



[Name]
[Position]
[Entity]
[Address]

ABN: []

Dear [Name]

Re: Grant Offer for the Provision of Preschool Programs

Your application for preschool funding under the Preschool Reform Agreement for your preschool service provider, [service], has been assessed.

I am pleased to offer you a grant agreement for the provision of preschool programs on behalf of the Minister for Education, Training and Skills ("Government Party") for the period 1 January 2025 to 31 December 2025.

The details of the grant are set out in Attachment 1.

This offer is subject to your acceptance of the contents of this Letter of Offer, the Grant Details set out at Attachment 1, the Grant Terms and Conditions set out at Attachment 2, the Purpose of Grant set out at Attachment 3 and the Funding and Manner of Payment set out at Attachment 4.

To accept this offer, you must sign the acknowledgement and acceptance of offer of grant and return via email to education.preschoolfunding@sa.gov.au.

If your acceptance is not received by [Date] this offer will lapse.

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

- This Letter of Offer
- Your signed acceptance of this offer
- Grant Details (Attachment 1)
- Grant Terms and Conditions (Attachment 2)
- Purpose of Grant (Attachment 3)
- Funding and Manner of Payment (Attachment 4)
- The Acquittal Form (Attachment 5).

If you have any queries regarding this offer, please do not hesitate to contact the department's Preschool Funding Unit on (08) 8226 3681 or at education.preschoolfunding@sa.gov.au.

Yours faithfully

Kathryn Jordan
LEAD DIRECTOR, PRESCHOOLS AND EARLY CHILDHOOD SERVICES

/ / 2025

Enclosure. *Attachment 1: Grant Details*
Attachment 2: Grant Terms and Conditions
Attachment 3: Purpose of Grant
Attachment 4: Funding and Manner of Payment
Attachment 5: Acquittal Form - sample

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**ACKNOWLEDGEMENT & ACCEPTANCE OF OFFER
OF GRANT FOR THE PROVISION OF PRESCHOOL PROGRAMS
(1 January 2025 TO 31 DECEMBER 2025)**

I....., authorised officer, for and on behalf of <entity> (ABN:XXX) ("**Recipient**") acknowledge and accept the terms and conditions specified in this Letter of Offer and in Attachments 1, 2, 3 and 4.

Signature:

Print Full Name:

Position/Office:

Date: / /

Signed in the presence of:

Witness:

Print Full Name:

Date: / /

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Attachment 1 - Grant Details

| | | |
|----------------|-----------------------------|--|
| Item 1 | Government Party | Minister for Education, Training and Skills a body corporate by operation of the <i>Administrative Arrangements Act 1994</i> (SA) of 31 Flinders Street Adelaide SA 5000 |
| Item 2 | Recipient | <insert name> <ABN> of <insert address> |
| Item 3 | Commencement Date | 1 January 2025 |
| Item 4 | Expiry Date | 31 December 2025 |
| Item 5 | Extension Period(s) | Subject to offer of an agreement extension from the Government Party to the Recipient |
| Item 6 | Recipient's ABN | Recipient has an ABN: Yes <insert ABN> Registered for GST: Yes |
| Item 7 | Contact Persons | <u>For Government Party:</u> Mr Dean Sincock Program Manager, Preschool Funding Early Childhood Services and Strategy Department for Education Email: education.preschoolfunding@sa.gov.au Phone: 8226 3681 <u>For Recipient:</u> <insert contact details> |
| Item 8 | Purpose | To provide an affordable, quality preschool program which meets the needs of children, parents and communities in accordance with the Preschool Reform Agreement, as further detailed in Attachment 3 to this Grant Agreement. For the avoidance of doubt, the Recipient must hold a 'Provider Approval' with the Education Standards Board pursuant to the <i>Education and Early Childhood Services (Registration and Standards Act 2011)</i> and the Education and Care Services National Regulations under the Education and Care Services National Law (or any other legislation that may in future amend or replace the above Act and Regulations). |
| Item 9 | Outcomes | All eligible children in their year before school are provided access to, and are regularly participating in, an affordable, quality preschool program delivered by a degree qualified early childhood teacher in accordance with the Preschool Reform Agreement, as further detailed in Attachment 3 to this Grant Agreement |
| Item 10 | Reports and Meetings | <ul style="list-style-type: none"> • A quarterly data collection submission or such other data collection submission that may be prescribed from time to time providing details of eligible children enrolled and attending the preschool program for each Preschool Service Provider listed in Attachment 3. • To allow for electronic submission of data to meet the reporting requirements, the Recipient will be required to utilise the Non- |

