

Funding Information Paper

School food program grant

Acknowledgement of country

The Department of Education (the Department) acknowledges the Traditional Owners of the lands from across Queensland. We pay our respects to the Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Aboriginal peoples and Torres Strait Islander peoples across the state.

A better understanding of and respect for Aboriginal and Torres Strait Islander cultures develops an enriched appreciation of Australia's cultural heritage and can lead to reconciliation. The Department has made a commitment to place Aboriginal peoples and Torres Strait Islander peoples at the forefront of decision-making in the spirit of reconciliation. Creating supportive environments where stakeholders feel empowered to act, allows our agency to move collectively in the same direction.

1. Snapshot of the School food program grant

Purpose	To support external food providers, such as registered charities and not-for-profits to work with Queensland state schools to deliver school food programs across the State to improve student health, wellbeing and engagement.
Available Funding	One-off grants of up to \$20,000 (\$500,000 in total, excluding GST) are available to registered charities and not-for-profit organisations to support them to deliver school-based food programs.
Who can apply	<p>This is targeted funding. Applications are invited from food providers, such as registered charities and not-for-profits with expertise in delivering food/meal programs (including supply of healthy food and drinks) and have the capacity to support state schools across Queensland, including in regional and remote locations.</p> <p>The grant is open to organisations currently working with Queensland state schools and those who can demonstrate their capacity to work with Queensland state schools.</p> <p>Eligible organisations may submit applications to deliver food/meal programs in multiple locations. A separate application is required for each location.</p> <p>School Parents & Citizens Associations are encouraged to work with their school to utilise other funding streams, or seek collaborative ways of working with registered charities and not-for-profits to support school food programs.</p>
Target group	Successful applicants will provide a food program or supply food and drinks (aligned to the <i>Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools</i>) to support state schools with an Index of Community Socio-Educational Advantage (ICSEA) rating of 1000 or less, across Queensland including in regional and remote locations.
Use of funding	Successful applicants will provide food services directly to schools and may already be delivering or supporting the delivery of a school-based food program in Queensland state schools.
Opening date	30 November 2023
Closing date	5pm Monday 12 February 2024
Commencement of service delivery	Term 1, 2024

2. Background – school food programs

The Queensland Government is committed to prioritising the health and wellbeing of students. Healthy eating, along with physical activity, is essential to promoting and maintaining good health and wellbeing, and can improve behaviours that are central to educational success and performance at school.

Breakfast and lunch are particularly important meals for children. Children who eat day time meals are more likely to meet their daily nutrient needs (including vitamins and minerals) for healthy growth and development, and are more ready to learn.

The Queensland Government is making up to \$500,000 (in total, excluding GST) available through individual grants of up to \$20,000 for food providers such as registered charities and not-for-profit organisations to deliver food services directly to state schools across Queensland with an ICSEA rating of 1000 or less.

3. Purpose of the school food program grant

This grant program is designed to support external organisations to deliver their existing service to Queensland state schools or expand their services to include other Queensland state schools in need.

This grant funding for healthy school food programs will enable more students from disadvantaged backgrounds to access nutritional food and drinks to support their learning and development and help ease cost-of-living pressures for families.

4. The school food program model

A school, in conjunction with their community, may decide to operate a food program. Food programs can be funded by:

- the school;
- the school's P&C association;
- an external organisation (e.g. charity, local business, not-for-profit) willing to support the program; or
- a combination of these approaches.

The grant is open to external registered charities and not-for-profit organisations currently working with Queensland state schools and those who can demonstrate their capacity to work with a number of Queensland state schools in Term 1, 2024.

Organisations that receive funding will be required to identify and work with state schools with an ICSEA rating of 1000 or less (Appendix 1: School food program list of eligible schools), across Queensland to deliver a food program or supply food and drinks to support an existing school food program. Eligible organisations that have capacity to deliver food/meal programs to schools in multiple locations across Queensland will need to submit a separate application for each proposed location.

The application should demonstrate the organisation's experience and capacity to deliver a school food program or to support an existing school food program through supply of healthy

foods and drinks to Queensland state schools, referring to any current service agreements or arrangements. Applicants should also outline how they will identify and establish new relationships with schools experiencing socio-economic hardship and food security challenges, including schools in rural and remote locations.

School names and any funding received from other Queensland Government departments or agencies should be included in the application.

The application should also include information showing how the organisation will utilise their existing logistical and human capital arrangements to ensure the grant is expended to provide healthy food and drinks to a large number of Queensland state schools in areas of disadvantage and areas experiencing food security challenges.

Applicants will also need to demonstrate how they will provide a variety of healthy food and drinks in line with the [Australian Dietary Guidelines External link](#) and that meet the requirements of the [Smart Choices Strategy External link, and cater for various dietary limitations and requirements](#).

5. Funding details

A one-off grant of up to \$20,000 (excluding GST) will be paid to successful applicants to provide food services direct to Queensland state schools with an ICSEA rating of 1000 or less.

Funding will be paid following execution of a funding agreement between the department and the successful organisation. All funds will need to be expended by 30 June 2024. Successful organisations will be required to meet performance and financial reporting obligations.

6. Eligibility requirements

Organisations are eligible to apply if they meet the following requirements:

- Demonstrated established relationships or the ability to rapidly establish relationships with a number of Queensland state schools, with an ICSEA rating 1000 or less, to deliver a school food program or support an existing school food program.
- Demonstrated experience working with and supporting Queensland state schools to deliver school food programs including demonstrated ability to supply healthy food and drinks aligned to Smart Choices to state schools with an ICSEA rating of 1000 or less, including those in regional and rural locations.

- The organisation has a presence in Queensland and has the ability to establish a school food program or support an existing school food program and expend all funding by 30 June 2024.
- The organisation is a registered charity or not-for-profit and has no outstanding financial accountability, service delivery or performance issues for funding previously or currently provided by the department.
- All employees and volunteers involved in the delivery of the proposed school food program hold valid Blue Cards or Yellow Cards.
- The organisation can comply with all required safe food handling practices.
- Have no outstanding financial accountability issues for funding previously, or currently provided by the department.
- Hold current and appropriate insurance (or provide evidence of plans to obtain insurance) including:
 - Public liability insurance for at least \$10,000,000 per event
 - Professional indemnity insurance for at least \$5,000,000 per event
 - Workers compensation insurance.
- Provide the last 12 months audited financial statements for the lead organisation and any partnering or consortia organisations.

7. Funding proposal

Interested applicants are invited to submit a detailed application that outlines the proposed approach to providing a school food program or to supply healthy food and drinks to enhance an existing school food program to Queensland state schools with an ICSEA rating of 1000 or less.

The costings within the proposal must be detailed and all inclusive. A separate application is required for each proposed location.

Key requirements and milestones will include commencement from Term 1 2024 and full expenditure of funding by 30 June 2024.

8. Selection criteria

The department will convene an assessment panel to consider applications, submitted through QGrants, in accordance with the selection criteria. Supporting evidence may be attached to the application as additional information.

Selection criteria	Indicators and supporting evidence
<p>Compliance with requirements</p> <p>40% weighting</p>	<ul style="list-style-type: none"> • Description of the proposed service model including strategies to ensure nominated state schools will benefit from Queensland state school food programs. • Details of established relationships with Queensland state schools or proposed strategies to rapidly establish relationships with state schools with an ICSEA rating of 1000 or less. • List of proposed state schools to receive school food program under this model. • All employees and volunteers involved in the delivery of the proposed school food program hold valid Blue Cards or Yellow Cards. • Organisation must comply with safe food handling practices. • Ability to expend funding and report against deliverables and other requirements within timeframes set by the department. • Appropriate risk management approaches and strategies.
<p>Capability and experience</p> <p>30% weighting</p>	<ul style="list-style-type: none"> • Demonstrated ability and experience delivering school food programs or supporting school food programs through the provision of healthy food and drinks aligned to Smart Choices to a number of Queensland state schools. • Experience collaborating with Queensland state school stakeholders to facilitate school food programs. • Experience in supplying healthy food and drinks directly to schools. • Evidence of capacity to manage finances and administer funds to an auditable standard (including an audited financial statement for the last 12 months). • Clearly identified governance arrangements, including key roles, management structures and recruitment strategies to deliver school food programs or supply healthy food and drinks to schools.
<p>Cost and value for money</p> <p>30% weighting</p>	<ul style="list-style-type: none"> • Ability to deliver a school food program to multiple schools or deliver healthy food and drinks to support existing food programs in a number of schools in the target areas. • Experience utilising existing logistics to ensure grant funding is used to deliver school food programs or provide food and drinks to Queensland State Schools.

Selection criteria	Indicators and supporting evidence
	<ul style="list-style-type: none"> <li data-bbox="568 228 836 259">Detailed budget.

The department's Periodic Financial Report template may provide additional information to consider for your proposed budget. Please refer to

<https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/financial-accountability-form-periodic-financial-return.pdf#search=Financial%20return>

9. How to apply

To apply for funding, please complete the application form *School food program grant* for each proposed location. Completed application forms, including attached supporting documentation, must be lodged by **5pm Monday 12 February, 2024** via Q Grants

<https://qgrants.osr.qld.gov.au/portal/>.

When applying in Q Grants, please choose Sector Support from the list of grant programs.

For more information on Q Grants, including step-by-step processes on how to register and lodge a grant application, please refer to the Department's web page at:

<https://earlychildhood.qld.gov.au/grants-and-funding/grants-management/early-years-services-grants-management/how-to-use-qgrants>

If your organisation is experiencing difficulties accessing or using Q Grants, please call 07 3035 2244 for assistance.

10. Funding Assessment process and timeframes

Assessment of applications will be undertaken by an Assessment Panel who will consider responses to the selection criteria detailed in Section 8. Compliance with performance and financial reporting requirements will be considered where organisations have previously been funded by the department.

Organisations may be asked to provide further information to clarify their application during the assessment process. In this instance, a written request will be made to the organisation's nominated contact officer and written responses will be required within the timeframe specified in the request.

Where assessment does not produce a conclusive outcome, organisations may be required to present their application and responses to selection criteria at a meeting (via MS Teams or in person) with the Assessment Panel.

Step 1	Lodge a completed application form and supporting documents into QGrants	12 February 2024
Step 2	Compliance checks	14 February 2024
Step 3	Assessment of applications	23 February 2024
Step 4	Funding decisions recommended and endorsed	1 March 2024
Step 5	Successful/unsuccessful organisations notified	1 March 2024

11. Conditions of funding

Funding is provided under the *Community Services Act 2007*.

To receive funding, the department will enter into a short form service agreement with each successful applicant.

Conditions of funding include the provision of financial reporting in line with the requirements of the short form agreement.

Successful organisations will provide the department with a case study detailing the delivery of the funded service to schools during Terms 1 and 2, 2024 including any relevant supporting data.

Upon expiration of the service agreement, any unspent funds will be recouped by the department.

12. Information and assistance

For further information regarding the School food program grant process, please email enquiries.dissops@qed.qld.gov.au.

All questions regarding the process are required to be submitted in writing.

If your organisation is experiencing difficulties accessing or using Q Grants, please call the Grants Management and Funding team on 07 3035 2244 for assistance.

13. Feedback or request for review

Organisations that are unsuccessful have a right to receive feedback and to seek a review of the funding decision. Contact Ms Claire Cummins, Director, Disability, Inclusion and Student Services at claire.cummins@qed.qld.gov.au for feedback-related enquiries.

14. Glossary of terms

Application	The document completed by the organisation, including supporting evidence, that is submitted to the department and reviewed by an Assessment Panel to determine the successful applicant and the awarding of the grant funding.
Grant	Funding provided to a third-party recipient as a contribution to the cost of delivering an activity which is intended to: <ul style="list-style-type: none"> - assist the recipient to achieve its goals - promote one or more of the department's policy objectives.
Organisation	The legal entity applying for the funding
Q Grants	Q Grants is a grants management portal which allows organisations to apply online for grants in Queensland.
The department	The Department of Education