

School Food Program – Lodging an application for funding

QGrants User Guide

Introduction

QGrants is a grants management system (GMS) that operates as the portal for applying and managing some Queensland Government grants. QGrants user guides are available on the Department of Education (the department) [website](#) for all key functions including:

1. Registering organisations and contacts
2. Lodging an application for funding
3. Submitting a claim to provide a report or receive a payment
4. Managing your information and contacts

This QGrants user guide explains how to lodge an application for funding. Before applying for funding, please ensure that your:

- Organisation is **eligible** and has completed all required documentation. All relevant information is provided within the Funding Information Paper (where applicable).
- Organisation and Contact Officers are correctly registered in QGrants. The QGrants Registration Guide can be accessed at: <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/school-food-programs>

If you require assistance at any time, please call 07 3513 6740.

Security warning for banking details

Contact Officers linked to an Organisation's account will be able to change the organisation's banking details through the application process. If a bank account is changed, all Contact Officers linked to the Organisation's account will be notified of this change.

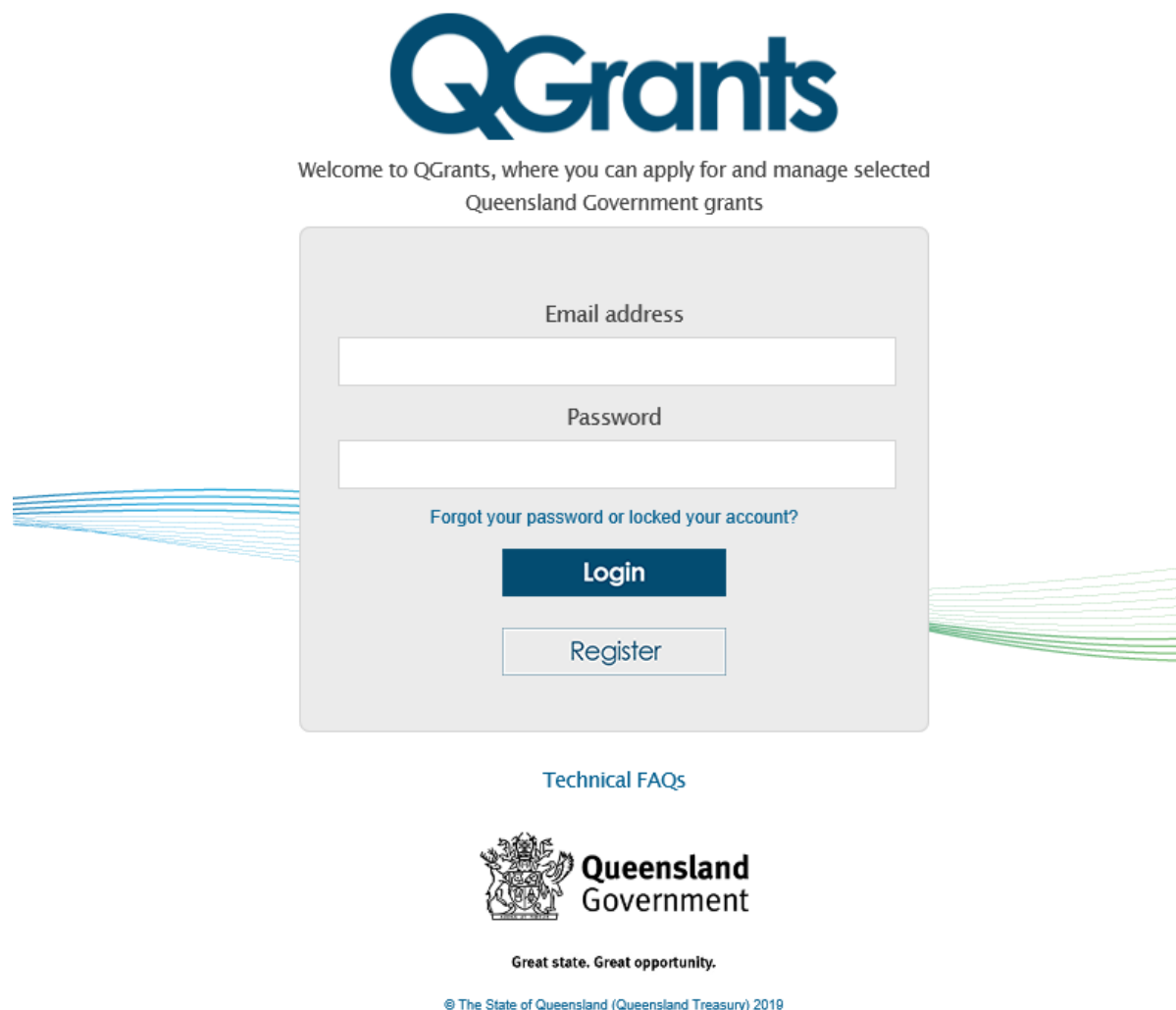
How to lodge an application in QGrants