| | | |
|----------------|--|--|
| | | <p>Government Preschool Data System or other system prescribed by the department.</p> <ul style="list-style-type: none"> The Recipient must collect and retain signed copies of the 'Disclaimer and the Collection of Information – Privacy Statement' (Statement) form from parents and guardians when enrolling the child and provide a copy to the department on request. |
| Item 11 | Grant Amount | The Grant will be calculated each term on a GST exclusive basis, based on the funding methodology detailed in Attachment 4. |
| Item 12 | Payment Details | <p>Funding is paid biannually and based on preschool enrolment data submitted to the Non-Government Preschool Data System for children in the year before school. Payments are made via electronic funds transfer.</p> <p>Preschool data collected from Preschool Service Providers each school term will be used for calculating grant payments as follows:</p> <ul style="list-style-type: none"> payments for the first 6 months of the year will be based on enrolment data collected in term 1, with any adjustments as required from the term 4 collection of the previous year payments for the second half of the year will be based on enrolment data collected in term 3, with any adjustments as required from the term 2 collection. |
| Item 13 | Tax Invoice Issuing Party | <input checked="" type="checkbox"/> Government Party <input type="checkbox"/> Recipient |
| Item 14 | Grant Reconciliation Date(s) | A funding acquittal for the previous calendar year shall be completed by the Recipient and returned to the Government Party by 31 March |
| Item 15 | Additional Recipient Financial Information | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Item 16 | Government Party IP Licence | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Item 17 | Insurances Public Liability Insurance | \$20,000,000 |
| Item 18 | Liability Limit | 1 x the amount of all moneys paid to the Recipient under this Agreement |
| Item 19 | Notice Period for Termination for Convenience | 30 days |
| Item 20 | Form of Funding Acknowledgement | <p>Any acknowledgement of the preschool funding received from the department should read as follows:</p> <p><i>"The Department for Education provides a funding grant to <name of recipient> to support the provision of its preschool program to children in their year before school."</i></p> |

Attachment 2 - Grant Terms & Conditions

AGREED TERMS

1. FUNDING PERIOD

- 1.1 This Agreement commences on the Commencement Date and continues until the Expiry Date, unless terminated earlier or extended under clause 1.2.
- 1.2 This Agreement may be extended by the Government Party for the Extension Period(s) by giving reasonable notice in writing prior to the Expiry Date.

2. CONTACT PERSONS

The persons named in Attachment 1 as the Contact Persons are the first point of contact between the Parties and are responsible for overseeing the effective administration of the Agreement including variations and extensions.

3. PURPOSE

The Recipient must use the Grant solely for the Purpose to achieve the Outcomes.

4. FUNDING AND INVOICING

- 4.1 If the Tax Invoice Issuing Party is the Government Party:
- (a) the Parties agree that this Agreement satisfies the requirement for a written agreement specifying the supplies to which the Recipient Created Tax Invoice ("RCTI") relates;
 - (b) the Government Party must provide a copy of the Tax Invoice to the Recipient within 30 days of the making, or determining of the value, of the Taxable Supply; and
 - (c) the Recipient must not issue a Tax Invoice in respect of a Taxable Supply the subject of the RCTI.
- 4.2 If the Tax Invoice Issuing Party is the Recipient, the Recipient may invoice the Government Party for payment in respect of the Grant after the Commencement Date.
- 4.3 The Government Party will pay the Grant in the amounts and at the times specified in Attachment 1 upon receipt of a Tax Invoice.
- 4.4 The Recipient must ensure that it can properly account for the Grant received under the Agreement.

5. GST

- 5.1 Subject to clause 5.2 and 5.3 the Recipient represents that:
- (a) the ABN shown in Attachment 1 is the Recipient's ABN; and
 - (b) it is registered under the *A New Tax System (Australian Business Number) Act 1999* (Cth).
- 5.2 If the Recipient is not registered for GST, then GST must not be charged on supplies made under this Agreement.
- 5.3 If the Recipient does not have an ABN it must submit an *ATO Statement by a Supplier* to the Government Party otherwise the Government Party may be obliged under the *Taxation Administration Act 1953* to deduct a withholding from the Grant and will not be obliged to gross up the Grant or provide any other compensation to the Recipient.

