement with AISNSW that will specify all of the expectations and limitations of expenditure, reporting and acquittal requirements.

The agreement issued to the successful applicants will include, a list of actions required of the applicant, the agreement, along with a schedule detailing the awarded project and payment regime, the designated use period and requirements for the tender process.

What can grant funds be used for?

Generally, grant funds under this program may be used for planning, construction, alteration, extension, renovation, or upgrading of new or existing preschool premises on or adjacent to the school site. This includes

- a. A new capital development that provides for new or increased preschool enrolments, OR
- b. refurbishment of existing facilities that provides for increased preschool enrolments or provides facilities and learning spaces at an acceptable standard.

Grant funds can be used for costs that include;

- the preparation of sites associated with the building project
- the purchase of essential furnishings and equipment associated with the project
- architectural, engineering and other professional fees (except general legal and bank fees)
- essential ground improvements associated with the project
- costs associated with meeting Council development application conditions
- costs incurred to comply with government (local, state and Commonwealth) legislation.

Can the grant be used to build or upgrade a K minus 1 class?

No. This program is for preschools only. The grants may not be used for building new or upgrading existing Prep/K minus 1 classes.

Can the grant be used to build or upgrade a Long Day Care?

No. This program is for preschools only. The grants may not be used for building new or upgrading existing Long Day Care services.

What do I need to include in my application?

To be considered for a grant you must submit a complete application. These things must be submitted for your application to be considered;

- Completed [Application Form](#)
- Evidence demonstrating how the preschool will meet the requirements of the National Quality Framework (NQF) and implement the Early Years Learning Framework (EYLF).
 - For an existing preschool, provide the service approval number for the preschool and a letter from the Principal certifying that it will continue to be operated as a preschool.
 - For a new preschool, provide a letter from the Principal/Board certifying that the school will apply for the necessary service approval and operate a preschool from the premises. Alternatively, the school will lease the premises to an external provider to operate a preschool.
- Evidence that you have considered the current supply of preschool places in the area
 - Provide a statement (maximum 500 words) that you have considered existing local supply and how you have determined the preschool will attract enough enrolments to be financially viable.
- Aboriginal Impact Statement that contains:
 - A summary of 300-400 words that demonstrates how the school will take into account the following:
 - a) The early childhood education and care needs and interests of Aboriginal and Torres Strait Islander people, and
 - b) The project does not adversely impact existing local services operated by Aboriginal Community Controlled Organisations including Aboriginal and Torres Strait Islander Children and Family Centres.

----- **AND** -----

- A detailed response to the following two components:
 - a) The potential impact of the project and plans on Aboriginal and Torres Strait Islander people, communities and organisations including approaches to lessen any potential undesired impacts
 - b) engagement with Aboriginal and Torres Strait Islander people, communities and organisations.

Project documents (*those applicable to your project*)

- Preliminary architectural drawings by a registered architect of the proposed project
- Proposed site plans (THIS project) with proposed NEW build or UPGRADED building clearly highlighted.
- Quantity Surveyor or equivalent professional COST estimate
- Evidence of discussion and/or progress with planning authorities (email, letter, approval notification) if applicable
- Evidence of appropriate insurance - Certificate of currency - *Industrial Special Risks*

Additional Supporting Documents (if relevant)

- Copy of a current lease (if applicable)
- 2023 General Purpose Financial Statement - AUDITED
- Spreadsheet or Table of current and/or projected Preschool enrolments post project

What if I have more questions?

If you have questions about Preschool Capital Grants Program please contact the AISNSW Grants Team, Grants@aisnsw.edu.au

Application Form - Preschool Capital Grants Program

Please email your completed Application Form and attachments to Grants@aisnsw.edu.au

School details

Please provide your school details.

NOTE: 'relevant campus' address is the address of the campus where your Kindergarten class is situated - the proposed or existing Preschool must operate on or adjacent to this campus.

School name

School AGEID

Location AGEID

Location address of relevant campus

Principal name

Principal email

Nominated contact person

Please provide details of the person AISNSW should contact in relation to this application.

Name

Role title

Phone

Email

Application type

Check the relevant application type (choose 1 only)

New build application (*for a Preschool that does not yet operate*)

Renovation/upgrade of existing Preschool

Project details

Project location

Specific location coordinates (Latitude and Longitude) for the proposed project. Where on/adjacent to the campus is the Preschool (intended Preschool).

Latitude

Longitude

Project Summary

Please describe the project eg for a renovation/upgrade describe which learning area/s or facilities or amenities will be included in the scope of work and why the work is needed.

Project Costs

Proposed total project cost	\$	<input type="text"/>
Proposed School Contribution <i>(must be a minimum of 5% of total project cost)</i>	\$	<input type="text"/>
Grant amount requested	\$	<input type="text"/>
Contribution from any other source (if relevant)	\$	<input type="text"/>

Project Timing

Date of project commencement	<input type="text"/>
Date facilities will be in use	<input type="text"/>

Attachment checklist

Confirm you have prepared all required evidence to submit with your application form

- Letter confirming operation as an NQF approved Preschool implementing the EYLF
- Evidence that you have considered the current supply of preschool places in the area
- Aboriginal Impact Statement
- 2024 AEDC School Profile (*if relevant to your eligibility*)
- Preliminary architectural drawings by a registered architect of the proposed project
- Proposed site plans with proposed NEW build or UPGRADED building clearly highlighted
- Quantity Surveyor or equivalent professional COST estimate
- Evidence of discussion and/or progress with planning authorities (email, letter, approval notification) if applicable
- Evidence of appropriate insurance - Certificate of currency - Industrial Special Risks
- Copy of a current lease (if applicable)
- Spreadsheet or Table of current and projected enrolments for existing or proposed Preschool