

# Your role as the funded organisation

## Background

Funding is provided by the Victorian State Government to enable eligible children to participate in a kindergarten program in the year before entering formal school. The amount of funding provided will depend on the location of the kindergarten program.

This funding includes:

- A per capita grant. This is the subsidy provided to the kindergarten for each child, who turns four by 30 April in the year of attendance, in a program that meets the criteria set out in the Victorian kindergarten policy, procedures and funding criteria.
- Kindergarten fee subsidy. This is additional funding assistance provided to enable eligible children with concession cards or who are a triplet/quadruplet to attend a 10 hour program free of charge and longer programs at a reduced cost.

There is no funding available for other programs such as three-year-old kindergarten programs.

The funded organisation (may also be referred to as the service provider):

- Is the legal entity that has entered into a service agreement with DEECD.
- Receives and acquits the funds.
- Has responsibility for the administration and management of the funds.
- Must ensure the funded kindergarten program is delivered in accordance with the requirements of the funding agreement.

All grant types and rates, information, resources and support, requirements and timelines are outlined in the Victorian kindergarten policy, procedures and funding criteria. This publication may be downloaded from the Department of Education and Early Childhood Development [www.education.vic.gov.au](http://www.education.vic.gov.au)

## Overview of responsibilities

As the committee of the funded organisation you must ensure the centre complies with the requirements set out in the funding criteria and is therefore eligible to continue receiving funding.

Some of these criteria include:

- Having an ABN, signing and complying with the service agreement.
- Demonstrating financial viability (Financial Accountability Report).
- Delivering the program out of a licensed premise.
- Holding a standard licence and complying with the requirements of the *Children's Services Act 1996* and the *Children's Services Regulations 2009*.
- Employing staff with approved early childhood teaching qualifications in the funded program.
- Offering a program of at least 10 hours per week, coinciding with the Victorian School terms (10 hours and 45 minutes in 2011)
- Participating in an annual evaluation of the quality of the program.
- Undertaking an annual survey of parents to determine the user satisfaction of the service.

- Displaying:
  - A current kindergarten certificate
  - A notice indicating the times during which the funded program operates each week
  - The name of the qualified early childhood teacher(s) delivering the program.
- Completing the required data collection forms and other reports as required by the DEECD.
- Providing good management and governance.

Committees (the funded organisation) also need to be aware of additional funding which may be available for specific purposes and how to apply for that funding. Examples are:

- Kindergarten fee subsidy for Health Care Card or other approved concession card holders and triplets or quadruplets, Aboriginal or Torres Strait Islander children.
- Second year funding.
- Early Childhood Teacher Supplement payment for teachers classified at level 2 and above.
- Parental leave reimbursement.
- Indigenous education support.
- Inclusion support for children with severe disabilities.
- Travel allowance in rural regions.

## **Compliance**

Victorian kindergarten policy, procedures and funding criteria  
The service agreement for funded organisations

## **Where to get more information**

Department of Education and Early Childhood Education [www.education.vic.gov.au](http://www.education.vic.gov.au)  
Funded Agency Channel website: [www.fac.dhs.vic.gov.au](http://www.fac.dhs.vic.gov.au)  
Regional Children's Services Advisor