6. REPAYMENT OF UNALLOCATED FUNDS

- 6.1 At the end of the Funding Period, if the Recipient has not expended all of the Grant, it must notify the Government Party of the unexpended amount and may submit a written request for retention or carryover of unexpended amounts specifying:
- (a) the amount to be retained or carried over; and
 - (b) the purpose for which the unexpended amount will be used.
- 6.2 The Government Party must consider the Recipient's request and notify the Recipient in writing whether it:
- (a) agrees that the Recipient may retain or carry over all or part of the unexpended amount; or

- (b) requires the Recipient to repay all or part of that amount as notified by the Government Party, to the Government Party within 30 days of receipt of the notice from the Government Party.

7. PROVISION OF INFORMATION

- 7.1 The Recipient must provide those reports and other documents and must attend meetings, as specified in Attachment 1.
- 7.2 If the Government Party reasonably suspects that the Grant is not being used for the Purpose, it may request additional information from the Recipient.
- 7.3 The Recipient must immediately inform the Government Party of any significant changes to the nature and/or scope of the activities conducted by the Recipient which would impact on the Purposes or the Outcomes under this Agreement.

8. FINANCIAL REPORTING AND AUDITING

- 8.1 The Recipient must provide an acquittal in relation to the expenditure of all funds under this Agreement using the form in Attachment 5:
- (a) certifying that the Grant has been properly spent, in accordance with the requirements of the Agreement
 - (b) signed by two persons authorised by the Recipient's board of management (or equivalent); and
 - (c) within three months of the end of each Calendar Year during the Term or other dates as may be specified in Attachment 1 ("**Grant Reconciliation Date(s)**").
- 8.2 If the Recipient is required by law to prepare audited financial statements, the Recipient must provide the Government Party with copies of such audited financial statements, within six months of the end of each Financial Year during the Term.
- 8.3 If the Recipient is not required by law to prepare audited financial statements, and only if specified in Attachment 1, the Recipient must provide the Government Party with the following financial statements, within six months of the end of each Financial Year during the Term:
- (a) A balance sheet;
 - (b) An income and expenditure statement; and
 - (c) A statement of changes in equity for the Financial Year, (together "**Additional Recipient Information**").
- 8.4 The Recipient agrees the Government Party may direct that the financial accounts of the Recipient be audited at the Government Party's cost, and the Government Party may specify the minimum qualifications that must be held by the person appointed to conduct the audit.
- 8.5 If the audit discloses that the Recipient has applied the Grant for a purpose other than the Purpose then the Recipient will be required to reimburse the Government Party the costs of the audit and clause 17.1 will apply.

9. INSPECTION

- 9.1 The Recipient must allow any officer or person authorised by the Government Party on the giving of reasonable notice, to enter the premises of and to inspect the operations of the Recipient (including equipment, premises, accounting records, documents and information) and interview the Recipient's Personnel on matters pertaining to the operations and reporting obligations of the Recipient under this Agreement.

10. INTELLECTUAL PROPERTY RIGHTS

- 10.1 Nothing in this Agreement affects the ownership of Intellectual Property Rights created before the Commencement Date.
- 10.2 If specified in Attachment 1, the Recipient grants the Government Party and the State of South Australia a non-exclusive, perpetual, royalty free licence to use any intellectual property created as part of the Purpose.

11. CONFIDENTIAL INFORMATION

- 11.1 Subject to this clause 11, neither Party may disclose any Confidential Information belonging to the other Party except as genuinely and necessarily required for the purpose of this Agreement.
- 11.2 A Party may disclose Confidential Information belonging to the other Party:
- to an employee, agent or adviser of that Party, on a "need to know" and confidential basis;
 - as required by law or a court order;
 - in accordance with any Parliamentary or constitutional convention;
 - for the purposes of prosecuting or defending proceedings.
- 11.3 The Parties may mutually agree to disclose Confidential Information.

12. PRIVACY

- 12.1 The Recipient must comply with the *Privacy Act 1988* (Cth) ("**Privacy Act**") and the Australian Privacy Principles established under that Act in undertaking its obligations under this Agreement including in relation to all Personal Information received created or held by it for the purposes of this Agreement.
- 12.2 The Recipient must promptly notify the Government Party if it fails to comply with this clause or if it becomes aware of any actual or threatened disclosure of or unauthorised access to Personal Information.
- 12.3 For the purposes of this special condition, "Personal Information" has the same meaning as in the Privacy Act.

