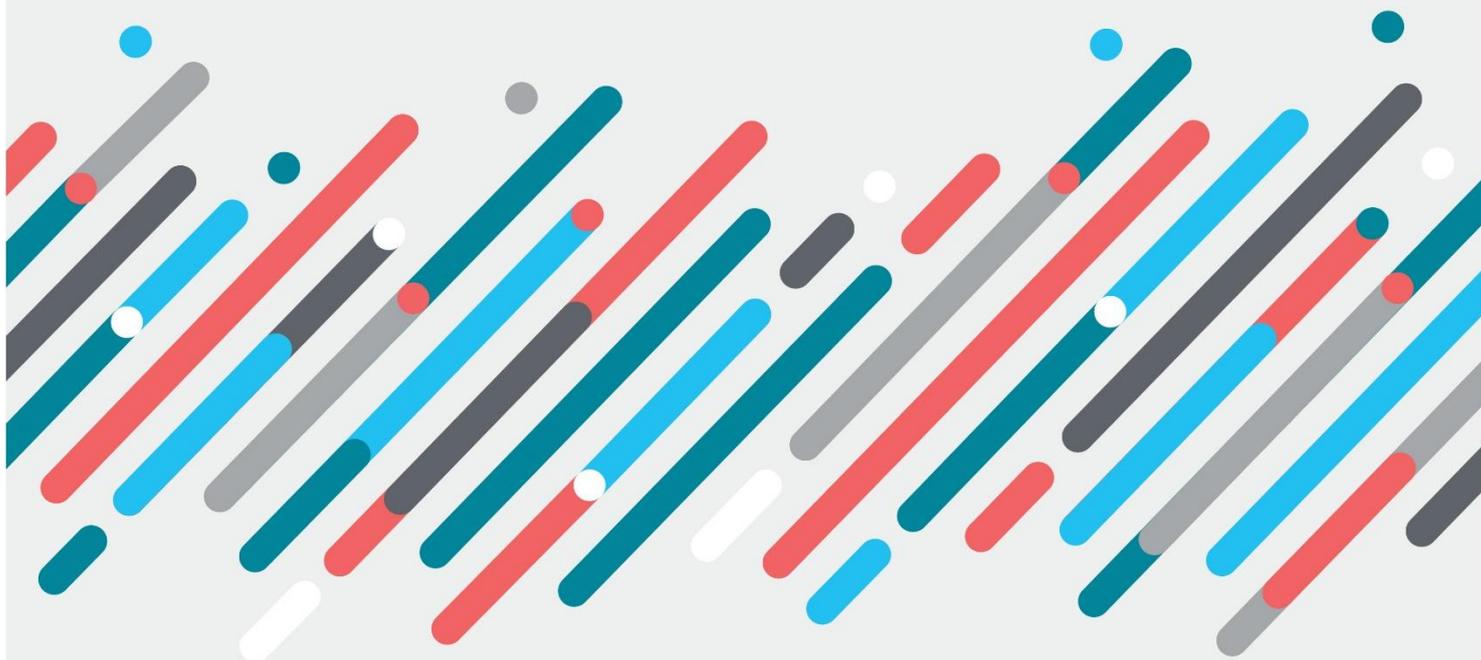




Australian Government
Department of Education

Early Childhood Education and Care (ECEC) Workforce

Professional Development - National Child Safety
Training Grant Opportunity Guidelines (2026-
2027)



ECEC Workforce

Professional Development – National Child Safety Training Guidelines

Opening dates:	28/04/2026 for Round 1 of applications 12/10/2026 for Round 2 of applications (subject to funding availability)
Closing dates:	03/07/2026 for Round 1 of applications 11/12/2026 for Round 2 of Applications (subject to funding availability)
Commonwealth policy entity:	Department of Education
Administering entity:	Department of Education
Enquiries:	If you have any enquiries, please contact ececgrants@deloitte.com.au
Date guidelines released:	02/04/2026
Type of Grant opportunity:	Demand-driven (Eligibility-based)



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Professional Development – National Child Safety Training Grant processes

The Early Childhood Education and Care (ECEC) Workforce measures are designed to achieve the Australian Government’s objectives

This grant opportunity - the Professional Development – National Child Safety Training Grant program, contributes to the Department of Education’s Outcome 1. The Department of Education (the **department**) works with stakeholders to plan and design the grant program according to the [Commonwealth Grant Rules and Principles](#).



