

# Small and Regional Schools - OSHC Funding 2025

## Form Preview

### School Information

\* indicates a required field

#### School Details

Please use the School Entity Register Search to make sure that you are using correct information. This search can be found here;

<https://edugate.eduweb.vic.gov.au/ers/Pages/ershome.aspx>

#### **Name of school applying for grant \***

Organisation Name

Enter your school's name in this field, using the official name, i.e. including "Public School" or "College" in the name..

#### **DET School ID Number \***

Must be a whole number (no decimal place) and between 1 and 9999.

This is a four digit number between 1 and 9999. If unsure, check the Entity Register.

#### **School Email Address \***

Must be an email address.

#### **Which Regional DE area are you located in?**

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="radio"/> Barwon          | <input type="radio"/> Central Highlands | <input type="radio"/> Goulburn           |
| <input type="radio"/> Inner Gippsland | <input type="radio"/> Loddon Campaspe   | <input type="radio"/> Mallee             |
| <input type="radio"/> Outer Gippsland | <input type="radio"/> Ovens Murray      | <input type="radio"/> Wimmera South West |
| <input type="radio"/> Other Area      |   |  |

If your school is not located in one of the above 9 areas, please contact

[oshc.central@education.vic.gov.au](mailto:oshc.central@education.vic.gov.au)

Are you an eligible school?

#### **Is the applicant a Victorian government school delivering primary aged or special education? \***

- ☐ Yes  
☐ No

#### **Was your school a recipient of an OSHC Establishment Grant? \***

- ☐ Yes  
☐ No

#### Campus details

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For each campus that you are applying for funding to support OSHC access, enter the campus name and what provision you are seeking. If your school has a single campus, just enter "Main campus" or your school's name and only complete the top row.

**Note: only campuses where OSHC was funded by the Establishment Grants can be included.**

Name of campus	New Question
	If you have multiple campuses, click the + button to add more rows. At least 1 choice and no more than 4 choices may be selected.
	<input type="checkbox"/> After school care <input type="checkbox"/> Transport off-site <input type="checkbox"/> Before school care <input type="checkbox"/> Vacation care
	<input type="checkbox"/> After school care <input type="checkbox"/> Transport off-site <input type="checkbox"/> Before school care <input type="checkbox"/> Vacation care
	<input type="checkbox"/> After school care <input type="checkbox"/> Transport off-site <input type="checkbox"/> Before school care <input type="checkbox"/> Vacation care

## Contact Information

### Name of person submitting application \*

Title	First Name	Last Name

### Role \*

For e.g. Principal, Business Manager etc.

### Email Address \*

Must be an email address.

### Phone Number \*

Must be an Australian phone number.

## Current OSHC Delivery

### How is the grant-funded service currently operated?

- ☐ School Council Model
- ☐ Third Party Provider
- ☐ Transport Solution

## Current Service information

**What OSHC Grant-funded services are currently being provided? (please select all relevant answers)**

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- ☐ Before School Care
- ☐ After School Care
- ☐ Vacation Care
- ☐ Transport Solution

**Does the current OSHC provision at your school meet the community's needs?**

- ☐ Yes
- ☐ No

## About the Current OSHC Service

\* indicates a required field

**How many children are currently enrolled in the OSHC service? \***

**Before School Care Attendances - Please enter average attendance for each day**

**Monday**

Must be a number.

**Tuesday**

Must be a number.

**Wednesday**

Must be a number.

**Thursday**

Must be a number.

**Friday**

Must be a number.

**After School Care Attendances - Please enter average attendance for each day**

**Monday**

Must be a number.

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### Tuesday

Must be a number.

### Wednesday

Must be a number.

### Thursday

Must be a number.

### Friday

Must be a number.

Vacation Care Attendances - Please enter average attendance for each day

### Monday

Must be a number.

### Tuesday

Must be a number.

### Wednesday

Must be a number.

### Thursday

Must be a number.

### Friday

Must be a number.

Transport Attendances - Please enter average number of children using transport each day

### Monday

Must be a number.

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### Tuesday

Must be a number.

### Wednesday

Must be a number.

### Thursday

Must be a number.

### Friday

Must be a number.

## Average Attendances

### Average Before Care Attendance

This number/amount is calculated.

### Average After Care Attendance

This number/amount is calculated.

### Average Vacation Care Attendance

This number/amount is calculated.

### Transport Attendance

This number/amount is calculated.

## Staffing

### What current staffing model is in place for Before School Care Operation?

- ☐ Single Staff
- ☐ Dual Staff
- ☐ Multiple Educators

### What current staffing model is in place for After School Care operation?

- ☐ Single staff
- ☐ Dual Staff
- ☐ Multiple Educators

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**What current staffing model is in place for Vacation Care?**

- ☐ Single Staff
- ☐ Dual Staff
- ☐ Multiple Educators

**Do children from other schools or other campuses of your school attend your OSHC service?**

- ☐ Yes
- ☐ No

**Is there another OSHC service within 500 meters where students could attend?**

- ☐ Yes
- ☐ No

**Does your school operate a breakfast club?**

- ☐ Yes
- ☐ No

**How many days per week does your breakfast club operate?**

Must be a number.

## Local Schools

**Which other schools/campuses access your OSHC program?**

**How do children get from one service to the other? Please provide information on transport of children and who is responsible for this? At which school/campus do children get transported to and from?**

## Operation

**Does the service currently operate 5 days a week?**

- ☐ Yes
- ☐ No

**Please provide the reason why the service does not currently operate five days a week - e.g. needs of community, difficulty staffing**

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**Has the service operated consistently since service approval was granted?**

- ☐ Yes  
☐ No

Service not operating continually - reasons

**Why not? Please provide any known causes of pauses or delays in service provision, e.g. difficulty staffing.**

CCCF and other funding

**Has the service or the provider that was/is operating the service received Community Child Care Fund (CCCF) funding while it has been operating?**

- ☐ Yes  
☐ No

**Has the service received any other funding or grant other than the OSHC Establishment Grant?**

- ☐ Yes  
☐ No

Funding Amount

**How much funding was provided?**

Must be a dollar amount.

