



Australian Government  
Department of Education

# Community Child Care Fund Special Circumstances Grant Opportunity Guidelines

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# Community Child Care Fund: Special Circumstances processes

This grant opportunity is part of the Community Child Care Fund (CCCF) which aims to help families participate in the social and economic life of the community by promoting and supporting quality and affordable child care. It also assists services to improve access and inclusion for vulnerable or disadvantaged children and families, including children with disabilities and their families. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



## The grant opportunity opens

We publish the grant guidelines on [Grant Connect](#)



## You complete and submit a grant application

You complete the application form and address all the eligibility and assessment criteria to be considered for a grant.



## We assess all grant applications

We assess your eligible application against the assessment criteria including an overall consideration of value with money.



## We make grant recommendations

We provide advice to the decision maker on the merits of each application.



## Grant decisions are made

The decision maker decides which applications are successful.



## We notify you of the outcome

We advise you of the outcome of your application.



### **We enter into a grant agreement**

If successful, we will enter into a grant agreement with you.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the [program name/grant opportunity]**

We evaluate your specific grant activity and the CCCF Special Circumstances grant opportunity. We base this on information you provide to us and information we collect from various sources.

## Introduction

These guidelines contain information for the Community Child Care Fund (CCCF) Special Circumstances Grant Opportunity. This grant opportunity is open to approved providers of child care services that meet the eligibility requirements outlined in section 4 of this document.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications will be managed and assessed
- how grant activities are monitored and evaluated
- The roles, responsibilities and expectations in relation to the applicants, grantees and the Department of Education (the department).

Applications for funding received under this grant opportunity will be assessed by the department.

## 1. About the CCCF grant program

The CCCF is part of the Australian Government's Child Care Safety Net, which contributes to giving the most vulnerable children a strong start in life while supporting parents into work.

The objective of the CCCF is to support child care services to address barriers to child care participation, particularly targeting disadvantaged and vulnerable families and communities.

The expected outcomes of the CCCF are to:

- improve early childhood development outcomes for vulnerable and disadvantaged children
- Increase workforce participation by vulnerable and disadvantaged families.

The CCCF includes four key grant opportunities:

- Open Competitive
- Restricted Non-Competitive
- Connected Beginnings
- Special Circumstances (this grant opportunity).

The CCCF is an ongoing program.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

## 2. CCCF special circumstances grant opportunity overview and objectives

The objective of the CCCF Special Circumstances Grant Opportunity is to support continuity of child care, for disadvantaged or vulnerable communities, where service viability is affected by:

- an unforeseen event or circumstance outside the control of the service, including but not limited to a natural disaster, extreme weather event, or pandemic
- another event or circumstance which would result in market failure (refer [Glossary](#)) for the community.

The CCCF Special Circumstances grant specifically responds to unforeseen circumstances and/or events and/or financial viability issues that will result in the closure of a service and consequential market failure for a community. Market failure means families requiring child care will be unable to find suitable places in reasonable proximity to their community.

The intended outcome of this grant opportunity is to assist services severely impacted by unforeseen events or circumstances in remaining viable and operational so they can continue to support families in their community.

### **COVID-19**

As a result of a State or Territory Government imposed temporary public health directions that severely limit the number of children that can lawfully attend child care, there are some providers with child care services (including in metropolitan or inner regional areas) that have experienced severe financial difficulties that are putting them at risk of closure. Where this has been as a result of one or more periods of restrictions, including stay at home requirements, the department will consider an application under this grant opportunity.

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/2019-11/commonwealth-grants-rules-and-guidelines.pdf>

On 27 January 2022, the Australian Government announced further support for the early childhood education and care sector in response to the evolving COVID-19 situation. Eligible child care services that have closed or partially closed from 27 January 2022 in response to health risks associated with COVID-19 may be eligible for financial viability support under this grant opportunity.

## 3. Grant amount and grant period

### 3.1 Grant amount

Funding is available each financial year for allocation under the CCCF Special Circumstances Grant Opportunity. The total amount of funding available under this grant opportunity will be set out annually in the Minister's Rules.

Funding provided under this grant opportunity is intended to be one-off, short-term (i.e. not intended to provide longer term or repeated funding) and supplementary. The main source of income for child care services is expected to be fee income from families, including as subsidised by Child Care Subsidy and Additional Child Care Subsidy payments.

Grants cannot exceed the amount of available funds. For general CCCF Special Circumstances applications (excluding COVID related grants), there is no minimum or maximum amount that can be applied for under this grant opportunity.

The amount of funding provided to applicants will be determined on a case-by-case basis, depending on other funding sources for the service (including CCCF grants, and other Commonwealth or State/Territory Government grants or payments), the activity being funded, the type and impact of the event or circumstance, and the circumstances of the applicant.

Grant funding will be paid as a lump sum.

#### **COVID-19**

Grant funding for each eligible COVID-19 affected service will not exceed \$150,000 each financial year.

All COVID related applications from eligible services must be supported by documentary evidence and financial information that demonstrates the service is severely financially impacted by one or more periods of closure to respond to health risks associated with COVID-19, not limited to Stay at Home Directions, and is at high risk of closure despite accessing other COVID-19 related funding.

### 3.2 Grant period

A provider may apply for a CCCF Special Circumstances grant at any time in relation to a service. One application per service for each event in a financial year can be claimed.

Funding provided under this grant opportunity is intended to be one-off and short-term (i.e. not intended to provide longer term or repeated funding).

COVID-19 related applications for events that occurred prior to 31 January 2021 are not eligible under this grant opportunity.

COVID-19 related applications for events that occurred after 1 February 2021 may be eligible where:

- an approved service operated in a metropolitan or inner regional area that was subject to Stay at Home Directions from 1 February 2021 to 30 June 2021 or 1 July 2021 to 30 June 2022; and/or
- an approved service undertakes an activity or activities required by a government or health agency to respond to health risks associated with COVID-19 during the period 27 January 2022 to 30 June 2022.

If a service has been paid a CCCF Special Circumstances COVID-19 grant, related to periods of Stay at Home Directions prior to 27 January 2022, and has subsequently closed or partially closed for one or more periods to respond to health risks associated with COVID-19, they may be eligible to reapply for COVID-19 funding. The assessment of an additional COVID-19 grant application will consider the amount already paid to the service for impacts of COVID-19 prior to 27 January 2022.

You must complete your grant activity by the date set out in the grant agreement.

## 4. Grant eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

### General Grant Eligibility

To be eligible to apply under this grant opportunity, the applicant must:

- a. be a Child Care Subsidy (CCS) approved provider under Family Assistance Law of an approved service operating for a disadvantaged or vulnerable community (refer section 4.2); and
- b. be one or more of the following:
  - i at high risk of temporary/permanent closure due to financial viability issues resulting from an unforeseen event or circumstance such as but not limited to natural disaster, extreme weather event or pandemic, or
  - ii at high risk of permanent closure due to another event or circumstance, where that closure would result in a lack of suitable child care (market failure) for the community, or
  - iii seeking to commence a new service in a community where another service has closed, resulting in a lack of suitable child care (market failure), and the new service will require funding to establish a viable operation.

### COVID-19 Eligibility Criteria

To be eligible to apply for COVID-19 grant support under this grant opportunity:

- a. the applicant must be a Child Care Subsidy (CCS) approved provider under Family Assistance Law of an approved service; and
- b. one or both of sections 1 (*Stay at Home Directions*, see below) or 2 (*Closure to undertake an activity or activities required by a government or health agency to respond to health risks associated with COVID-19*, see below) apply to the Service, consistent with the [Child Care Subsidy Minister's Rules 2017](#); and



- c. section 3 (*Risk to financial viability*, see below) applies to the service; and
- d. the service must not be listed as one of the institutions on the [National Redress Scheme website](#) that have not joined the Scheme or signified their intent to join the Scheme.