The grant opportunity opens

The department will publish the grant guidelines on [GrantConnect](#).



ECEC Providers submit a grant application electronically on behalf of ECEC Employees



Grant applications are checked

Deloitte will check the application against the eligibility criteria.



Grant decisions are made

The decision maker (being a departmental delegate) makes a decision about the grant(s).



Notification of grant decisions

The department notifies each ECEC Provider of the outcome of its application.



The department and successful ECEC Providers enter into a grant agreement

A simplified grant agreement setting out the terms and conditions for the grant will be provided to successful grant applicants.



Delivery of the grant

Each successful ECEC Provider undertakes the grant activity as set out in its grant agreement. The department manages the grant by working with each ECEC Provider, monitoring progress and making payments.

Providers are required to acquit the grant funding by 27 March 2027 and demonstrate that the activity has been undertaken and keep accurate records.



Evaluation of the Professional Development – National Child Safety Training Grant program

The department may evaluate the specific grant activity and Professional Development – National Child Safety Training program. The evaluation may be based on the information provided by ECEC Providers and information the department collects from various sources.

1. Introduction

These guidelines contain information in relation to the Professional Development – National Child Safety Training Grant program for the 2026-27 financial year.

You must read these guidelines before applying for a grant under this program.

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how grant applications are considered and selected
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity will be administered by the department. Grant payments for successful applicants will be processed by Services Australia and paid to ECEC Services. Each ECEC Provider's service will pass on the funding in full to the participating ECEC employees directly, where applicable.

IMPORTANT NOTE:

All enquiries regarding this grant program must be sent to ececgrants@deloitte.com.au and should contain the unique Provider CRN (also known as CCS Provider ID) in the subject line and address block of your inquiry (for example: 19000000X). This is used for identification matching and program record keeping of your application.

2. About the Professional Development – National Child Safety Training grant program

On 3 May 2023, the Australian Government announced a package of pilot workforce measures to deliver \$72.4 million over five years to support the skills and training of ECEC employees in the ECEC sector. These pilot measures contribute to the Australian Government Department of Education's Outcome 1¹.

This workforce measures package also complements the [Strategy and evaluation - Department of Education, Australian Government](#) and workforce actions being undertaken across state and territory governments.

¹ The Australian Government Department of Education Outcome 1: Improved early learning, schooling, student educational outcomes and transitions to and from school through access to quality early childhood education and care, support, parent engagement, quality teaching and learning environments.

The Professional Development and Paid Practicum grant programs are two of the three pilot measures in this package which are designed to help build a sustainable, skilled ECEC workforce that delivers high quality early childhood education. The third pilot measure, the Practicum Exchange Living Allowance, supported by the Practicum Exchange Network, has now closed.

Further information on the Paid Practicum Grant Program can be found here: [Paid practicum subsidy - Department of Education, Australian Government](#)

The combined objectives of all three of these programs are to:

- strengthen skills and professional experience;
- improve retention of educators and early childhood teachers in the ECEC sector; and
- strengthen workforce capability and service quality as part of broader urgent ECEC safety and quality reforms.

As part of the [Mid-Year Economic and Fiscal Outlook 2025-26](#), Safer and better early childhood education and care - the Professional Development Grant program will support the ECEC workforce to complete national child safety training. The Professional Development - National Child Safety Training Grant will support the backfilling of staff to enable training to occur or to allow staff to be paid while completing the national child safety training outside of their usual working hours.

The Professional Development – National Child Safety Training Grant program (previously called the Professional Development Grant program) has been extended and will run over three years to 30 June 2029. However, these guidelines apply to the 2026-27 financial year only. New guidelines for the 2027-28 and 2028-29 financial years will be released following consultation with stakeholders and agreement by the Minister for Early Childhood Education.

The grant opportunity will be undertaken in accordance with the [Commonwealth Grants Rules and Principles](#) (CGRPs).

The Professional Development – National Child Safety Training Grant program provides Services with a Grant to cover five hours of time for eligible ECEC Employees to complete the national child safety training.

The intended objectives of the Professional Development - National Child Safety Training Grant program are to:

- enhance child safety outcomes by equipping staff, through training, to prevent and respond to harm, and fostering safe, supportive environments for children
- build capacity and skills in the ECEC workforce; and
- allow Services to maintain educator-to-child ratios while ECEC Employees complete training.