If your organisation **is** registered in QGrants, you can lodge an application for funding. This process needs to be completed by either the Authorised Officer or Contact Officer(s) linked to your QGrants Applicant (Legal Entity) Account. Please note that if an application is lodged by a Contact Officer, the funding application form must still be signed by the Authorised Officer for your organisation (e.g. Chairperson, CEO).

Note: Contact Officers submitting applications on behalf of an Authorised Officer will be able to edit the organisation's banking details. If a bank account is changed, all Contact Officers linked to an Organisation's account will be notified of the change.

Log In

- Please log into QGrants at <https://qgrants.osr.qld.gov.au/portal> or alternatively use this [link](#).
- If you have forgotten your password, you can reset your password on the QGrants homepage.
- Please note, you will not be able to log into QGrants unless you are correctly registered in QGrants. The QGrants Registration Guide can be accessed at: <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/school-food-programs>



QGrants

Welcome to QGrants, where you can apply for and manage selected
Queensland Government grants

Email address


Password

Forgot your password or locked your account?

[Login](#)

[Register](#)

[Technical FAQs](#)



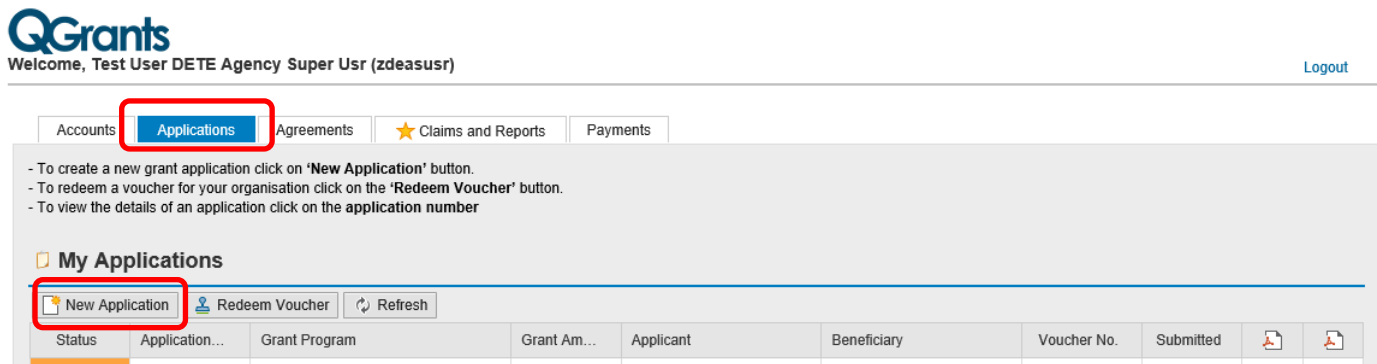
**Queensland
Government**

Great state. Great opportunity.

