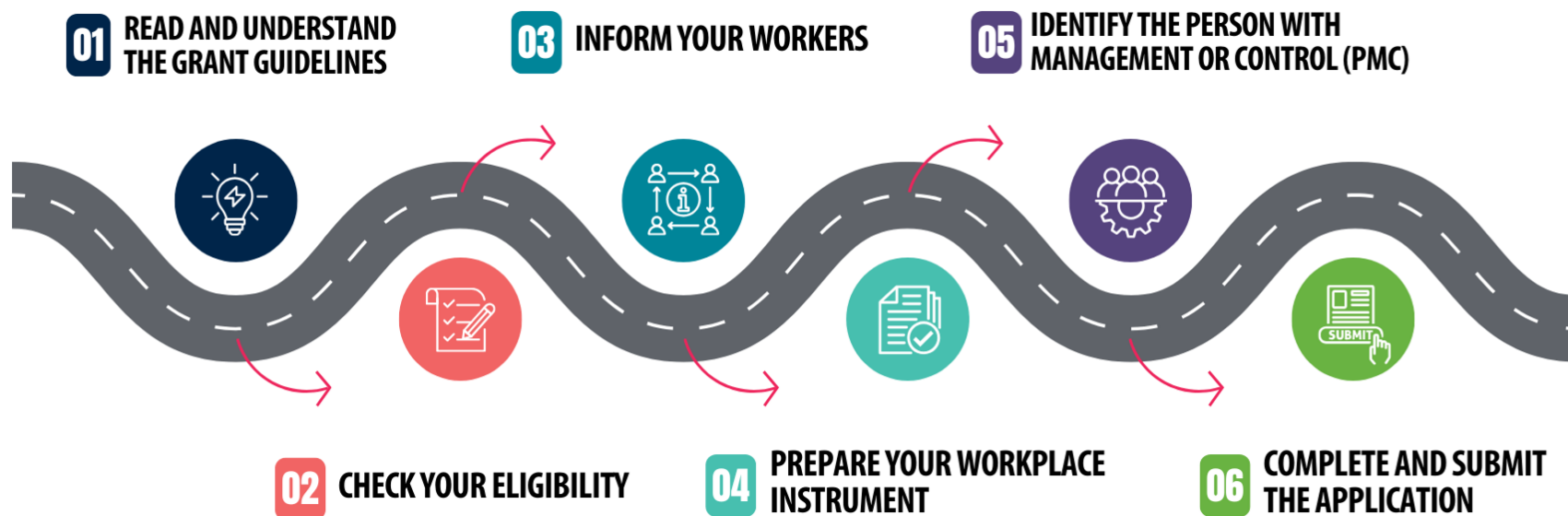




Preparing for the worker retention payment application

Overview

This guide outlines the key information you need to know and the documents you will need to prepare before submitting your online application.



Let's get you started with your worker retention payment application!



1. Read and understand the grant guidelines

The grant guidelines outline important details about the worker retention payment.

Download the grant guidelines on [GrantConnect](#).

Read a [summary of the grant guidelines](#) on our website.

2. Check your eligibility

You may apply if you meet the necessary requirements.

To be eligible, you must:



- ✓ be approved for Child Care Subsidy (CCS)
- ✓ operate Centre Based Day Care (CBDC) or Outside School Hours Care (OSHC) services
- ✓ employ workers covered by either the *Children's Services Award 2010* or the *Educational Services (Teachers) Award 2020*
- ✓ engage workers through a workplace instrument that meets grant conditions
- ✓ not increase your fees by more than:
 - 4.4% between 8 August 2024 and 7 August 2025
 - 4.2% between 8 August 2025 and 7 August 2026
 - the amount equivalent to the specified growth rate based on the Childcare Services Cost Index from 8 August 2026 to 30 November 2026.

If you pay workers less than the award, please submit an alternate fee growth application. To avoid processing delays, do this before submitting your worker retention payment application.

3. Inform your workers



Before applying, you must provide information about workplace instruments to all eligible workers. Please provide them with the factsheet for workers available on [GrantConnect](#).

If we approve you for the payment, you'll need to sign a declaration confirming you have done this.

4. Prepare your workplace instrument

You must engage workers through a workplace instrument that meets grant conditions.

[Search our directory](#) to get help to develop a compliant workplace instrument. We strongly encourage you to access this support before you apply. This will help us process your application quickly.