13. PUBLICITY

- 13.1 Subject to the exception in 13.5, the Recipient must not make or permit a public announcement or media release to be made about any aspect of this Agreement without first obtaining the consent of the Government Party.
- 13.2 The Recipient will acknowledge the Grant by the Government Party in any advertising, publicity or promotional material relating to this Agreement in the manner specified in Attachment 1.
- 13.3 The Recipient will participate in promotional or publicity activity in relation to this Agreement as is reasonably required by the Government Party.
- 13.4 The Recipient and the Government Party must use their best endeavour to mutually agree on the content of any public announcements or media releases about this Agreement.
- 13.5 If due to urgent circumstances or due to the nature and timing of the media request, it is not possible to provide prior notice of an announcement or media release to the other Party, then the Party making the announcement or media release must notify the other Party and provide a summary of the announcement or a copy of the media release as soon as possible after making the announcement or media release.
- 13.6 Nothing in this clause derogates from the operation of the *Not-for-Profit Sector Freedom to Advocate Act 2013*.

14. INSURANCE

- 14.1 The Recipient must effect and maintain the insurance specified in Attachment 1 for not less than the amount specified in Attachment 1 during the Funding Period.

15. LIABILITY LIMIT

- 15.1 The Recipient's liability to the Government Party under this Agreement is limited to the amount specified in Attachment 1.

16. DISPUTE RESOLUTION

- 16.1 Subject to clause 16.4 a Party may not commence legal proceedings without first referring the dispute to the other Party under this clause.
- 16.2 Either Party may give the other a notice in writing ("**dispute notice**") setting out the details of the dispute.

- 16.3 Within seven days or such other period as may be agreed by the Parties, the Contact Persons must meet and use reasonable endeavours to resolve the dispute.
- 16.4 A Party may seek immediate interlocutory relief or other interim remedy in case of genuine urgency.

17. DEFAULT AND TERMINATION

- 17.1 The Government Party may terminate or restrict the scope of this Agreement immediately if the PRA is terminated or restricted in scope for any reason, or expires.
- 17.2 If the Recipient does not apply any part of the Grant for the Purpose or if the Recipient materially fails to comply with this Agreement at any time, the Government Party may upon giving written notice to the Recipient:
- require the Recipient to repay either the whole or a portion of the Grant (whether expended or not) within 30 days of a written demand from the Government Party;
 - withhold funds not already paid;
 - withhold future funding from the Recipient; and/or
 - terminate this Agreement.
- 17.3 Either Party may terminate this Agreement without cause by giving the other Party the period of notice specified in Attachment 1 ("**Notice Period for Termination for Convenience**").

18. EFFECT OF ENDING THIS AGREEMENT

- 18.1 Any termination of this Agreement does not affect any accrued right of either Party.
- 18.2 Despite termination or expiry of this Agreement, this clause 18 and clauses 6, 7, 8, 9, 10, 11, 12, 15 will survive.

19. CONTRACT DISCLOSURE

- 19.1 The Government Party may disclose this Agreement and/or information in relation to this Agreement in either printed or electronic form, and either generally to the public or to a particular person as a result of a specific request.
- 19.2 Nothing in this clause derogates from:
- the Recipient's obligations under any provisions of this Agreement; or
 - the provisions of the *Freedom of Information Act 1991* (SA).

20. COMPLIANCE WITH LAWS AND POLICIES

- 20.1 The Recipient must comply with the laws in force in the State of South Australia in performing its obligations under this Agreement.
- 20.2 The Recipient must comply with any policies notified by the Government Party in writing at the Commencement Date.

21. GOVERNING LAW AND JURISDICTION

- 21.1 This Agreement is governed by the laws in the State of South Australia.
- 21.2 The courts of the State of South Australia have exclusive jurisdiction in connection with this Agreement.

22. ENTIRE AGREEMENT

The Agreement constitutes the entire agreement between the Parties in respect of the matters dealt with in this Agreement and supersedes all prior agreements, understanding and negotiations in respect of the matters dealt with in this Agreement.

23. NO ASSIGNMENT

- 23.1 The Recipient must not assign, encumber or otherwise transfer any of its rights or obligations under this Agreement without the written approval of the Government Party which approval shall not be unreasonably withheld.
- 23.2 Subject to any contrary legislative intention, the Parties agree that if there is any Machinery of Government Change, this Agreement is deemed to refer to the new entity succeeding or replacing the Government Party and all of the Government

Party's rights and obligations under this Agreement will continue and will become rights and obligations of that new entity.

24. MODIFICATION

No addition to or modification of any provision of this Agreement will be binding upon the Parties unless agreed by the Parties in writing.

