

Office for Early Childhood Development



[INSERT NAME AND ADDRESS OF GRANT RECIPIENT]

[insert A.B.N]

Attention: [insert contact officer name]

Dear [insert contact officer name]

Re: Grant Offer for Qualify SA in Early Childhood Financial Support Program – Educator Support

I refer to your request for financial assistance to support [Employee's Name] to undertake and complete an approved Diploma of Early Childhood Education and Care ('Purpose').

I am pleased to offer you a grant of \$[insert amount] ('Grant') on behalf of the Minister for Education, Training and Skills ('Government Party'), subject to provision of proof of employment, to be expended during [insert period] ('Grant Period').

The payment of the Grant is subject to you complying with the following terms and conditions:

1. Provision of proof of [Employee's Name] employment in your organisation
2. The Grant will be paid within 30 days of acceptance of this offer
3. You must only use the Grant for the Purpose during the Grant Period
4. You must provide an acquittal of the Grant in the form attached no later than one month after the end of the Grant Period (Attachment 1)
5. At the end of the Grant Period, you must repay any unexpended Grant monies to the Government Party unless a specific approval has been granted by the Government Party for you to retain those monies.

The QualifySA in Early Childhood Financial Support Program is managed by The BUSY Group. To accept this offer, you must sign the Acknowledgement and Acceptance of Offer on the next page and return it with the proof of employment to The BUSY Group at sascholarships@busyatwork.com.au.

This offer will lapse if your acceptance is not received by [insert date].

If you accept this offer you are agreeing to be legally bound by the terms of this letter.

If you have any queries regarding this offer, please do not hesitate to contact the BUSY Group at sascholarships@busyatwork.com.au.

Your sincerely

Bec Curtain,
Executive Director, Workforce Reform
Office for Early Childhood Development

/ /

Enclosure. Attachment 1: Acquittal Form



**ACKNOWLEDGEMENT & ACCEPTANCE OF OFFER
OF GRANT FOR QUALIFY SA IN EARLY CHILDHOOD FINANCIAL SUPPORT PROGRAM – EDUCATOR
SUPPORT PURPOSE**

I, authorised officer, for
and on behalf of [insert entity name (A.B.N XX XXX XXX XXX)] (“**Recipient**”) acknowledge and accept
the terms and conditions specified in this Letter of Offer.

Signature:

Print Full Name:

Position/Office:

Date: / /

Signed in the presence of:

Witness:

Print Full Name:

Date: / /

SAMPLE

Attachment 1 – Acquittal Form

OFFICE FOR EARLY CHILDHOOD DEVELOPMENT (OECD)

ACQUITTAL REPORT

GUIDELINES FOR COMPLETING THE REPORT

This report is provided to assist grant recipients to complete the reporting requirements within the specified timeframe as listed in the Letter of Offer. The information collected will inform the reporting provided to the Minister for Education, Training and Skills.

Once all sections are completed, keep a copy for your organisation's records and submit a scanned copy to The BUSY Group at sascholarships@busyatwork.com.au.

The BUSY Group may get in contact to request further information to ensure the report meets requirements. You will receive correspondence when the report has been assessed as satisfactory.

1. GRANT SUMMARY AND CONTACT INFORMATION

Name of Grant Program	Qualify SA in Early Childhood Financial Support Program – Educator Support
Grant Purpose	Support [Employee's Name] to undertake and complete an approved Diploma of Early Childhood Education and Care
Nature of grant	One-off
Funding Period	[insert dates]
Organisation Name (as it appears in the Letter of Offer)	
Organisation Address	
Organisation Contact Officer	Title: Name:
Organisation Contact Details	Phone: Email:
Key contact person(s) in the BUSY Group	



2. PURPOSE OF THE GRANT

How was the grant used for the Purpose?	Please select
<ul style="list-style-type: none"> partially covering the cost of backfilling during the Recipient's placement 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> supporting professional learning 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> allowing the Recipient to undertake studies without work duties 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> facilitating planning time 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> mentoring and supporting the Recipient 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> other costs associated with supporting the Recipient 	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. INCOME AND EXPENDITURE STATEMENT

GRANT AMOUNT (A) GRANT	\$
TOTAL FUNDS EXPENDED (B) FUNDS	\$
FUNDS REMAINING if any (A-B) Any funds remaining may be required to be repaid to the OECD unless the Minister for Education, Training and Skills has given specific approval for the funds to be retained.	\$

4. CERTIFICATION

We certify that the Grant was used for the purpose for which the grant was provided:
Signed by two persons authorised by the board of management (or equivalent):

Name of Authorised Officer	
Signature	
Date	

Name of Authorised Officer	
Signature	
Date	