A workplace instrument is a legally enforceable document that sets out the terms and conditions of employment. There are many different types of workplace instruments. Selecting the right one depends on your individual business needs.

Learn about the [types of workplace instruments you may use](#).

To be compliant with grant conditions, the workplace instrument must:

- include an obligation to pay workers at least 10% above current award rates
- provide for an additional 5% above applicable award rates from 1 December 2025
- be in place until at least the end of the grant period.

See the [minimum rates](#) that you must pay all eligible workers and include these in your workplace instrument.

5. Identify the person with management or control (PMC)

The application must be completed by a [person with management or control \(PMC\)](#).

Before you apply:



- identify the PMC who will be completing the application
- check their details are correctly listed in [the Child Care Subsidy System](#) via [the Provider Entry Point \(PEP\)](#) or your third-party software.

Please check these details carefully. If the person who applies is not listed as a PMC in the Child Care Subsidy System, we won't be able to process your application quickly.

See our task card on [how to update PMC details](#) via the PEP. If you use third-party software, you'll need to contact your software provider for help.

6. Complete and submit the application

Complete the application form



When you are ready to apply, go to the [application form](#).

You'll need to register with SmartyGrants to use the application. Registration is free.

Below is a checklist of the information you'll need to provide in each section:

- Person with management or control details
- Provider details such as:
 - Provider legal name
 - Provider trading or business name

- Alternative provider or organisation name
 - Provider primary address
 - Provider Australian Business Number (ABN)
 - Provider Customer Reference Number (CRN)
- Service fee declaration
- Excluded services
- Workplace instruments
- Staffing details
- Historical leave liabilities
- Declaration and submission

When providing your service details, always double-check if the spelling is correct.

Further details on where to locate and obtain this information and the necessary documents will be discussed in the upcoming instruction guides.

Submit the application form

What you need to know after you've submitted your application.

- Confirmation

Upon submission, you will receive a confirmation email with your application ID. The ID begins with 'WRP' followed by 5 numbers. Please use this ID in any correspondence about your application.

- Information requests

We will contact you if we need more information.

Please respond promptly to avoid delays. Be prepared to provide clarification or additional information.

Your application may not be considered complete and accurate until we receive this further information.

- Assessment and outcomes

Once we have received your complete and accurate application:

- we aim to check your eligibility within 2 months
- if eligible, we will then commence our assessment.

We aim to assess each application as quickly as possible.

We will advise you of the outcome of your application in writing.

Get help



Help is available with every step of the worker retention payment. [Search our directory](#) to find support that meets your needs.

For technical support with the application, check out the SmartyGrants [help guide](#) and [frequently asked questions](#).

If you find an error in your application after submitting, contact ccshelpdesk@education.gov.au.



Worker retention payment application form

The Worker Retention Payment application form is structured into four key sections, followed by a review and submit step to ensure all information is complete and accurate.

- Providers details
- Service details
- Workplace Instrument and staffing details
- Agreement and declaration

Provider details

Person with management or control

The application form must be completed by a person with management or control (PMC).

You can check your details are correctly listed in the [Child Care Subsidy System](#) via [the Provider Entry Point \(PEP\)](#) or your third-party software.

Section 1. Person with management or control

This application must be completed by a [person with management or control](#) (PMC) for the provider, and who has the authority to enter into a binding agreement with the Commonwealth.

I am a person with management or control of the provider *

☐ Yes

[Clear](#)

I have the authority to enter into a binding agreement with the Commonwealth *

☐ Yes

[Clear](#)

Name of person with management or control

Name of person with management or control (PMC) name *

Title First name Last name

Job title *

Phone number *

Email address *

Mobile phone number

Alternative contact

Name

Title First name Last name

Job title

Phone number

Email address

I can confirm

- 1 You must select both choices confirming that you have the authority to represent the provider and enter into a binding agreement with the Commonwealth.

Name of person with management or control

- 2 Ensure that the name provided here matches the records in the [Provider Entry Point \(PEP\)](#) or your third-party software.

Alternative contact

- 3 This refers to an additional person who can be contacted if the person with management or control is unavailable. This person should be familiar with the details of the application and have the authority to act as a person with management or control (PMC). The department require a PMC to execute the legal aspects of this grant.

Provider details

You must provide the following details about the provider.

Please check these details carefully. The details must match what is in the [Child Care Subsidy System](#).

Section 2. Provider details

1

Provider legal name as listed on the Child Care Subsidy System (CCSS) *

Further information – [Child Care Subsidy System](#)

2

Trading or business name of provider *

3

Alternative provider or organisation name (if your business is known by another name)

4

Provider primary address *

Enter a location

Enter the full street address (including unit number if applicable e.g 30/35), suburb/town, state/ territory, postcode, and country are required.

5

Provider Australian Business Number (ABN) *

Lookup

The ABN provided will be used to look up the following information.
Click Lookup above to check that you have entered the ABN correctly.

Australian Business Register Information

ABN

Entity name

ABN status

Entity type

Goods & Services

Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business

location

6

Provider customer reference number (CRN) *

Must be 10 characters. Further information – [Child Care Subsidy System](#)

Type of organisation *

- ☐ An organisation recognised by the law in Australia as a separate legal entity (company incorporated in Australia)
- ☐ An organisation recognised by the law in Australia as a separate legal entity but with strict prohibitions regarding issuing of shares and paying dividends (company incorporated by guarantee)
- ☐ An entity incorporated under state or territory law, that is usually not-for-profit (incorporated association)
- ☐ A legal entity set up solely for charitable or not-for-profit activities (unincorporated body or entity)
- ☐ A self-employed person who owns and runs my own business (sole trader)
- ☐ A partnership
- ☐ A private company
- ☐ A registered ACNC charity or not-for-profit organisation
- ☐ An Aboriginal and/or Torres Strait Islander Community Controlled Organisation
- ☐ Another Aboriginal and/or Torres Strait Islander Organisation
- ☐ Part of the Local Government
- ☐ Part of the Australian Federal Government
- ☐ Part of the State or Territory Government

[Clear](#)

Provider legal name as listed on the Child Care Subsidy System (CCSS)

This is the full legal name of the provider as listed in the Child Care Subsidy System.

1

Find your provider's name:

- on your CCS approval letter
- in the Child Care Subsidy System via the PEP or your third-party software

Trading or business name of provider

2

This is an additional name your provider may trade under.

You can check your trading or business name details on the [Australian Business Register \(ABR\) website](#).

Alternative provider or organisation name (if your business is known by another name)

3

This is for businesses that trade under complex structures and are known by another name.

Provider primary address

4

Provide the address of the provider as listed in the Child Care Subsidy System.

Make sure that your primary address is the same address listed on your Services Australia record and it is aligned to your Customer Reference Number (CRN).

Provider Australian Business Number (ABN)

5

An ABN is a unique 11-digit number that identifies your business or organisation to the government and community.

You can search your ABN via [ABN Lookup](#).

Provider Customer Reference Number (CRN)

You have **one** unique CRN. It is different to the service CRNs.

A CRN is 9 numbers and ends with a letter. For example, 123 456 789A.

6

The department can only issue one grant agreement to one provider, if you have multiple provider CRNs, you must submit a separate application for each.

You can find this:

- on the top left of your CCS approval letter
- in the Child Care Subsidy System via the PEP or your third-party software.

Type of organisation

You can check your organisation type:

7

- on your CCS approval letter
- in the [Child Care Subsidy System](#) via [the Provider Entry Point \(PEP\)](#) or your third-party software.

Service details

Services fee declaration

This section asks whether your services comply with the fee growth cap.

If you have services that **do not** comply with the fee growth cap, you can:

- apply for an [alternative fee growth cap](#) for some or all of those services, or
- exclude some or all of those services from your application in the next section.

Section 3. Services fee declaration

You must limit fee growth by a set percentage from August 2024. This is known as the [fee growth cap](#).

For each of your services, your fees must **not** have increased by more than:

- 4.4% from 8 August 2024 to 7 August 2025
- 4.2% from 8 August 2025 to 7 August 2026.
- The amount equivalent to the specified growth rate based on the Childcare Service Cost Index from 8 August 2026 to 30 November 2026.

You need to confirm that all services you wish to be covered in this application comply with the fee growth caps.

If your services have exceeded the fee growth cap you may request an [alternative fee growth cap](#) for one or more of your services in exceptional circumstances.

1

Have you complied with the applicable fee growth caps? *

☐ Yes ☐ No [Clear](#)

For any services you identify as having raised their fees above the fee growth caps you can:

1. exclude these services from the application so it can proceed to be assessed for your other services, or
2. consider applying for an [alternative fee growth cap](#) for any services you think meet the conditions for this application, or
3. provide the application numbers of the approved alternative fee growth cap(s).

Alternative fee growth cap application numbers

2

Have you complied with the applicable fee growth caps?

1

- Select **Yes**, if all your services complied with fee growth cap.
- Select **No**, if some or all your services do not comply with fee growth cap.

Alternative fee growth cap application numbers

2

If you have applied for and received approval for an alternative fee growth cap, provide the application numbers for the approved alternative fee growth cap.

Excluded services

By default, all your services are included in your application at the time your application is assessed.

This section allows you to exclude services from your application. It will only display if you have services that do not comply with the fee growth cap.

If you are excluding any services, you will need to provide:

- how many services you are excluding
- the name and CRN of those services.

Section 4. Excluded services

By default, all your provider services will be included at the time your application is assessed.

If you have services that have increased their fees and you have NOT applied for an alternative fee growth cap approval, you need to tell us which services they are.

1

How many services are you nominating to NOT be covered by this application?

Excluded service details

Provide details of each service NOT covered by this application.

Confirm your service customer reference number(s) (CRN) details as listed on the [Child Care Subsidy System](#).

2

Service name	Service customer reference number (CRN)

+ -

Add More

1

How many services are you nominating to NOT be covered by this application?

Enter the number of excluded services.

Excluded service details

Once you input the number of services to exclude, this section will be displayed, requiring you to enter the service name and customer reference number (CRN).

You can find your CCS service names and CRNs:

2

- in your CCS approval letter
- on the [Child Care Subsidy System](#) via the [PEP](#) or your third-party software.

Service CRNs

- Each service has its own unique CRN.
- A CRN is 9 numbers and ends with a letter. For example, 123 456 789A.

Click '**Add More**' or '**plus sign (+)**' to add additional rows.

Click the '**minus sign (-)**' to remove rows.

Workplace instrument and staffing details

Workplace instruments

You must provide your compliant workplace instrument(s) at this section.

Section 5. Workplace instruments

Your workplace instrument(s) must comply with the Grant Opportunity Guidelines on [GrantConnect](#).

You may provide your legally enforceable [workplace instrument](#)(s) either as:

- an attachment, or
- a link to your registered instrument(s) on the [Fair Work Commission](#) website.

My workplace instrument is a: *

1

- ☐ Multi enterprise agreement (MEA)
- ☐ Enterprise agreement (EA)
- ☐ Individual flexibility arrangement (IFA)
- ☐ Other:

[Clear](#)

Tick all that apply. [Get help with the worker retention payment.](#)

2

Are all eligible workers covered by your workplace instrument? *

☐ Yes ☐ No [Clear](#)

3

I am attaching my workplace instrument(s) as: *

- ☐ attachment(s)
- ☐ a link to my registered instrument(s) on the Fair Work Commission website.

[Clear](#)

My workplace instrument is a:

Select the type of workplace instrument you have. The options available include:

1

- multi-enterprise agreement (MEA)
- enterprise agreement (EA)
- individual flexibility arrangement (IFA)
- another form of workplace instrument.

If you are using individual flexibility arrangements (IFA), you must attach a copy of the IFA for each eligible worker.

Are all eligible workers covered by your workplace instrument?

- Select **Yes** if all your employees are covered by a workplace instrument.
- If any employees are not covered, select **No** and provide an explanation for why they are not covered. The option below will be displayed after selecting No.

How many workers are not covered by your workplace instrument(s)? *

2

List reasons for any eligible workers who are not covered by your workplace instrument(s).

I am attaching my workplace instrument(s) as:

To add documents, you can use attachments. Click **Upload new file** to upload files from your device or **Select stored file** to choose from [SmartyFile](#).

You can also attach zip files, with each attachment having a maximum size of 25MB.

I have attached my workplace instrument(s) *

Attach a file:

Upload new file

Select stored file

3

Zip files can be added if required. Maximum size for individual attachments is 25MB.

OR

Provide a link to the registered workplace instrument on the Fair Work Commission website.

I have provided a link to my workplace instrument(s) registered with the Fair Work Commission *

Insert URL here.

Staffing details

This section asks for the following information about your staff.

Section 6. Staffing details

Count all relevant workers employed by your service, even if they are not working on the day you submit this application. Do NOT include unfilled staffing positions or projected staff numbers. If exact numbers are not available, an estimate is acceptable.

At the time of completing this application, how many eligible workers (individuals) across your service(s) will be covered by the worker retention payment? *

1

Number of contact workers e.g. educators, early childhood teachers *

2

Number of other workers who do not come into contact with children e.g. cooks, admin staff, support workers *

3

How many contact staff vacancies do you currently have across your service(s)? *

4

Have you already started paying your workers the increased amount of the worker retention payment? *

5 ☐ Yes ☐ No [Clear](#)

1 At the time of completing this application, how many eligible workers (individuals) across your service(s) will be covered by the worker retention payment?

Enter the number of eligible workers across your services to be covered by the worker retention payment.

2 Number of contact workers e.g. educators, early childhood teachers
Enter the number of workers who have direct contact with children.

3 Number of other workers who do not come into contact with children e.g. cooks, admin staff, support workers
Enter the number of workers who do not have direct contact with children.

4

How many contact staff vacancies do you currently have across your service(s)?

Enter staff vacancies number.

Have you already started paying your workers the increased amount of the worker retention payment?

Select **Yes** if you have started paying the wage increase. Provide the start date, month, and year.

5

When did you start paying your workers the increased amount? (dd/mm/yyyy) *

dd/mm/yyyy 

Select **No** if you have not paid the wage increase.

Historical leave liabilities

This section asks questions to determine if extra funding is needed for historical leave liabilities.

Section 7. Historical leave liabilities

Providers who apply on or before 30 June 2025 can apply for funding toward accrued [historical leave liabilities](#) that will increase as a result of the ECEC worker retention payment.

If you are not applying for funding toward accrued historical leave liabilities, skip to section 8.

To apply to receive this additional funding, you need to provide a breakdown of historical leave liabilities accrued:

- **prior to 2 December 2024** (which is the start date of the worker retention payment wage increase), or,
- from the date your workplace instrument came into effect if that was after 2 December 2024.

Do you have historical leave liabilities? *

☐ Yes ☐ No [Clear](#)

- Select **Yes** to apply for historical leave liability payment. Historical leave liability fields will then be displayed.
- Select **No** if you are not applying for historical leave liability payment.

Long service leave liability *

Personal/carer's leave liability *

Annual leave liability *

Do not include TIL/TOIL

Total leave liability

This number/amount is calculated.

You will need to attach a copy of your balance sheet or financial report that includes your historical leave liabilities and supports the above figures.

This must:

- identify the provider and the services
- include a statement date
- itemise the exact amounts as stated above
- match the amounts claimed and the period for which they are claimed
- be in the format of a balance sheet or a report that originates from a corporate financial or HR system, including excel, PDF or Word-based reports.

*

Attach a file:

[Upload new file](#)

[Select stored file](#)

Zip files can be added if required. Maximum size for individual attachments is 25MB

Applications for historical leave liabilities close 5pm, 30 June 2025, (AEST).

You must provide a breakdown of the following amounts:

- long service leave liability
- personal/carers leave liability
- annual leave liability
- total leave liability.

Enter '0' if you don't have a historical leave liability for a particular category.

You will also need to provide a financial or balance sheet that:

- identifies the provider and the services
- includes a statement date
- itemises the amounts as stated above
- matches the amounts claimed and the period for which they are claimed
- is in the format of a balance sheet, or a report that originates from a corporate financial or HR system, including excel, PDF or Word-based reports.

Agreement and declaration

You must make a series of declarations at the end of the application, including any conflicts of interest and the collection of personal information.

Conflict of interest

A conflict of interest means any situation where your personal, professional, or business relationships could influence or appear to influence the fairness and independence of your application. This could happen if, for example, you know someone in the department who is involved in the decision-making process, or if you have ties to an organization that stands to benefit from the grant.

If you select **Yes** for having a conflict of interest, you must provide details about **what the conflict is and how it could affect the application process**.

Section 8. Conflict of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee or advisor and/or you has 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
- 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.

Do you have any conflicts of interest that may occur related to or from submitting this application? *

☐ Yes ☐ No [Clear](#)

Provide detail on the nature of the conflict of interest *

The department must be notified of any changes of circumstance including conflict of interest at ccshelpdesk@education.gov.au.

ECEC Worker retention payment privacy statement

This section explains that your personal information may be shared with government departments and published on GrantConnect if required by law.

The department's Privacy Policy has more details about how your data is managed. For privacy questions, email privacy@education.gov.au.

For questions about the ECEC Worker Retention Payment, email ccshelpdesk@education.gov.au.

Section 9. ECEC Worker retention payment privacy statement

The Department of Education (the department) is bound by the *Privacy Act* 1988 (the Act), including the Australian Privacy Principles (APPs) contained in Schedule 1 of the Privacy Act. The APPs govern the way the department and its service providers handle personal information. The *Privacy Act* applies only to information about individuals, not to information about corporate entities such as businesses, firms or trusts.

This privacy statement explains how the department and its third-party service provider, Our Community Pty Ltd, contracted to provide SmartyGrants (the provider) will handle personal information when this form is submitted in relation to the Early Childhood Education and Care (ECEC) Worker Retention Payment (the Grant Program).

The Grant Program provides Australian Government funding to support a wage increase for eligible ECEC workers as specified in the Early Childhood Education and Care Worker Retention Payment Grant Opportunity Guidelines on [GrantConnect](#).

Purpose of collecting your information

Any personal information collected on this form, or otherwise in connection with the application, is collected by the department and its provider for the purposes of administering the grant program, including:

- assessing eligibility
- determining grant amounts payable and making those payments
- developing grant agreements with successful applicants and managing and monitoring those agreements
- preventing, detecting, investigating or dealing with corruption, misconduct, fraud, or other unlawful activity relating to the Commonwealth
- evaluating the grant program, including contacting applicants in relation to evaluation activities
- researching and program and policy development relevant to the ECEC sector.

Your personal information may also be used for other purposes as described in the department's Privacy Policy, where you consent, or where it is otherwise permitted under the Privacy Act.

If you do not provide some or all of the personal information requested, the department may not be able to assess the application.

The department or Services Australia, on the department's behalf, will also use information provided on the form to:

- find other information about you/the applicant and relevant employees, which has previously been provided to the department or Services Australia, including wage and employment data and other information which may be protected information under the family assistance law, and
- use that other information to check information provided in relation to the Grant Program is accurate, up to date and complete and to undertake the activities outlined above connected to administering the Grant Program.

Collection of personal information about others

We need consent to collect personal information from someone other than the individual concerned unless certain exceptions apply. If you provide personal information about another individual, you need to check with them first that they agree to the information being provided and to being handled by the department in accordance with this privacy statement.

Please do not provide personal information about any other individual unless you have their consent.

Disclosure of your personal information

The department may share your personal information with third parties, including:

- the provider for the purposes of receiving software delivery services related to SmartyGrants, including IT support
- Services Australia for the purposes of payment delivery
- the Department of Employment and Workplace Relations (DEWR) so they can provide the department with a range of ICT and other corporate services
- where relevant, the Department of Finance (DoF) for the purposes of publishing certain information about grants awarded on [GrantConnect](#).

Your personal information may also be disclosed to other parties as described in the department's Privacy Policy, where you have agreed, or where it is otherwise permitted under the Privacy Act.

The personal information is unlikely to be disclosed to overseas recipients. However, the department is required by law to publish on [GrantConnect](#) certain information about grants awarded under the grant program, including the name of the grant recipient and amount of the grant. If that information contains personal information, publishing the information on the [GrantConnect](#) website may, by its nature, involve disclosure to overseas recipients in any country.

Privacy policy

The department's [Privacy Policy](#) contains more information about how the department will manage your personal information, including information about how to make a complaint and seek access to and correction of your personal information.

To contact the department about your personal information, email privacy@education.gov.au.

Information about SmartyGrants privacy policy can be found on its [website](#).

To contact the department about the ECEC Worker Retention Payment, email ccshelpdesk@education.gov.au. The Child Care Subsidy (CCS) Provider Helpdesk is our frontline support centre for childcare providers and services seeking answers.

Agreement and declaration

In this section, you need to agree to the following points to proceed with your application:

- You must confirm that all the information you provide is accurate and truthful. Providing false or misleading information to the Commonwealth Department of Education is a serious offence.
- You acknowledge that you are the person with management or control and are responsible for completing this application.