### **1. Stay at Home Directions**

This section applies if the following three paragraphs are applicable:

- a. the service is operating in a metropolitan or inner regional area that was subject to *COVID-19 Stay at Home Directions* (refer [Glossary](#)) from 1 February to 30 June 2021 or 1 July to 30 June 2022; and
- b. the service did not close during the period of the *COVID-19 Stay at Home Directions*, and continued to provide care pursuant to *Child Care exemptions to Stay at Home Directions* (refer [Glossary](#)), unless the service was directed to close by a government or health agency; and
- c. the service is at significant risk of short-term financial viability issues and at high risk of closure due to financial impacts (e.g. revenue loss from reduced child care attendance) of one or more periods of *COVID-19 Stay at Home Directions* from 1 February 2021 to 30 June 2021 or 1 July 2021 to 30 June 2022.

### **2. Closure to respond to health risks associated with COVID-19 (without Stay-at-Home Directions)**

This section applies if the service has closed or partially closed in response to health risks associated with COVID-19 since 27 January 2022 for one of the following reasons:

- a. the service closed or partially closed due to the number of children being absent:
  - i between 27 January 2022 and 30 June 2022 because, a child, or the child's immediate household, must isolate due to COVID-19; or
  - ii between 27 January 2022 to 30 June 2022 where a child is at higher risk of developing severe illness from COVID-19, including children with a disability or medical condition, or Aboriginal or Torres Strait Islander children;
- b. between 27 January to 30 June 2022, the service or part of the service is closed:
  - i based on a requirement or guidance from a government or health agency, to respond to health risks associated with COVID-19; or
  - ii because the educator to child ratios cannot be safely met due to educator/s isolating; AND
- c. the service is at significant risk of short term financial viability issues and at high risk of closure due to impacts (e.g. revenue loss from reduced child attendance) of the service closure or partial closure since 27 January 2022 to respond to health risks associated with COVID-19, and closure would result in market failure (refer [Glossary](#)) for a community.

### **3. Risk to financial viability**

An assessment of the risk of short term financial viability issues may only be made after the Provider of a Service has accessed existing viability support. This payment is a last resort.

# Who else is not eligible for this grant (National Redress Scheme)

You are not eligible to apply for this grant opportunity if your organisation is listed as one of the institutions on the [National Redress Scheme website](#) that have not joined the Scheme or signified their intent to join the Scheme.

If your entity details match any of those listed institutions that have not joined or signified their intent to join the Scheme, your application will be ineligible and will not progress to Assessment.

The list of institutions can be found on the [National Redress Scheme website](#).

## 4.1 Other requirements

### ***What must be provided***

All documentary evidence set out in the eligibility criteria must be provided with the application. The department is unable to complete its assessment of an application until all documentary evidence, and any other requested documentation, is received.

Applicants will be required to provide evidence that their circumstances meet all applicable criteria.

All COVID-related applications must include complete and transparent financial information and documentary evidence. This information must demonstrate that the severity of the impact on the service's financial viability is directly related to one or more periods of COVID-19 Stay at Home Directions and/or, from 27 January 2022, one or more periods of service closure to respond to health risks associated with COVID-19, despite accessing other COVID-19 related funding.

### ***What we will accept***

Applications for funding will also be accepted from authorised staff of approved child care services where they have been authorised to submit on behalf of the approved provider.

### ***Other***

While both for-profit and not-for-profit (see [Glossary](#)) services are eligible to apply under this grant opportunity, CCCF funding must be spent on activities approved by the department.

## 4.2 Disadvantaged and vulnerable communities

Funding under this grant opportunity is targeted to those applicants who can demonstrate they are operating in a disadvantaged or vulnerable community, and/or they are the only suitable service supporting a vulnerable or disadvantaged sector of their community (see [Glossary](#)).

A service may also be deemed to be operating in a disadvantaged or vulnerable community because of an extreme event affecting that community (e.g. bushfire, COVID-19 Stay at Home Directions), or in the event of a potential loss of child care that would result in market failure in that community.

While eligibility is not restricted to services operating in a [CCCF priority area](#) (see [Glossary](#)), if a service is operating in a CCCF priority area, it will be deemed to be operating in a disadvantaged or vulnerable community for the purposes of eligibility for this grant opportunity.

## COVID-19

For COVID related funding, a child care service in a metropolitan or inner regional area must be open to provide care during a period/s of COVID-19 Stay at Home Directions (refer to section 4 *COVID-19* above and [Glossary](#)), unless directed to close by a government or health agency or closed to respond to health risks associated with COVID-19 (see 4(2) above).

### 4.3 What the grant money can be used for?

Special circumstances grants can be used for activities such as:

- implementing changes to business practices and/or models, in response to the unforeseen event or special circumstance
- temporarily contributing to standard child care operating costs to assist with the service remaining open
- helping with additional costs as a result of the unforeseen event or circumstance
- addressing health and safety requirements, directly related to an unforeseen event
- other reasonable activities, as agreed with the department, that are responsive to the needs of the community, or to ensure the service can continue to provide quality child care, such as additional transport services, family engagement, extended hours and other support activities.

### 4.4 What the grant money cannot be used for

The following are examples of activities grant funding cannot be used for:

- activities not related to the delivery of child care services
- activities that are already fully funded by the CCCF program or any other government source or program
- that part of an activity already funded through Commonwealth, State or Territory Government financial assistance
- activities that have not already occurred
- any expense that is claimable under the service's insurance policies.

### 4.5 Additional information

The department may ask applicants to provide additional information or evidence as part of the application or assessment process, where this will help the grant assessor or decision maker to determine the relative merit of an application, or to verify claims made in the application. This may include evidence of operating in a disadvantaged or vulnerable community, limited supply/sole operator status, and profit status. The department may also seek information about you or your application via third party sources. The grant assessor or decision maker may also consider information about you or your application that is available through the normal course of business.

## 5. How to apply

Before applying, you must read and understand these guidelines.

These documents may be found at [GrantConnect](#) or on the department's [CCCF Special Circumstances webpage](#). Any alterations and addenda<sup>2</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the online grant opportunity application form on the CCCF Special Circumstances webpage. If you are having technical difficulties, please email [CCCFSpecialCircumstances@education.gov.au](mailto:CCCFSpecialCircumstances@education.gov.au) for advice.
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s.

The amount of detail and supporting evidence provided by applicants should be relative to the project size, complexity and grant amount requested.

Further evidence to demonstrate the service is at high risk of closure must include:

- a complete statement of financial performance (profit and loss statement) for the year to date and the previous financial year

Other evidence may include:

- a statement of financial position (or balance sheet)
- a bank reconciliation report with balances for the six months prior to the date of application
- a current financial year budget
- a certified financial report from an accountant or authorised officer in the organisation (see Glossary), certifying that without additional funding the service will close, or
- relevant minutes from director or board meetings.

Additional information or evidence may be required to determine the relative merit of a request for support. In assessing financial hardship, the delegate will have regard to whether the service has accessed CCS and other Commonwealth, State and Territory Government COVID-19 support, where relevant.

You are responsible for ensuring that your application is complete and accurate.

Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

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<sup>2</sup> Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

You cannot change your application after the closing date and time.

If you find an error in your application after submitting it, you should contact us immediately on [CCCFSpecialCircumstances@education.gov.au](mailto:CCCFSpecialCircumstances@education.gov.au) for advice. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an acknowledgment that we have received your application via email. If you do not receive the email acknowledgment, please contact [CCCFSpecialCircumstances@education.gov.au](mailto:CCCFSpecialCircumstances@education.gov.au) for advice.

## 6. Grant assessment and decision making

### 6.1 Grant application

The department may ask you to provide additional information or seek information from any other source (including from within the Commonwealth), where this will help the grant assessor or decision maker to determine the outcome of your application.

### 6.2 Questions during the application process

If you have any questions about the application or the application process, please contact the department. The department will respond to emailed questions as soon as possible.

**Email:** [CCCFSpecialCircumstances@education.gov.au](mailto:CCCFSpecialCircumstances@education.gov.au)

People with hearing or speech disability can use the National Relay Service (NRS) to access the department's phone numbers. Call 1300 555 727 (speak and listen) or go to the [National Relay Service](#) website for other options.

### 6.3 Assessment of grant applications

We will first review your application based on the eligibility criteria. Applications will be assessed using the following assessment criteria:

- the degree of disadvantage of your community
- the child care needs of the community,
- the extent to which this service will use the money to support vulnerable or disadvantaged sectors of their community.