The intended outcome of the Professional Development - National Child Safety Training Grant program is to support ECEC educators, early childhood teachers and directors/coordinators (centre managers) complete the national child safety training within the legislated timeframes.

Further information can be found here: [Professional development subsidy - Department of Education, Australian Government.](#)

3. Grant amount and grant period

The Australian Government will provide a total of \$8.965 million in the 2026-27 financial year in administered subsidy funding for the Program.

Funding provided for the Professional Development - National Child Safety Training Grant program in 2026-27 must be used to complete the national child safety training before 13 March 2027 and within any legislated timeframes. If funding is exhausted in Round 1:

- the planned Round 2 of applications will not proceed; and
- during the Grant period, updated information will be published on the department's website and GrantConnect.

The Professional Development - National Child Safety Training Grant is not designed to cover the exact cost of an ECEC Employee's wages. ECEC Providers are responsible for covering any additional on-costs, payable above the Grant amount provided.

In the event that the Grant amount provided does not equal the ECEC Employee's relevant pay and entitlements that apply to their circumstances:

- Where an ECEC Employee's agreed rate of pay is less than the Professional Development - National Child Safety Training Grant amount, the full Grant amount for that ECEC Employee must be passed on to the relevant ECEC Employee.
- Where an ECEC Employee's agreed rate of pay is higher than the Professional Development - National Child Safety Training Grant amount, the ECEC Provider must pay the ECEC Employee the difference between the ECEC Employee's agreed rate of pay and the Grant amount received for that ECEC Employee.

Grant amounts for ECEC Employees are based on current award rates, with rates for average early childhood educators and directors taken from the Children's Services Award (2010) and rates for early childhood teachers taken from the Education Services (Teachers) Award (2020) and include a 25 per cent casual loading.

	Early Childhood Educators	Early Childhood Teachers	Directors
Payment rate per 5 hours	\$184.50*	\$282.75*	\$267.80*

**Note the above rates reflect the current 1 March 2026 award rates. However, if and when revisions are made to the award rates, these rates will be updated and an Addendum to the guidelines will be published.*

Outside of School Hours Care employees and coordinators, Family Day Care coordinators, and In Home Care contractors who are not covered by the Awards outlined above should:

- use the relevant pay and entitlements that apply to their circumstances; and
- apply for the level that matches the above as close as possible.

4. Eligibility criteria

Applications that do not satisfy all the eligibility criteria will not be considered.

4.1 Who is eligible to apply for a grant?

ECEC Providers that are currently approved for and receiving the Child Care Subsidy (CCS) under the Family Assistance Law are eligible to apply for this grant program on behalf of their eligible ECEC Employees. This includes Family Day Care (FDC), In Home Care (IHC), Centre-Based Day Care (CBDC) and Outside School Hours Care Services (OSHC).

Eligible ECEC Providers can apply for Professional Development - National Child Safety Training Grants for eligible ECEC Employees who must complete national child safety training activities, as set out in Section 6, before 13 March 2027, and within any legislated timeframes.

Eligible ECEC Employees must be:

1. an Australian citizen or permanent resident of Australia or hold a valid work visa (including student visa) allowing employment in the ECEC sector; and
2. a contact worker - an educator who is part of the educator-to-child ratio at a Service or who provides direct early childhood education and care, or supervision for children in other care types, such as IHC or FDC; **or**

a non-contact worker – a director or educational leader who provides direct support, early childhood education and care, or supervision for children; and
3. a full-time, part-time, or casual employee who has worked more than 40 hours overall in the preceding three months with that Service².

ECEC Employees are not eligible to apply for or receive Grant payments directly and must apply through the approved ECEC Provider which employs them.

4.2 Who is not eligible to apply for a grant?

ECEC Providers are not eligible to apply if they are:

- a stand-alone kindergarten service that is not approved for and receiving CCS

² Some IHC educators may be exempt from this requirement, pending prior approval from the Department.

- a stand-alone pre-school service that is not approved for and receiving CCS
- an individual
- a registered training organisation or other entity that is seeking to use the grant funding to provide courses
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (<http://www.nationalredress.gov.au>)
- any entity that does not meet the eligibility criteria in Section 4.1
- any entity that is already receiving **any** funding for wage replacement or backfill for the completion of the national child safety training activity for the same ECEC Employee from an Australian state or territory government.

4.3 Other requirements in relation to ECEC Employees

The department acknowledges that an ECEC Employee may leave or be unavailable after the outcome of the application round and/or before they complete the national child safety training. In these cases, the department will allow a 'like for like' exchange of another ECEC Employee as a replacement for the original ECEC Employee to complete the national child safety training. If this occurs, the ECEC Provider must notify the department of this 'like for like' exchange via their grant acquittal.

5. Grant allocation preferences

If this Grant receives strong interest and funding is likely to be exhausted, the department reserves the right to prioritise funding to be provided to educators from ECEC Providers with less than 25 Services. In accordance with the provisions of a demand-driven grant opportunity, all remaining applications will be considered on a first come first served basis until funding is exhausted.

6. What the Grant money can be used for

The Grant must only be expended on supplementing the wages for eligible ECEC Employees to complete the national child safety training, as specified below. However, this does not include on-costs. ECEC Providers are responsible for meeting all ECEC Employee on-costs.

6.1 Eligible Grant activities

Eligible Providers must use the Grant to either:

- supplement the cost of backfilling while an ECEC Employee completes the national child safety training where:
 - that ECEC employee has not completed the training as part of a whole of service closure for national child safety training; or

- that ECEC employee has not already completed the national child safety training under a different ECEC Provider/Service;
- pay an ECEC Employee a supplement for completing the national child safety training outside of work hours.

7. What the Grant money cannot be used for

An ECEC Provider cannot use the Grant:

- to complete any form of training other than the national child safety training
- to pay for wages for any ECEC Employee at a Service who undertakes the national child safety training while that Service is closed for the purposes of national child safety training
- to subsidise the costs of *both* backfilling and paying the same ECEC Employee (i.e. grant funding cannot be used to pay both ECEC Employees). The Service is responsible for using the Grant funding for either the ECEC Employee completing the national child safety training outside of work hours or the ECEC Employee who is backfilling while they complete the national child safety training
- where a Service has already received or is receiving funding in part to complete the national child safety training from other sources, for example through another state or territory grant (see Section 4.2).

8. How to apply

Before applying, ECEC Providers must read and understand these guidelines, which can also be found at [GrantConnect](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website you will be automatically notified of any updates. GrantConnect is the authoritative source for grants information.

All applications must be submitted online at www.secure-portal.com.au/ececgrants, where there are step by step instructions to assist ECEC Providers to navigate the application process.

ECEC Providers applying for 100 or more educators in one application round can contact the Helpdesk for assistance with the application process. To receive this assistance, providers must contact the Helpdesk **at least 15 business days prior to an application round closing**. Providers must also submit the information required in line with the timeframes

³ 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

given, which will be **at least 10 business days prior to the closure of the application round**.

Enquiries can be emailed through to ececgrants@deloitte.com.au or you can contact the Helpdesk on (03) 9917 7865 from 9am – 5pm AEST Monday to Friday (while applications are open).

8.1 The application

To be considered, submitted applications must include:

- confirmation that the ECEC Provider meets all eligibility criteria (these are declarations of eligibility by the ECEC Provider).
- details of the ECEC Employee for whom the Grant is sought, including a statement / declaration that the relevant ECEC Employee meets all eligibility criteria and the rate of Grant payable for each relevant ECEC Employee (based on Section 4).
- agreement to undertake the required grant acquittal of the expenditure of the Grant as specified in any resulting Grant Agreement.
- confirmation that the person submitting the application is registered as a Person with Management or Control (PMC) of the ECEC Provider (legal entity).
- any other details outlined in the Application Form which includes the ECEC Provider's unique Customer Reference Number (CRN) - also known as the CCS Provider ID (example 190000000S).

Submitting a completed application form does not guarantee a Grant. Also, **funding is not guaranteed until application outcomes are known**.

If you find an error in your application after submitting it, you can amend it in the grant's portal provided that applications have not closed. You cannot change your application after the closing date and time.

ECEC Providers are responsible for ensuring that their application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and the department will investigate any false or misleading information and may exclude your application from further consideration.

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

The department will acknowledge receipt of your application within five business days of receipt.

8.2 Timing of Grant opportunity

ECEC Providers must submit their application between the published opening and closing dates for each round. Late applications cannot be accepted. The first round of grant applications opens in April 2026 and close in July 2026, with payments expected to be made



in September 2026. The second round of grant applications opens in October 2026 and closes in December 2026, with payments expected to be made in February 2027.

Following closure of each round, assessment of applications will be undertaken to ensure applications are eligible for funding. This process will take approximately three weeks. Notification of Grant outcomes will be delivered to ECEC Providers in the following two weeks after applications are assessed. ECEC Providers with funded educators will be sent a Grant Agreement, which will be required to sign and return it to the department within seven calendar days of receipt.

All offers of Grants by the department remain **provisional** until the Grant Agreement is:

- signed by a correct PMC of the relevant ECEC Provider (this person must be registered and current in the CCS system);
- returned and received by the department; and
- executed by a departmental delegate.

The grants take effect on the date when a ECEC Provider's Grant Agreement is executed by a departmental delegate prior to payments being made.

8.3 Questions during the application process

If ECEC Providers have any questions during the application process, please contact:

- email at ececgrants@deloitte.com.au
- the Helpdesk by phone at (03) 9917 7865 (open only when applications are open).

Please include your unique Provider CRN (or CCS Provider ID) in the subject line and in your address block for all email correspondence regarding your Grant application or process.

9. The Grant selection process

Applications will be considered **on a first come first served basis**, in accordance with the provisions of a demand-driven grant opportunity. However, if funding is likely to be exhausted before the end of the Grant period, the department reserves the right to organise applications in preferential order based on the attributes identified in Section 5.

Applications for this subsidy is managed on the Department's behalf by contract partner Deloitte. Applications will be considered against the value with money principles. The *Public Governance, Performance and Accountability Act* (PGPA Act) and the Commonwealth Grants Rules and Principles (CGRPs) require all commitments of public resources to be efficient, effective, economical and ethical.

The department may perform security, probity, compliance and financial investigations as it determines necessary in relation to an application. ECEC Providers should note that as part of the selection process, the department reserves the right to use information gained as part of its normal course of business in determining performance against the eligibility criteria.

9.1 Who will approve Grants

The Assistant Secretary of the ECEC Workforce and Reforms Branch, Australian Government Department of Education is the decision maker and decides which Grants to approve taking into account the availability of Grant funds for the purposes of the Grant program.

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

- the approval of the Grant
- the Grant amount to be awarded
- the terms and conditions of the Grant
- any other considerations as deemed necessary by the Department of Education.

There is no appeal mechanism for the decision to approve or not to approve a Grant.

10. Successful Grant applications

ECEC Providers will be notified in writing (via email) of a successful or unsuccessful Grant application outcome.

Successful ECEC Providers must enter into a legally binding agreement with the Commonwealth. The department will issue a Grant Agreement to successful ECEC Providers, provided there is Grant funding available. This Grant Agreement will set out the general terms and conditions that apply to the Grant and cannot be negotiated. The Grant Agreement must be executed by the ECEC Provider before any payments can be made (see Section 8.2).

A Grant Agreement may have specific conditions determined by the grant selection process or decided by the decision maker.

The Grant Agreement will state the:

- maximum Grant amount to be paid; and
- any ECEC Provider obligations in relation to the Grant, including reporting requirements.

ECEC Providers who wish to receive a Grant are required to complete the Grant Agreement sent to them by the last date for signing outlined in that Grant Agreement.

While a Grant can be sought for the completion of the national child safety training, if an ECEC Provider chooses to start an eligible activity nominally covered by this Grant before they have applied for, been successful in, and **executed** a Grant Agreement with the department, they do so at their own risk and must bear any associated costs. For example, when the grant selection process is completed, an ECEC Provider may be deemed ineligible or all funds under that Grant may have been exhausted.

10.1 How the Grant will be paid

The Grant will be paid into the relevant ECEC Service's bank account nominated by the ECEC Provider for receiving CCS. ECEC Providers should ensure that their Services' bank account details are up to date to avoid delayed or missed payments.

In 2026-27, the Grants will be paid to ECEC Services twice⁴. One payment is expected to occur in September 2026 (for funded applications submitted in Round 1) and the other in February 2027 (for funded applications submitted in Round 2 – subject to funding availability).

10.2 Grant Payments and GST

These Grants are GST exclusive and therefore not assessable income for taxation purposes. However, receiving these Grants will not exempt an ECEC Provider from other employer obligations, such as payroll tax and superannuation contributions. We recommend ECEC Providers seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).⁵ The department cannot provide advice on your specific taxation circumstances.

10.3 Transfer of ownership

If there is a transfer of Service ownership, these Grants **cannot be transferred** as part of the settlement agreement for exchange of ownership. If a change of ownership is to occur, it is the obligation of the relevant ECEC Provider to contact the department early and notify that this is occurring.

The department will issue an invoice for the repayment of any portion of the Grant which is unused and request an acquittal for any portion of the Grant which has already been spent.

11. Announcement of Grants

If successful, each ECEC Provider's Grant, and any subsequent variations, will be listed on the [GrantConnect](#) website within 21 days after the date of effect⁶ as required by Section 5.4 of the [Commonwealth Grants Rules and Principles \(CGRPs\)](#). The announcement will include a link to these grant opportunity guidelines.

⁴ Subject to available funding. If funding is exhausted in Round 1, the planned Round 2 applications will not go ahead.

⁵ <https://www.ato.gov.au/>

⁶ See glossary

12. How the department will monitor your Grant activity

12.1 Grant Acquittal Process

ECEC Providers must hold / retain relevant records of all current or former ECEC Employees who have undertaken national child safety training using the Grant for 24 months after the Grant Agreement has expired.

If an ECEC Employee is no longer employed by an ECEC Provider but that ECEC Provider already received a Grant in relation to national child safety training for that ECEC Employee, the Grant may be utilised by another ECEC Employee for that same national child safety training. If this occurs, the ECEC Provider must submit the replacement ECEC Employee's details to the department via their grant acquittal.

The department may also request, in writing and at any time, copies for audit and validation purposes, that the national child safety training was completed within the specified and legislated timeframes with certified copies of:

- completion certificates for the national child safety training confirming this occurred within legislated timeframes
- payroll records indicating the named ECEC Employee or staff member backfilling them was paid for time to complete the national child safety training.

Please note, Grants awarded in 2026-27 are to be acquitted by 27 March 2027. The Grant may not be transferred to an ECEC Provider's other Services (if any).

12.2 Evaluation

The department may evaluate the Professional Development - National Child Safety Training Grant Program in the future to measure how well the outcomes and objectives have been achieved. The department may interview you or ask you to provide relevant information to help us understand how the Grant impacted you as an ECEC Provider and to evaluate how effective the program was in achieving its outcomes.

12.3 Grant Recovery Process

The department may recover all or part of a Grant if the relevant ECEC Provider has been overpaid or the Grant has not been spent in accordance with the Grant Agreement.

13. Probity

The department will ensure that the Grant opportunity process is fair, is conducted in accordance with the published grant opportunity guidelines, incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct, and is consistent with the CGRPs.

These guidelines may be changed from time-to-time by the department. When this happens, the revised guidelines will be published on GrantConnect and on the department's website.

ECEC Providers should be aware of their obligations under the [National Anti-Corruption Commission Act 2022](#) noting that, under that Act, grantees will generally be considered 'contracted service providers' [see <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>].

13.1 Enquiries and feedback

The department's [complaints procedures](#) apply to complaints about this Grant opportunity. All complaints about a grant process must be provided in writing.

Any questions about Grant decisions for this Grant opportunity should be emailed to ececgrants@deloitte.com.au.

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 not usually consider a complaint unless the matter has first been raised directly with the relevant department.

The Commonwealth Ombudsman can be contacted by:

Phone: 1300 362 072 (Toll free)

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the Grant opportunity or program. There may be a conflict of interest, or a perceived conflict of interest, if an employee of the department, member of a committee or advisor and/or an ECEC Provider or any of their employees:

- has a professional, commercial, or personal relationship with a party who can influence the application selection process, such as an Australian Government officer (or member of an external panel)
- has a 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
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a Grant under the Grant program/Grant opportunity.

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

If an ECEC Provider later identifies or is informed of a real, apparent, or perceived conflict of interest, they must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Section 13(7), [Australian Public Service Commission Code of Conduct](#) of the [Public Service Act 1999](#). Committee members and other officials, including the Grant assessor and decision maker, must declare any conflicts of interest.

13.3 Privacy

The department will treat your personal information in accordance with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone for the primary purpose for which it was collected unless an exemption applies.

The Australian Government may also use and disclose information about Grant applicants and Grant recipients under this Grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect, as required, for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The department may share the information you have provided with other Commonwealth entities, for purposes including government administration, research and/or service delivery, in accordance with relevant Australian laws/legislation.

As part of the application process, ECEC Providers must declare their ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and your intention to impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of the personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, ECEC Providers must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the [Privacy Act 1988](#).