**Please provide details of funding. What was the name of the funding provided? When did you receive the funding? Have you utilised the funding provided?**

## Future OSHC Program

Model for 2025

In order to continue to provide OSHC in the future, would your school be willing to explore, change or adapt the services that are currently offered including:

- Changing or adapting how OSHC is delivered (ie, transport, single staff model, move to school council)
- Changing or modifying the number of session types available (such as only offering after school care)
- Increasing the fees charged to families

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- ☐ Yes
- ☐ No
- ☐ Unsure

### Model for 2025

#### **Which service model would the schools be willing to explore moving forward?**

- ☐ Third Party to School Council
- ☐ Third Party to Transport
- ☐ Transport to School Council
- ☐ School Council to Transport
- ☐ Not willing to explore another option for 2025
- ☐ Current model to unsure (discussion and guidance requested)

### Please Email

**Please email our OSHC Central Team ([oshc.central@education.vic.gov.au](mailto:oshc.central@education.vic.gov.au)) to ask to speak to a team member about your schools options for OSHC moving into 2025 before progressing with the form.**

### Transport

#### **Where would the children be transported to?**

#### **Have you contacted this school to discuss this option with them?**

- ☐ Yes
- ☐ No

**Describe how this transport solution will work? Do you own your own bus? Does the school you are transporting to own a bus? Will children be transported by car?**

### Delivering a service through school council - things you need to know

You have indicated that you intend for the school's service to be delivered through your school council.

In order to establish the service, the school's Principal will be responsible for the following tasks:

- **Applying for provider approval from Quality Assessment and Regulation Division (QARD)**
- either **Applying for service approval from QARD** or **Notification of transfer to QARD**
- **Applying for Child Care Subsidy approval from the Australian Government**

Note that this process will require buy-in and participation from your school council.



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Please contact the OSHC.Central team ([oshc.central@education.vic.gov.au](mailto:oshc.central@education.vic.gov.au)) for information about these processes.

The OSHC Central Team is able to provide support with all the steps in this process, and we will be in regular contact by phone and email to assist.

A variety of [resources for school council-operated services](#) are available on PAL, including template policies, a template enrolment form and a sample position description for an educator you can use to advertise a position.

## Funding

### Current Budget

**How much does your OSHC service cost to operate? (based on current expenditure or most recent acquittal)**

- ☐ Weekly
- ☐ Monthly
- ☐ Termly
- ☐ Annually

Must be a dollar amount.

**How much OSHC Establishment Grant funding will you have left at the end of 2024?**

Must be a dollar amount.

### Available funding

There are three categories of OSHC expenditure that are supported by the grants:

1. **Service operation support:** this category of funding will support schools that operate a school council service, or in some cases a third party provided service, on their school site. The maximum amount of funding that can be allocated is \$30,000 annually. except in special circumstances, where a slightly larger amount could be considered.

**This funding can be used for:**

- staffing costs (wages/salary and benefits) of educators and administration staff.
- training and professional development, including supporting educators to obtain required qualifications, where required to sustain operation of the service.

1. **Transport support:** this category of funding will support schools that operate a transport solution between their school site and another local service for after school care or before school care.

The maximum amount of funding that can be allocated is \$10,000 annually.

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### This funding can be used for:

- staffing costs for staff driving a vehicle, for time driving.
- fuel costs for a vehicle.
- bus accreditation costs and insurances
- standard annual maintenance of the vehicle used for OSHC transport.

1. **Transition support:** this category of funding is a **one-off payment** to assist with the additional regulatory costs and administrative time required to transfer an already operating third party service to a school council operated model. If your school receives a transition support payment, you are still eligible for service operation support in either the same year, or later years.

The maximum amount of funding that can be allocated is \$5,000 as a one-off payment.

### This funding can be used for:

- staffing costs (wages/salary and benefits) for part of a staff member's FTE to account for additional administration or business manager time required for transition
- costs for regulatory approvals, which can include identity and fitness and propriety checks, and time completing applications
- Any new purchases required, which could include replacing resources previously supplied by a third party provider such as signage or storage

All maximum funding amounts are exclusive of GST.

## Funding Request for 2025

In this section you will outline a proposed budget for your intended use of the funds. If you are successful in receiving a grant, you may amend this later.

**Note: this is for 2025 only. You will request further funding for 2026 in a separate round to be held in 2025.**

You must ensure that your funding request aligns with the expenditure categories outlined above.

We recommend you make the proposed budget relatively simple. You may add additional rows if you need to. If your proposed Expenditure Type is not included, select "Other" and put the details in a box that will appear below- we will advise if the proposed expenditure is eligible.

Any application requesting in excess of the specified caps (see above) will only be considered for a grant up to these amounts.

### Expenditure Type - 2025 only

\$

	Must be a dollar amount.
	\$
	\$
	\$
	\$

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	\$
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### Other Expense

**Please describe in detail 'Other Expense' listed above and why this is required.**

### Budget Totals

#### Full Amount Requested

\$

This number/amount is calculated.

## Service Viability and Sustainability

\* indicates a required field

### Delivery

**What strategies have been or will be implemented or established to ensure the ongoing viability and sustainability of the service? \***

**What other factors should be considered other than the viability and sustainability of the service when considering the application?**

### Additional Information

**Do you have any additional comments to support your application?**

**If additional information is required, what is most convenient day and time to contact you?**

**Please attach any supporting documentation you wish to include.**

Attach a file:

