

# Putting Queensland Kids First Partnership Fund – Round One

## *Frequently Asked Questions (FAQs)*

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# Eligibility

## *Who can apply?*

Incorporated registered not-for-profits are eligible to apply provided they meet all eligibility criteria. Refer to section 3.1.1 of the [Putting Queensland Kids First \(PQKF\) Partnership Fund Round One Guidelines](#) for further information on organisation eligibility.

## *What if my organisation is ineligible?*

Ineligible organisations may ask an eligible incorporated not-for-profit which has service delivery experience in Queensland, to auspice the project. Only the eligible organisation may apply.

## *Will applications for consortiums be eligible for funding?*

Yes. Where a joint application is submitted by a consortium, a lead organisation must be nominated for the application. The lead organisation must be an eligible entity.

If the application is successful, the lead organisation for the project will be party to the funding agreement, receive the funding and assume legal responsibility for performing the activities and meeting the outcomes under the funding agreement.

## *Does my organisation need to be auspiced?*

An organisation is only required to be auspiced if they are not an entity eligible to apply for the grant themselves.

## *What is an auspice arrangement?*

An auspice arrangement is a partnership between two organisations where one of the organisations is ineligible to apply for funding (such as a for-profit entity, unincorporated organisation or sole trader) and cannot legally enter a contract.

An auspice organisation is an organisation that meets the eligibility criteria of funding and will administer the funding for another organisation or community group. The auspice organisation will enter into an agreement with the department and take legal and financial responsibility for the agreement.

## *We were previously funded by the Queensland Government for a project and wanted to put forward another application that builds on the last project. Would that be eligible?*

Additional funding for an existing initiative (with no changes to scope) is not available. However, applications will be considered if they look to include an enhancement, new target audience, expansion, or will be delivered in a different location.

## *Our business has a few different projects we would like to trial. Do we need to submit separate applications for each type of project?*

Yes. If your projects are different, separate applications need to be submitted – one for each project. Be clear in your application of the purpose of the projects, including if they complement an existing service or activity already occurring in your community, or if your projects are intended to complement each other.

If submitting more than one application, you must assign a priority to each application, by ranking them from highest priority (=1) to lowest.

## *We have an existing program that is being successfully run in locations across Queensland. We would like to trial the same program in some new locations. Are we eligible to apply for this grant?*

Yes, we welcome proposals that are new to a location, particularly where stakeholder consultation indicates a local need for the program. Only one application should be submitted per project.

## Specific program features

### *When does the project need to start and finish?*

Projects must commence within three (3) months of entering into a funding agreement and be completed within two years of commencement. If after the Expression of Interest stage your organisation is invited to submit a Detailed Application, that submission must include a clear project plan outlining activities and major milestones.

### *When can I start my project?*

Successful projects can start when a funding agreement has been signed and executed.

### *Can I start in anticipation of approval?*

No. Costs incurred prior to the project start date (identified in the signed Project Funding Agreement) are ineligible under the grant guidelines.

## Budget

### *How much can I apply for?*

Under Round One you can apply for funding of between **\$500,000** and **\$1.5 million** (excluding GST) per application.

Applicants may be offered a smaller funding amount than requested, due to factors including:

- the removal of ineligible line items
- amounts included in the project budget that have been rounded up from quotes
- the PQKF Partnership Fund being oversubscribed.

### *The guidelines and FAQs clearly state what the funding can't be used for. What can the funds be used for?*

The funding parameters are designed to be adaptive and suit the needs of those applying. Each applicant may have unique programmatic requirements and will need to detail how they intend to effectively address a specific need within their community.

Outside of the areas detailed within the guidelines and FAQs, the funding intentionally avoids being overly prescriptive, allowing flexibility for culturally responsive, community-based projects, based on local needs, that support children and their families in building positive and healthy pathways for life.

### *How will GST be managed?*

When disbursing grant funding to successful organisations, GST will only be added to the total amount of funding requested where the applicant is registered for GST.

### *When paying invoices to partners do they include GST?*

This is to be determined by your organisation, in discussion with your accounts department and/or accountant.

### *Can we apply for staff salary for a specific program?*

Yes, your application for funding can include staff salaries that are related to the salary costs for the proposed project. The funding cannot be used for existing staff performing usual business operations. If applying to cover staff salary, your budget should include a detailed breakdown of the salary costs related to your proposed project.

### *Can we include transport costs for staff to get to venues to provide services and home visits?*

All costs associated with running your proposed project should be included in your budget. This includes transport costs if specific to your project proposal. However please note the purchase of vehicles is an ineligible cost.

### *Can I apply to cover Marketing and Promotion costs for my program/project?*

Marketing and promotion costs can be included, however they must be a reasonable portion of the total funding amount requested. You must be clear about how these expenses will contribute to the success of your program/project.

### *Can I combine other funding sources and/or in-kind support with the PQKF Partnership Fund grant to deliver my proposal?*

Yes, when providing your budget details you will be asked to list all funding contributions (both financial and non-financial) for your proposal. Include any other grant funding, your own in-kind support, and contributions from other sources such as donations, volunteer hours, or partnerships.

### *What is in-kind support?*

In-kind support refers to non-monetary donations or contributions that can include:

- Goods
- Services
- Time and labour
- Expertise and skills.

### *Can the project have additional funding from another source?*

Grant applications can include in-kind or cash contributions from partners and/or your organisation. Grant funding cannot be used for existing services (such as business as usual) or services that are funded by another source.

Take care to distinguish the project in your grant application from business as usual activities.

### *Is an in-kind contribution or cash contribution needed?*

It is not compulsory to include a contribution, however the panel does take note of confirmed partnerships and contributions, including those with philanthropic partners.

Evidence of confirmed partnerships and contributions are required at the Detailed Application stage. Refer to the 'grant writing tips' factsheet for information on what should be included.

### *Could there be a few elements within the application? For instance, could it cover establishing regional hubs as well as developing educational materials?*

Yes, there can be different associated elements in your application. Your application must clearly state the connection of each element to the PQKF Partnership Fund aims and outcomes. Please read the guidelines closely for information on what projects (section 3.2.1) and costs (section 3.3) are eligible.

The guidelines also contain useful information on the types of projects that are unlikely to be considered for funding, and costs that are ineligible under this grant program.

### *Should I include every single item in the budget?*

More detail is better than not enough when it comes to the budget, as it assists the panel to understand where the funds are being attributed and whether it represents value-for-money. You can add as many lines as you like to make it clearer.

# Application process

*Can I get some advice about my idea, or feedback on my application before the grants round is closed?*

To maintain probity and support procedural fairness for all applicants, departmental staff cannot discuss the suitability of individual proposals, or provide information that is not publicly available to all prospective applicants.

*What is probity and why is it important?*

Probity means ensuring fairness, transparency, and integrity in the grant process. It's about making sure that everyone is treated equally, and that the selection process is conducted in a fair and ethical manner. This helps build trust in the system and ensures that all applicants have an equal opportunity to succeed based on the merits of their proposals. By adhering to probity, we make sure that no one receives an unfair advantage and that all decisions are made impartially.

*I haven't submitted a grant before. Can you please help me?*

As mentioned above, to maintain probity and procedural fairness we cannot give guidance or advice on the specific content of your application. However, the department will respond to clarifying questions about the application process.

Questions about the EOI process must be submitted in writing to [pqkfpartnershipfund@premiers.qld.gov.au](mailto:pqkfpartnershipfund@premiers.qld.gov.au) by no later than **5pm, Wednesday 23 October 2024**.

Where responses to questions include information that is additional to the content of the guidelines, the additional information will be simultaneously published to these FAQs. See also '[How do I know I have the latest version of the FAQs?](#)'.

Refer to the '[Grant Writing Tips](#)' document for general guidance on preparing your grant applications.

*Do I have to apply online?*

All applications are required to be submitted online via SmartyGrants.

*What if something happens and I miss the closing date? Can I make a late application?*

No. To ensure fairness to all applicants, we are unable to accept applications or supporting documentation after the closing date.

Eligible applicants who are unable to apply within the PQKF Partnership Fund Round One timelines may consider applying under Round Two.

Round One will provide a total of **\$5 million** to successful applicants to deliver innovative, holistic and place-based programs and supports for pregnant women, children and/or families. A further **\$10 million** is planned under Round Two. Round Two is planned for release in 2025.

*Is there a limit to what can be included in my application?*

There are clarifying statements and guidance statements (including word limits for answers) in the Expression of Interest and Detailed Application forms in SmartyGrants that will provide advice on what can and cannot be included.

*Are supporting documents required?*

You will be prompted throughout your application when you need to upload documentation (for example, when you need to provide evidence that there is community support for your project).

If the delivery of your initiative is contingent on the support from another organisation, a letter from that organisation confirming their support will assist the grant panel in assessing your application. Letters of Support (LOS) are not required at the Expression of Interest stage but are required at the Detailed

Application stage. Refer to the '[Grant Writing Tips](#)' document for guidance on what to include in LOS.

Extra information or documents like news stories, annual reports, references, or program brochures are not required as part of your application. Ideally, everything you need to tell us should be in your responses to the application questions.

*I'm having a technical issue with my SmartyGrants form. Can you please help me?*

If you need assistance with your SmartyGrants account, or for any technical issues, contact SmartyGrants Technical Support on (03) 9320 6888 or [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

Support Desk Hours are from 9am – 5pm AEST, Monday to Friday.

## Grant management

*When will we find out if our application is successful? Will we be notified if we aren't successful?*

We aim to provide advice on the outcome of Expressions of Interest by **the end of 2024**, subject to the final approval process being completed. However, please note that this timeline is not a guarantee.

Applicants who are unsuccessful at either the Expression of Interest or Detailed Application stage will be notified and can be provided feedback on their applications upon request within the timeframe advised in your unsuccessful letter.

*If I am successful in this round, can I apply again next round?*

Yes, all applicants under Round One will be eligible to reapply under Round Two, provided they meet the eligibility requirements outlined in the Round Two guidelines.

However, projects funded under Round One of the PQKF Partnership Fund will be ineligible for further funding under Round Two.

*What if I've already scheduled program delivery before knowing if my funding application is successful?*

If you've arranged program delivery without confirmation of funding, it's important to understand that funding outcomes are not guaranteed. In such cases, you assume responsibility for covering the associated costs of running the program, regardless of the funding outcome. Please ensure you are prepared to absorb these expenses.

Retroactive funding (e.g. covering costs of responses you have delivered before the Project Start Date identified in the signed Funding Agreement) is also not permitted, as per the grant guidelines.

*When do funds need to be acquitted by?*

How frequently you need to report and when funds need to be acquitted will depend on a range of factors, including major milestones in your project plan and the duration of your project. Successful applicants will be advised of the dates that progress reports must be submitted, and grants funds must be acquitted.

## General questions and information

*How do I know I have the latest version of the FAQs?*

The first page of the FAQ document contains a version control box, indicating the date the version was released and providing a summary of any changes since the previous version.

The [PQKF website](#) will always display the latest version of the FAQs, so please check back regularly for updates. You may need to clear your internet cache to view any updates.

### *Can I seek advice on my initiative?*

We can provide advice on the Guidelines and the application process, but not on individual initiatives. Instead, consider seeking advice from a sector colleague, or community member. Try to have someone who doesn't know about the initiative review your application for feedback on clarity.

### *I have a question that isn't answered on the website or in the Guidelines, FAQs and Resources. Who can I contact for assistance?*

Please thoroughly read the website, Guidelines and FAQs. If you have a specific query that's not covered in the existing documents, please advise via [pqkfpartnershipfund@premiers.qld.gov.au](mailto:pqkfpartnershipfund@premiers.qld.gov.au) and we will endeavour to assist.