

# Early Childhood Grants Management Framework

The Department of Education delivers subsidies and grants to a range of early childhood education and care services from birth to eight years of age to **give all Queensland children a great start** to life.

## Purpose

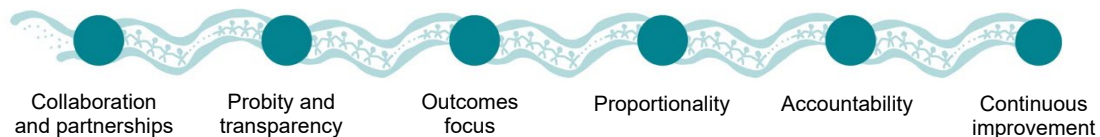
The Early Childhood Grants Management Framework enables all Queensland children and families to benefit from high quality, safe, inclusive and nurturing early learning environments.

The key elements of this framework are:



Supported by strong relationship management with service providers, these elements enable the delivery of professional, valued grants management and funding services that drive a culture of service excellence and accountability in the early childhood education and care sector.

## Principles



## Program design

### Program definition

Define objectives and desired outcomes that are:

- specific, realistic and measurable
- aligned to Government and department objectives and compatible with human rights
- communicated to relevant stakeholders.

### Program planning

Undertake program planning to identify:

- key government and non-government stakeholder relationships
- risks and risk mitigation strategies
- performance measures and monitoring approach.

### Program development

Consider program eligibility, costs, compliance with legislation, and develop:

- information papers and guidelines
- selection criteria
- monitoring and reporting methods
- performance and evaluation measures.

### Program approval and initiation

Seek relevant program approvals, maintain accurate records to promote accountability and transparency, and promote the grants program with clear and informative information, including a resolution and appeals process.

## Grants administration

### Grant application

Determine the application process, associated materials or forms, application management system and engage with applicants to ensure the process is easy to understand.

### Assessment and selection

Establish the panel to assess and select applicants who meet the eligibility criteria, ensuring decisions are transparent, well documented and compatible with human rights. Decisions are then communicated to applicants in a timely and sensitive manner.

### Funding and payment

Develop, negotiate and execute service agreements or funding arrangements and administer grant funds to recipients according to terms and conditions, milestones and performance targets.

### Monitoring and acquittals

Monitor program performance, manage risk and compliance with the terms of the service agreement, and undertake financial and performance reporting.

## Performance

### Program review, analysis and evaluation

Undertake an objective assessment of the outcomes achieved in the delivery of the program objectives.

This includes:

- collecting and monitoring data
- conducting internal program and service review
- reporting findings and recommendations
- developing strategies for continuous improvement.

## Resources

- *Human Rights Act 2019 (Qld)*
- *Information Privacy Act 2009*
- *Right to Information Act 2009*
- *Financial Accountability Act 2009*
- *Community Services Act 2007*
- Financial Management and Performance Standard 2019
- Financial Accountability Handbook Volume 6 – 2019
- Early Childhood Grants Management Policy and Procedure
- DoE Enterprise Risk Management Framework

Early Childhood grant funding is administered in accordance with the *Financial Accountability Act 2009*, *Financial Management and Performance Standard 2019* and the *Financial Accountability Handbook Volume 6 – 2024*.