Here's what you need to do:

- Select **Yes** to indicate that you understand and agree to these declarations.
- Provide your first name, last name, and your job title in the fields provided.

These steps are necessary to ensure the integrity of the application process.

Remember, this is a legal declaration, so be sure to double-check all the information before submitting it.

Section 10. Agreement and declaration

I agree to the collection and handling of my personal information (including sensitive information if any), as described in the ECEC Worker Retention Payment privacy statement. *

☐ Yes

[Clear](#)

I declare that if this form contains personal information about any other person, I have advised that person about the matters in the ECEC Worker Retention Payment privacy statement, and obtained their consent to provide their personal information, including sensitive information if any, and to the handling of their personal information as described in the ECEC Worker Retention Payment privacy statement. *

☐ Yes

[Clear](#)

I understand I am required to provide financial information to the Department of Education, as required under the A New Tax System (Family Assistance) (Administration) Act 1999 (Administration Act), to assist the department in determining whether, I, as the representative of an ECEC provider, are eligible to receive the ECEC Workforce Retention Payment. I understand the department may disclose some of my information to Services Australia for the purposes of service delivery and to the Australian Taxation Office for the purposes of ensuring accurate information.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the in the Grant Opportunity Guidelines on [GrantConnect](#).
- I have read, understood and agree to the Grant Terms and Conditions, should this application be successful.
- I agree to receiving a Recipient Created Tax Invoice (RCTI) for this funding if this application is successful.
- I have read, understood and agree to information provided in this application as detailed in the Instructions.
- I understand the information and data provided may be linked to other information sources to enable the department to assess your grant application, improve the grant program, and monitor the effectiveness and impact on the ECEC sector.
- I have read and acknowledged the Privacy Statement in this application form.
- I can comply with the Privacy Act and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that I engage to assist with the activity, in respect of personal information I collect, use, store, or disclose in connection with the activity. Accordingly, I will not do anything, which if done by the department, would breach an Australian Privacy Principle as defined in the Privacy Act.
- Other than information available in the public domain, I agree not to give to any person, other than the department, any confidential information relating to the grant application and/or agreement, without our prior written approval.
- I consent to receive correspondence, legal notices, grant agreements and any subsequent letters of variations to the agreement electronically. I understand and agree that my electronic correspondence constitutes a valid and legally binding method for interacting under the grant agreement and the Electronic Transactions Act 1999 (Cth).
- The information I have given on the ECEC Worker Retention Payment application and on any other attachments is true and accurate.
- I am aware financial information provided may be shared to Services Australia and cross-checked against other Commonwealth agency information.
- I am aware that knowingly providing a false or misleading statement is a criminal offence and may carry a penalty of up to 12 months imprisonment.

I understand and agree to the declaration above. *

☐ Yes

[Clear](#)

I acknowledge that giving false or misleading information to the Commonwealth Department of Education is a serious offence. *

☐ Yes

[Clear](#)

I am the person with management or control completing this application *

First name

Last name

Job title of person with management or control *

How we assess your application

Confirmation

Upon submission, you will receive a confirmation email with your application ID. The ID begins with 'WRP' followed by 5 numbers.

Please use this ID in any correspondence about your application.

Information requests

We will contact you if we need more information.

Please respond promptly to avoid delays. Be prepared to provide clarification or additional information.

Your application may not be considered complete and accurate until we receive this further information.

Assessment and outcomes

Once we have received your complete and accurate application:

- we aim to check your eligibility within 2 months
- if eligible, we will then commence our assessment.

We aim to assess each application as quickly as possible.

We will advise you of the outcome of your application in writing.

If you need to make changes to your application after you have submitted it, contact ccshelpdesk@education.gov.au.

Section 11. How we assess your application

We assess applications against the eligibility criteria and conditions stated in the Grant Opportunity Guidelines on [GrantConnect](#).

Before we consider your application complete, we may:

- seek further information from you about it
- ask you to confirm or correct information in it.

If we identify errors or omissions in your application, we will contact you and we may correct your application.

We aim to check your eligibility within 2 months of receiving your complete and accurate application. After we confirm your eligibility, your application will continue to the next stage of assessment. We aim to assess each application as quickly as possible.

We will advise you of the outcome of your application in writing. All application decisions are final.

All successful applicants will be listed on [GrantConnect](#).

If you need to make changes to your application after you have submitted it, contact ccshelpdesk@education.gov.au.