For COVID-19 related applications the following assessment criteria apply:

- the child care needs of the community, and
- the severity of financial viability issues suffered as a result of COVID-19 Stay at Home Directions and/or as a result of being directed to close by a government or health agency to respond to health risks associated with COVID-19, and
- all reasonable steps were taken to remain open or minimise the duration and extent of closure.

## 6.4 Value for money

In assessing the extent to which the application represents value for money, the department may have regard to the following:

- the extent to which the application meets the eligibility criteria
- the applicant's relevant experience and performance history
- any other factors impacting the amount of funding sought, such as service location and community-specific factors.

Recipients must contribute to achieving value with public money by:

- having in place an effective risk management approach that will minimise risk and ensure that the funding is achieving the objectives
- ensuring ongoing monitoring and management of the funding as appropriate, to ensure funding objectives are achieved
- participating in evaluation of funding outcomes upon request.

## 6.5 Additional checks

The department may perform security, probity, compliance and financial investigations as it determines necessary in relation to an application, including in accordance with the department's Risk Management Policy. The department may exclude an application from further consideration if the applicant does not provide, at their own cost, all reasonable assistance to the department in this regard.

You should note that as part of the assessment process the department reserves the right to use information gained as part of its or the department's normal course of business in determining performance against the eligibility and assessment criteria.

If the application assessment process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

## 7. Who will approve the grant?

The assessment officer will make recommendations to the Assistant Secretary of the department's Program Delivery Branch or the First Assistant Secretary of the department's Programs, Payments and Early Learning Group (the decision maker), who is authorised to make decisions in relation to administration of this grant opportunity. The decision maker will make the final decision to approve a grant.

The decision maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

The decision maker will not approve funding if they reasonably consider the program funding available will not accommodate the funding offer, and/or the application does not represent value for money.

## 8. Notification of application outcomes

Successful applicants will be sent an offer in writing seeking the grantee's acceptance of terms and conditions set out in the grant agreement.

### 8.1 The grant agreement

Successful applicants must enter into a legally binding grant agreement with the Commonwealth represented by the department. Standard terms and conditions for the grant agreement will apply. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations. This may include additional conditions for for-profit providers to ensure that CCCF funding will not be used to directly generate or contribute to profit.

The department will negotiate agreements with successful applicants within 10 working days of the applicant being notified of a successful outcome.

Payments will be made according to schedules agreed between Grantees and the department, as recorded in the grant agreement. Payment schedules will reflect the nature of the activity. Release of the payment(s) will depend on your organisation meeting all requirements as specified in the grant agreement. You must spend the grant as specified in the grant agreement.

You must accurately report on the grant activities and the expenditure of the grant, as required in the grant agreement (or letter of agreement). The grant must be spent and acquitted by the grant agreement completion date, unless otherwise agreed with the department.

The department may seek to vary or extend grant agreements in some circumstances where permissible under the terms and conditions of the agreement, and where agreed by both parties.

You should not make financial commitments in expectation of receiving the grant until the Commonwealth has signed an agreement.

If you choose to start your project before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

### 8.2 How we pay the grant

We will pay 100 per cent of the grant on execution of the grant agreement (i.e. payment is a lump sum). The grant will be paid into the bank account to which you currently receive any CCS/ACCS.

Please ensure your bank account details are current and up to date. If your bank account details are incorrect, the department may be unable to recover funds sent to the wrong account.

### 8.3 Feedback on your application

If you are unsuccessful, you may ask for feedback from the department within 30 days of being advised of the outcome. The department will respond to your request for feedback within 10 days of receipt of the request.

## 8.4 Complaints process

If you are not satisfied with the way an application has been handled by the department, you can lodge a complaint by completing the [feedback and enquiry form](#) available on the department's website. The complaint will be reviewed by one or more independent areas of the department.

For complaints that relate to policy aspects of this grant opportunity, you can lodge a complaint by completing the feedback and enquiry form available on the department's website. The complaint will be reviewed by one or more independent areas of the department.

If you do not agree with the way in which the department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will usually not consider a complaint unless the matter has first been raised directly with the department. The Commonwealth Ombudsman can be contacted on:

**Phone (Toll free):** 1300 362 072

**Email:** [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

**Website:** [ombudsman.gov.au](http://ombudsman.gov.au)

## 9. Announcement of grants

Grants awarded will be listed on the GrantConnect website within 21 days after the date of effect as required by Section 5.3 of the *Commonwealth Grants Rules and Guidelines 2017*.

## 10. Grant acquittal and reporting

### 10.1 Your responsibilities

The grantee must submit reports in line with the timeframes in the grant agreement. We will expect you to report on eligible expenditure of grant funds.

You will also be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- complying with all relevant Commonwealth and state/territory legislation and regulations
- participating in a grant program evaluation as specified in the grant agreement (refer section 12).

You should let us know if anything is likely to affect your ability to undertake the grant activity. We also need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to carry on business.



You must inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

## 10.2 The department's responsibilities

The department will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

We will monitor the progress of your grant activity by assessing reports you submit. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

## 10.3 Grant payments and GST

Payments will be made as set out in the grant agreement.

Grants provided under this grant opportunity may include provision for GST, where applicable, provided applicants specify it as part of the application process.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website at [ato.gov.au](http://ato.gov.au) for more information.

## 10.4 Acknowledgement

All publications related to grants under the Program must acknowledge the Commonwealth as follows: 'This activity received grant funding from the Australian Government.'

# 11. Grant evaluation

The department will evaluate the CCCF special circumstances grant opportunity to measure how well the outcomes and objectives have been achieved. Your grant agreement requires you to provide information to help with this evaluation.

# 12. Other information

## 12.1 The department's rights

The department reserves the right to amend the guidelines and other relevant documents by whatever means it may determine, at its absolute discretion, and will provide reasonable notice of these amendments. Amended guidelines will be published on the department's [website](#).

## 12.2 Probity

The Australian Government will make sure that the program process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the Commonwealth Grants Rules and Guidelines 2017.

## 12.3 Risk management

The department is committed to a comprehensive and systematic approach to effectively manage potential risk. Grant recipients are expected to do the same in the course of their normal operations.

Risks may include:

- non-compliance with legal, contractual and program requirements
- financial or misuse of funds
- risks associated with loss of service delivery
- reduced outcomes due to poor quality of service delivery.

The department's risk management practices and decisions are in accordance with its Risk Management Policy. The Risk Management Policy provides that risks must be identified, monitored, treated and, if necessary, additional treatments applied to reduce the risk level.

Grant recipients will be assessed in accordance with the Risk Management Policy prior to the negotiation of grant agreements that are managed according to their level of risk. Services may be required to undergo a risk management assessment.

## 12.4 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if departmental staff and/or you or any of your personnel have a:

- professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer
- relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests, or that, to the best of your knowledge, there is no conflict of interest.

## 12.5 Privacy, confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to who we give your personal information.

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- Public Service Act 1999
- Public Service Regulations 1999
- Public Governance, Performance and Accountability Act 2013
- Privacy Act 1988
- Crimes Act 1914
- Criminal Code Act 1995.

We will treat the information you give us as sensitive and therefore confidential if it meets all the four conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else
4. you provide the information with an understanding that it will stay confidential.

The grant agreement will include any specific requirements about special categories of information collected, created or held under the grant agreement.

Further information is available at [education.gov.au/privacy](https://education.gov.au/privacy), or by writing to:

**Privacy Contact Officer**

People, Communication and Legal Group  
Department of Education  
GPO Box 9880  
Canberra ACT 2601  
[privacy@dese.gov.au](mailto:privacy@dese.gov.au)

## 12.6 Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All FOI requests must be made in writing to the Freedom of Information Coordinator at the department:

By mail:

**FOI Team Leader**

Legal and Investigations Group  
C50MA10  
GPO Box 9880  
CANBERRA ACT 2601

By email: [FOI@dese.gov.au](mailto:FOI@dese.gov.au)

For more information, please see the [Freedom of Information Act](#) on the department's website.

## 12.7 Fraud

The department is committed to preventing fraud in all aspects of its business. [Fraud reporting procedures](#) can be found on the department's website.

