

# **EXTENDED CHILD CARE PROGRAM GUIDELINES**

## **Introduction**

1. The Defence Child Care Program (DCCP) within the Defence Community Organisation Headquarters (DCO HQ), through the ECCP, will provide funding to child care organisations on a demonstrated needs basis as part of a competitive process. These Guidelines have been prepared to assist applicants to seek funding from the ECCP for local child care projects which will be of benefit to Defence families.

## **Who can apply**

### **Organisations**

2. DCCP provides funding to those organisations that provide work related child care services to Defence families particularly in relation to:

- a. Before and after school care,
- b. Family Day Care;
- c. Vacation Care;
- d. Occasional Care; and
- e. 24 hour/irregular hours care.

3. As a general principle the funding is offered to expand the number of places that can be provided by the applicant service in order to increase access for Defence families. Applicants will need to show that the extra funding will supplement the usual income stream and will expand capacity. Funding can be used to expand existing schemes where the full number of interested Defence families cannot be catered for. It should also be noted that the DCCP will not subsidise program activities where there is a direct financial benefit to an individual family or organisation.

4. Community groups must be incorporated to be eligible to receive Commonwealth Government funding and employ child care workers that meet the necessary (ie Working with Children Check – NSW) State and Territory Regulations. All applications for funding must include copies of the incorporation, constitution and insurance policies.

### **Defence spouses**

5. Funding may also be available to assist with the initial set-up costs incurred by Defence spouses wishing to seek employment as carers with Family Day Care schemes in

areas of high Defence need. Expressions of interest from Defence spouses should be referred by DCO Regional Offices to DCCP staff.

6. Defence spouses who are already employed with Family Day Care schemes as carers and relocate for Defence reasons may be eligible for assistance through the Professional Registration Expense Payments (PREP) Scheme. Reimbursement through PREP is available for expenses such as re-registration, short course upgrades and assistance with child care. Further information on the PREP Scheme is available at <http://www.defence.gov.au/dco/> under Partner Employment Assistance.

### **Assessment of ECCP application**

7. When an application is received, DCCP will acknowledge it, and if required, further information will be sought. DCCP staff will assess all applications received and, in assessing the applications, each will be considered on its merits. The success of an application does not automatically guarantee the success of future funding requests.

### **Advice of funding**

8. All applicants will be advised in writing of the outcome of their application. The written advice to successful applicants will contain:

- the amount of the funding;
- if the full amount sought is not approved, reasons for the reduction;
- a request for proof of expenditure; and
- a request for quarterly reports.

9. Written advice to unsuccessful applicants will provide the reasons for the rejected funding requests.

### **Payment of funds**

10. Payment will be made available to successful applicants as soon as is practicable. Payment will be made directly to bank accounts so it is imperative that the correct details are provided on the application. It is essential that bank account details provided pertain to the organisation, **NOT** to individual personal accounts.

### **Accountability**

11. Applicants should be aware that the funding offered is public monies and great care is to be taken with its accountability. The following procedures should be observed:

- proper records must be kept and office bearers should ensure that normal bookkeeping practices are adhered to;
  - all financial transactions involving the funds require a minimum of two signatories;
- and
- any request to change the purpose for which the funding was approved must be made, in writing, to the Manager DCCP, for consideration.

## **Misuse of funds**

12. Appropriate recovery or legal action will be taken against organisations / individuals who breach the terms of the funding resulting in funds being repayable to the Commonwealth. Any areas of concern such as suspected fraud, misappropriation, or misuse of funds must be notified without delay to the Manager DCCP so that appropriate action can be taken.

## **Proof of expenditure**

13. Funds must be totally expended no later than 30 June the year following receipt of the funding. The acquittal must be able to satisfy the Manager of the DCCP that the funding was used for the purpose for which it was given. Funding cannot be acquitted from Group's/Organisation's ledger sheets. Where this is the only proof of expenditure available a full audited financial reports from an appropriately accredited Auditor<sup>1</sup> is required. Where this process has not been finalised further funding will not be considered.

## **How to Apply**

14. Applications may be obtained from the [DCO website](#) or by contacting Defence Childcare Program (DCCP) on (02) 6265 8789 or E-mail: [Defence.ChildcarePrograms@defence.gov.au](mailto:Defence.ChildcarePrograms@defence.gov.au) . All completed applications must be submitted to the Manager DCCP.

15. Applications will be accepted throughout the year for consideration. All supporting documentation (ie quotations) must accompany each application. Approved funding requests will be advised as soon as possible after receipt of the funding request.

<sup>1</sup> An accredited Auditor is a fully qualified person with registered membership of an Australian recognised professional accountancy