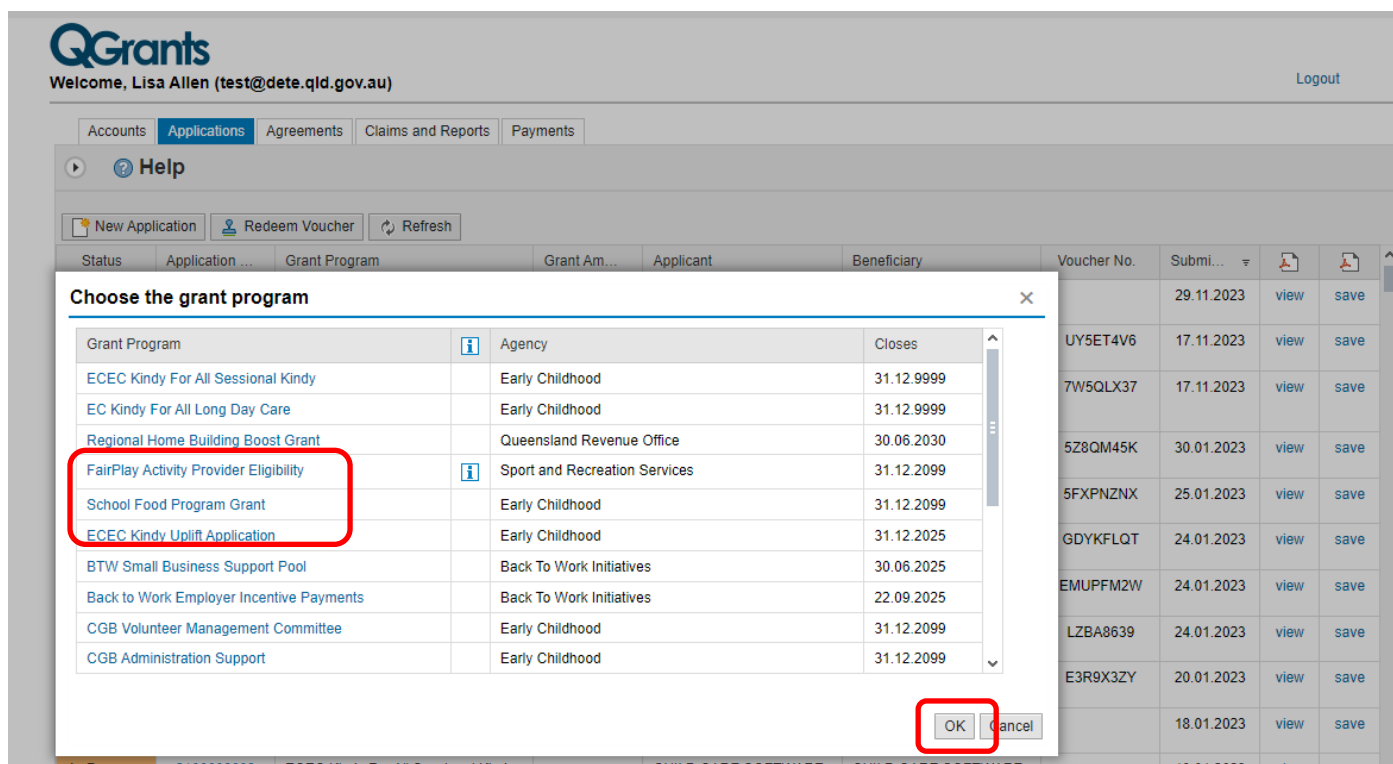
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- On the welcome screen, copy the link that was provided to you. If you are unable to find the link please use this [link](#).

- Alternatively, you can select the 'Applications' tab and click on the 'New Application' button.



- A pop up box will appear. From the list provided, click on the relevant Grant Program and select 'OK'. If you are unsure of the Grant Program, please refer to the [Funding Information Paper](#) for the grant (where applicable).



- You will now be presented with the first screen of the application process. This process includes seven steps and a summary page which are individually numbered in the following sections. Each screen contains 'Help' text which will assist you in completing questions.

Step 1 – Account details

- All fields need to be completed to proceed.
- Please note, if no Accounts field appears in the drop down menu, you are not correctly registered. Please refer to the QGrants Registration Guide which can be accessed at: <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/school-food-programs> or call (07) 35134670.
- **Applicant** – select Legal Entity / Organisation name (must have an ABN)
- **Contact** – select your account name
- Once all fields are completed, click 'Next' to continue.

Program Name School Food Program Grant Exit

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Accounts

* Applicant: QUEENSLAND STATE G...
 * Contact Person: TEST TEST

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Help

Accounts are required for the following entities:

- Applicant - Organisation / Legal Entity, account **MUST** have an ABN.
- Contact Person - Contact person for the application.