## 12.8 Liability issues

The department is not liable in relation to the application and/or assessment process, including without limitation, if the department:

- varies or terminates all or any part of the application and/or assessment process or any negotiations with the applicant
- decides not to fund any or all the activities sought by applicants through the assessment process
- exercises or fails to exercise any of its other rights under, or in relation to, the program guidelines.

## 12.9 Multicultural Access and Equity Policy

Australia's Multicultural Access and Equity Policy is about ensuring that Australian Government programs and services meet the needs of all Australians, regardless of their cultural and linguistic backgrounds.

The policy centres on six commitments essential to the effective delivery of government programs and services in a multicultural society: leadership; engagement; performance; capability; responsiveness; and openness.

Australian Government departments and agencies are required to apply the commitments to all relevant activities, including those conducted on behalf of government by contractors and service delivery partners. This includes ensuring that cultural and linguistic diversity is not a barrier for families accessing child care services to which they are entitled.

Grant applicants should consider whether grant activities may require the use of professional translating or interpreting services so they can communicate with non-English speakers. If translating and interpreting services are required, applicants may include these costs in their grant proposal.

## Glossary

Term	Definition
<b>activity required by a government or health agency</b>	An activity required by a government agency to deal with COVID-19 health risks, for example undertaking a deep clean of the service or room in a service.
<b>approved provider</b>	A provider of child care that has been approved under Family Assistance Law to receive and pass on Child Care Subsidy (CCS) on behalf of the Australian Government.
<b>approved service</b>	One of four types of child care services that has been approved under Family Assistance Law to receive and pass on CCS and Additional CCS: Centre Based Day Care (CBDC), Outside School Hours Care (OSHC), Family Day Care (FDC) or In Home Care (IHC)
<b>authorised officer</b>	An official or employee of the child care provider who has the authority to apply for a grant on behalf of the provider and service. Examples can include but are not limited to: a Chief Executive Officer

	(CEO); a Chief Financial Officer (CFO); or a board or committee member.
<b>child care service</b>	The child care that is delivered by an approved provider in a site or setting. There are different types of child care services. One provider may deliver one or more services, which may include different service types and/or different service sites.
<b>assessment criteria</b>	The specified principles or standards against which applications will be judged. These criteria are also used to assess the merits of proposals.
<b>Child care exemptions to Stay at Home Directions</b>	Exemptions to Stay at Home Directions for the continuation of child services for authorised workers (or jurisdictional equivalent), including exemptions that may allow a person to leave home: <ul style="list-style-type: none"> <li>a. for the purposes of accessing child care services; and</li> <li>b. undertaking duties as a childcare worker.</li> </ul>
<b>Commonwealth Grants Rules and Guidelines</b>	The <i>Commonwealth Grants Rules and Guidelines 2017</i> (CGRGs) establish the Commonwealth Government’s grants policy framework. They contain the key legislative and policy requirements and explain the better practice principles of grants administration.
<b>COVID-19</b>	Coronavirus disease 2019. The name of the disease caused by the virus SARS-CoV-2, as agreed by the World Health Organization, the World Organisation for Animal Health and the Food and Agriculture Organization of the United Nations.
<b>COVID-19 Stay at Home Directions</b>	Public health directions issued by a State or Territory Government that restrict the circumstances in which individuals may leave their home, within the area to which the directions apply, in order to prevent the spread of COVID-19.
<b>date of effect</b>	This will depend on the grant. It can be the date in which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable. (CGRGs).
<b>decision maker</b>	The person who decides to award a grant (Assistant Secretary of the department’s Program Delivery Branch).
<b>department</b>	The Australian Government Department of Education.
<b>disadvantaged and vulnerable communities</b>	The communities where services are located in <a href="#">CCCF Priority Areas</a> and are at high risk of permanent closure, and/or they are the only suitable service supporting a vulnerable or disadvantaged sector of their community.
<b>Services applying for a CCCF Special Circumstances grant</b>	Services that are at high risk of permanent closure due to an extreme event in community that will cause a significant loss of child care for the community, and/or potentially result in market failure in that community.
<b>disadvantaged and vulnerable sector</b>	A disadvantaged and/or vulnerable sector of a community, including communities in priority areas, that experience high levels of disadvantage compared to most other communities that are serviced by child care.
<b>eligibility criteria</b>	The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria apply in addition to assessment criteria. (CGRGs).