25. SEVERANCE

25.1 Each word, phrase, sentence, paragraph and clause of this Agreement is severable.

25.2 Severance of any part of this Agreement will not affect any other part of this Agreement.

26. COUNTERPARTS

This Agreement may be executed in any number of counterparts each of which is taken to be an original. All of those counterparts taken together constitute one instrument. An executed counterpart may be delivered by email.

27. NO FURTHER OBLIGATION

27.1 The Recipient acknowledges that the Grant represents a contribution by the Government Party towards the Purpose, and the Recipient agrees any request for subsequent funding will require a new application to the Government Party. The Government Party is under no obligation to agree to pay any subsequent funding to the Recipient.

27.2 The Recipient acknowledges the Government Party will not be liable to reimburse the Recipient for any losses or cost over runs that may result from the operation of this Agreement or the carrying out of the Purpose.

28. INTERPRETATION

28.1 In this Agreement (unless the context requires otherwise):

- (a) a reference to any legislation includes:
 - (i) all legislation, regulations and other forms of statutory instrument issued under that legislation; and
 - (ii) any modification, consolidation, amendment, re-enactment or substitution of that legislation;
- (b) a word in the singular includes the plural and a word in the plural includes the singular;
- (c) a reference to two or more persons is a reference to those persons jointly and severally;

- (d) a reference to dollars is to Australian dollars;
- (e) a reference to a Party includes that party's administrators, successors and permitted assigns.

29. DEFINITIONS

In this Agreement:

- (a) "**Calendar Year**" means a year commencing on 1 January and ending on 31 December;
- (b) "**Confidential Information**" means information which is identified as confidential information by a Party, but does not include this Agreement;
- (c) "**Extension Period(s)**" means the period(s) specified in Attachment 1;
- (d) "**Financial Year**" means a year commencing on 1 July and ending on 30 June;
- (e) "**Funding Period**" means the period specified in Attachment 1 including any Extension Periods;
- (f) "**Grant**" means the funds payable under this Agreement specified in Attachment 1.;
- (g) "**GST**" means the tax imposed by the GST Law;
- (h) "**Intellectual Property Rights**" means all intellectual property rights, including but not limited to:
 - (i) patents, copyright, registered designs, trademarks, know-how and any right to have Confidential Information kept confidential; and
 - (ii) any application or right to apply for registration of any of the rights referred to in paragraph (a), but for the avoidance of doubt excludes moral rights and performers' rights;
- (i) "**Party**" means a party to this Agreement; and
- (j) "**Preschool Service Provider**" means a service provider who is either the Recipient or is operated by the Recipient that provides a preschool program delivered by an early childhood qualified teacher that has a Service Approval with the Education Standards Board pursuant to the Education and Early Childhood Services (Registration and Standards Act 2011) and the Education and Care Services National Regulations under the Education and Care Services National Law (or any other legislation that may in future amend or replace the above Act and Regulations).

Attachment 3 – Purpose of Grant

The purpose of the funding is to assist the Recipient to:

- deliver quality preschool programs for all children in the year before school, with a focus on improving preschool participation and outcomes including for Aboriginal and Torres Strait Islander children and disadvantaged children, in accordance with the PRA;
- at all times, ensure the preschool programs at the Recipient's Preschool Service Provider/s listed at the end of this Attachment 3 are delivered by a degree qualified early childhood teacher registered with the Teacher's Registration Board of South Australia that at a minimum, meets National Quality Framework qualification requirements;
- provide affordable preschool programs which meet the needs of children, parents, and communities, improve preschool outcomes for all children and are provided at a cost which does not present a barrier to participation, particularly for disadvantaged children;
- conduct fifteen hours of preschool per week for 40 weeks of the year or 600 hours accessible to all children in the year before school at the following Preschool Service Provider/s in accordance with this Agreement:
 - <insert name of Preschool Service Provider/s>

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Attachment 4 – Funding and Manner of Payment

Preschool Service Providers listed in Attachment 3 will receive funding based on a per capita grant for each child enrolled in a preschool program in their year before full time school calculated each school term using the quarterly enrolment data. Payments are made half yearly and reconciliation adjustments to prior period payments are made where necessary.

The per capita grant as a minimum includes a base subsidy for each child enrolled, plus other targeted subsidies subject to meeting the specified eligibility criteria as detailed below.

Base Subsidy

The base subsidy is paid for every eligible preschool child in their year before school enrolled for up to 15 hours a week, or 600 hours a year to contribute to the cost of employing a degree qualified early childhood teacher to deliver the preschool program.