13.4 Confidential Information

Other than information available in the public domain, ECEC Providers must agree not to disclose to any person, other than the department, any confidential information relating to the Grant application and/or agreement, without prior written approval. The obligation will not be breached where you are required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The department may at any time, require you to arrange for yourself, as the ECEC Provider, or your employees, agents, or subcontractors to give a written undertaking relating to non-disclosure of the department's confidential information in a form the department considers acceptable.

The department will keep any information in connection with the Grant Agreement confidential to the extent that it meets all three of the conditions below:

1. the ECEC Provider clearly identifies the information as confidential and explains why it should be treated as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to the ECEC Provider or someone else.

The department will not be in breach of any confidentiality agreement if the information is disclosed to:

- other Commonwealth employees and contractors to help manage the program effectively
- employees and contractors of the department for research, assessment, monitoring and analysis of its 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, Privacy Commissioner or National Anti-Corruption Commissioner or staff of its agencies
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The Grant Agreement may also include any specific requirements about special categories of information collected, created, or held under the Grant Agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this Grant opportunity, 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 Freedom of Information requests should be in writing and either:

- use the department's online FOI Application form at [How to make a freedom of information \(FOI\) request](#); or
- be emailed to: FOI@education.gov.au

14. Glossary

Term	Definition
Child Care Subsidy	<p>Child Care Subsidy (CCS) aims to:</p> <ul style="list-style-type: none"> • assist families with the cost of early childhood education and care • facilitate individuals to participate, or increase their participation, in the workforce • facilitate children's attendance in child care to support their early learning and development.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Principles 2024 (CGRPs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Customer Reference Number or CRN	<p>a series of identification numbers allocated by Services Australia to organisations receiving funding from the Australian Government, including families who are eligible for the Childcare Subsidy through an approved childcare Service.</p> <p>With reference to grant opportunities/applications, the only CRNs required by the department are also known as the ECEC Provider CCS ID and the Service CCS ID which can both be found on the letter / certificate of approval for CCS from the department.</p> <p>Service and Provider CRNs will both take the format:</p> <p>1900#####A – where # is a numeral from 1 to 9 and A is a letter from A to Z.</p>
date of effect	can be the date on which a Grant agreement, or in this case, the Grant Agreement, is signed by both parties or a specified starting date. Where there is no Grant agreement, entities must publish information on individual grants as soon as practicable.



Term	Definition
decision maker (delegate)	the person who decides to award a Grant.
ECEC Employee	a person that works in a Service and is an employee or independent contractor who is an early childhood educator, early childhood teacher, director or educational leader.
ECEC Provider	is the legal entity approved to operate a Service and administer the Child Care Subsidy (CCS).
educator	a person who is employed as an early childhood educator and provides care for children in an approved Service.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a Grant. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. Additional criteria may apply in addition to eligibility criteria.
Family Assistance Law	Family Assistance Law (FAL) sets the rules for providers that administer the Child Care Subsidy (CCS).
Grant	for the purposes of the CGRPs, a 'Grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> – under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and – which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
Grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
Grant applicant	refers to an eligible ECEC Provider, not an individual employee.
Grant Agreement	sets out the outcome of an ECEC Provider's Grant application, the relationship between the parties to the agreement and specifies the details of the Grant.

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money and PGPA Rule section 29 Other CRF money.



Term	Definition
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grant opportunity	refers to the specific Grant round or process where a Commonwealth Grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
Grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A Grant program is a group of one or more Grant opportunities under a single Department of Education Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a Grant.
like for like	refers to the exchange of another ECEC Employee at the same service, and for the same Professional Development - national child safety training in the same teaching role at the same Service.
National Child Safety training	refers to the National Child Safety Training that comprises both Foundation and Advanced modules.
National Anti-Corruption Commission (NACC)	the National Anti-Corruption Commission (NACC) is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the National Anti-Corruption Commission Act 2022 .
PMC	person/s with management or control of the ECEC Provider, who have significant authority, responsibility, or significant influence over planning, directing, or controlling and take part in the decision-making or management of the ECEC Provider.
registered training organisation	a recognised training organisation which has been identified by ACECQA to deliver education training that meets the National Quality Framework (NQF).
selection process	the method used to select potential grantees.
Service	refers to eligible family day-care, in-home care, centre-based day care and outside school hours care services that provide early childhood education and care. Excludes preschool and kindergarten services.



Term	Definition
Service closure (periods)	Refers to CCS supported closures for services that choose to close to undertake national child safety training.
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the Grant proposal representing an efficient, effective, economical, and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a Grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.