<b>Family Assistance Law</b>	Has the same meaning as in section 3 of the <a href="#">A New Tax System (Family Assistance) (Administration) Act 1999</a> and includes <a href="#">A New Tax System (Family Assistance) Act 1999</a> ; the <a href="#">A New Tax System (Family Assistance) (Administration) Act 1999</a> ; and legislative instruments made under those Acts, including the <a href="#">Child Care Subsidy Minister's Rules 2017</a> and the <a href="#">Child Care Subsidy Secretary's Rules 2017</a> .
<b>for-profit</b>	For the purposes of this grant opportunity, the department is adopting the following definition of a for-profit organisation:  A for-profit organisation is any organisation that is running a business for profit and does not meet the definition of a not-for-profit organisation.
<b>government or health agency</b>	A relevant Commonwealth, state or territory government authority or health agency, such as a health or education department or regulatory agency.
<b>grant</b>	A grant is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:  under which relevant money or other Consolidated Revenue Fund money, is to be paid to a recipient other than the Commonwealth; and  which is intended to assist the recipient achieve its goals; and  which is intended to help address one or more of the Australian Government's policy objectives; and  under which the recipient may be required to act in accordance with specified terms or conditions. (CGRGs section 2.3)
<b>grant activity</b>	Are the project /tasks /services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
<b>grant agreement</b>	Grant agreement means the contract between the Commonwealth and the grant recipient setting out the mutual obligations relating to the provision of the grant. The Australian Government is standardising and streamlining grant agreements between the Commonwealth and grant recipients to allow grant recipients to engage more easily and efficiently with the Commonwealth. (CGRGs).
<b>grant opportunity</b>	A notice published on GrantConnect advertising the availability of Commonwealth grants.
<b>grantee</b>	An individual/organisation that has been awarded a grant.
<b>limited supply</b>	Situation where a service:  is the only service provider in the area, or the only suitable service, and/or  provides an essential service that meets the specific needs of the community, and/or

	provides an essential service that meets the specific needs of a client base.
<b>market failure</b>	A situation in which families requiring child care are unable to find suitable places in reasonable proximity to their community.
<b>not-for-profit</b>	<p>For the purposes of this grant opportunity, the department is adopting the Australian Taxation Office definition of a not-for-profit organisation:</p> <p>A not-for-profit (NFP) organisation does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. An NFP organisation is not an organisation that hasn't made a profit. An NFP organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people. We accept an organisation as NFP where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up. These documents should contain clauses that are acceptable to us as showing the organisation's NFP character.</p>
<b>priority areas/communities</b>	List of areas/communities identified by the department in the CCCF open competitive grant opportunity (for approved child care services) guidelines as experiencing high levels of disadvantage. The <a href="#">list of priority areas</a> may change from time to time. Also refer to the definition at section 5.2.
<b>Retain appropriate records of costs and closures.</b>	Appropriate record of costs and service closures include public notifications of service closures, records of staff and educators sick leave dates due to testing positive to COVID-19, COVID-19 testing costs and centre cleaning costs directly related to COVID-19
<b>selection process</b>	The method used to select potential Grantees. This process will involve assessment of applications against the eligibility criteria and/or the assessment criteria. (CGRGs).
<b>sustainability</b>	The ability to maintain financial viability in the long-term.
<b>unforeseen event</b>	Something unexpected that a service did not cause and cannot influence. This includes local emergencies, natural disasters, and extreme weather events such as a bushfire, flood, drought or pandemic.
<b>value for money</b>	This is generally based on whether the intended outcomes will justify the expenditure, including what resources are deployed in an efficient, effective, economical and ethical way.
<b>viability</b>	The ability of a business to survive, measured by its financial performance and position. In the case of a child care service, this may mean that fee and any other income is not enough for the service to operate sustainably, which could put the service at risk of closure. Typically, a service at risk of closure would show a financial deficit in their financial statements as a direct result of the event experienced.
<b>we</b>	The Department of Education