The level of the base subsidy is linked to the Australian Bureau of Statistics (ABS) Socio-Economic Indexes for Areas (SEIFA) Index of Relative Socio-Economic Disadvantage of the local government areas in which the service is located. One of five levels of subsidy will be allocated (as shown in Table 1).

Table 1 – Levels of Subsidy based on the ABS SEIFA Index of Relative Socio-Economic Disadvantage

(Explanatory Note: LGA Disadvantage Rating – Category 1 is highest disadvantaged – Category 5 is lowest disadvantaged)

| Disadvantage–Category Ratings | | Subsidy Grant Amount |
|-------------------------------|--|----------------------|
| Category 1 | Providers in the lowest 20 percent | \$2,530 |
| Category 2 | Providers in the 21 – 40 percent range | \$2,190 |
| Category 3 | Providers in the 41 – 60 percent range | \$1,890 |
| Category 4 | Providers in the 61 – 80 percent range | \$1,580 |
| Category 5 | Providers in the highest 20 percent | \$1,250 |

Base Subsidy Conditions of Funding

1. The Recipient will not receive funding if the preschool program is not being delivered by a degree qualified early childhood teacher as per the purpose of the grant stated in Attachment 3.
2. Before applying for per capita funding for a child, the Preschool Service Provider must ascertain from parents whether the child is already enrolled to access a funded place at another preschool program. A child is entitled to access an average of 15 hours per week or 600 hours over a 12 month period which can be accessed across multiple preschool service providers.
3. Parents/guardians must receive written confirmation that their child is receiving a funded preschool program at the Preschool Service Provider, including information about the times and days when the preschool program is provided.

Remote Area Subsidy \$610 per annum per child

This subsidy is a per child loading for preschool programs located in remote and very remote locations of South Australia, as determined by the ABS Accessibility and Remoteness Index of Australia (ARIA). This subsidy contributes to the additional staffing costs for recruitment and retention of early childhood teachers.

Targeted Child Subsidy \$1,890 per annum per child

This subsidy is available for Aboriginal and Torres Strait Islander children, and children of families holding the following cards and visas: Health Care Card, Pensioner Concession Card, Refugee and Humanitarian program visas, and Department of Veteran Affairs Gold Card. Note that the holder of the relevant card or program visa must be the child's parent and/or guardian.

This subsidy is to directly advantage the child to which the subsidy applies through a reduction in fees for the family.

Targeted Child Subsidy Terms and Conditions

1. Meet the terms and conditions of the Base Subsidy.
2. To be eligible to receive the Targeted Child Subsidy for holding a relevant card or visa, the Recipient must sight the original relevant document (ie concession card or visa) and retain a certified copy of the document. The Government Party may, at their discretion, request that the certified copy be provided for audit purposes.
3. If a parent or guardian identifies a child as being of Aboriginal or Torres Strait Islander origin, this must be recorded on the child's enrolment and the Recipient must retain the enrolment document for audit purposes.

Children with a Recognised Disability Subsidy \$3,140 per annum per child

This subsidy is available for children who have a recognised disability or medical condition who need additional support to participate in preschool.

This subsidy is available to children who are entitled to be issued with a Health Care card with a CD (Child Disability) code.

Attachment 5 – Acquittal Form

**DEPARTMENT FOR EDUCATION
Provision of Preschool Programs Grant Funding
Financial Acquittal Form**

| | |
|---|--|
| Name of Preschool Service Provider | |
| Site address | |
| Contact person for inquiries | |
| Name: | |
| Position: | |
| Phone: | |
| Email: | |

INCOME AND EXPENDITURE STATEMENT
For the Year: 1 January 2025 to 31 December 2025

| | |
|---|----|
| Grant Funding Amount | \$ |
| Total Grant Expenditure | \$ |
| Salary expenditure (including on costs) | \$ |
| Fee reductions | \$ |
| Other Operating Expenses | \$ |
| Funds Remaining | \$ |

We certify that the grant was used for the purpose for which the grant was provided (refer to Item 8 in Attachment 1 and to Attachment 3 and 4 of this Grant Agreement).

| | |
|----------------------------------|--|
| Finance/ Business Manager | Executive Officer/ Secretary/ Chairperson/ Authorised Officer |
| Signature: | Signature |
| Name: | Name |
| Date: | Date |

Note: An authorised officer of the Recipient must sign this certification and by doing so, warrants that the signatory is duly authorised to sign on behalf of the Recipient.

This acquittal statement must be returned by no later than .../.../.....

Please return via:
Email: education.preschoolfunding@sa.gov.au