The correct accounts will only be available if they are listed under your 'Accounts' tab in your QGrants homepage. To create a new account or link to an existing account, please refer to the Early Years Service Registration Guide

For assistance in completing the application process please call 07 3513 6740 or email ECCEGrantsAdministration@qed.qld.gov.au.

QGrants Queensland Government

Step 2 – Funding Details

- Grant Information – you are required to confirm you have read and understood the School Food Program Grant Funding Information Paper. **Select Yes or No.**
- Provide funding amount requested for the purpose of this application (your proposed budget up to \$20,000 GST exclusive).
- Ensure the Contact Person information is correct or change to the best person to contact regarding this application.
- Please note, Step 2 is the first step where you can **save your application as a DRAFT**. Please click 'Draft Save' at any point during Steps 2 to 7 to ensure your work is saved. If you click 'Exit' without saving, the information will be lost.
- Click 'Next' to continue.

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Funding Details and Contact Person

Grant information

I have read and understood the School Food Program Grant Funding Information Paper

Funding amount

Total one-off funding amount requested (up to \$20,000 GST exclusive)

Contact person information

First name

Surname

Position in the organisation

Phone

Email address

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Help

Grant information

You can find a copy of the School Food Program Grant Funding Information Paper here.

Funding amount

Please enter the requested funding amount in this field. Only enter numbers and do not enter dollar symbols (\$) or any other characters.

Contact person information

Please provide the details of the best person to contact regarding this application.

For assistance in completing the application process please call 07 3513 6740 or email ECCEGrantsAdministration@qed.qld.gov.au.

Step 3 – Location

- **Location** - Please enter the location, such as the suburb or town this application applies to.
- **Schools** – Please enter the schools you will be operating in, if you are operating in more than 5 schools, please enter under “Capability and experience” in the next step.
 - Click 'Next' to continue.

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Location

Please enter the location, such as the suburb or the town that this application applies to

Schools

Please enter the schools that you will be operating in

Note: If you are operating in more than 5 schools, please enter under “Capability and experience” in the next step

School 1

School 2

School 3

School 4

School 5

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Help

Location

Please provide a main location that you will be operating in. If you operate in a metro area such as Brisbane, then please specify the suburb/s that you operate in. If you operate in a regional area such as Townsville, you can just enter Townsville.

Schools

You must enter at least one school you operate in. Please enter up to five schools on this step but if you operate in more schools, please enter under “Capability and experience” in the next step.

For assistance in completing the application process please call 07 3513 6740 or email ECCEGrantsAdministration@qed.qld.gov.au.

Step 4 – Selection Criteria

- Please provide detailed evidence for each section. *Note: Refer to the Funding Information Paper (Section 8: Selection Criteria) for additional information about indicators and required evidence to support this application.*
- Click 'Next' to continue.

Cost and value for money - 30% weighting

- 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.
- Detailed budget.

Provide detailed evidence below *Note: Refer to the Funding Information Paper (Section 8: Selection Criteria) for additional information about indicators and required evidence to support this application.*

Compliance with requirements

Enter details here.

Capability and experience

Enter details here.

Cost and value for money

Enter details [here](#).

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Step 5 – Attachment

- **Specified Attachments** – You must upload the follow documents.
 - **Certificate of Currency: Professional Indemnity**
 - **Certificate of Currency: Public Liability**
 - **Certificate of Currency: Workers' Compensation Insurances**
 - **Proposed Budget** - Detailed proposed budget of how the grant will be spent.
- **Optional Attachments** – Please upload any other documentation relevant to the application.
- Click 'Next' to continue.

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Specified Attachments

| Description | File Name | Action | Delete |
|--|-----------|--------|--------|
| * Certificate of Currency - Profession Indemnity | | Upload | Delete |
| * Certificate of Currency - Public Liability | | Upload | Delete |
| * Certificate of Currency - Workers' Compensation Insurances | | Upload | Delete |
| * Detailed proposed budget of how the grant will be spent | | Upload | Delete |
| * Audited Financial Statements (2021-22) for the applicant | | Upload | Delete |

Optional Attachments

Upload Delete Upload

| Description | File Name |
|------------------------------------|-----------|
| Click "upload" to attach documents | |

< Back **Next >** Draft Save Exit

Help

Provide all requested documentation in the funding guidelines, for example - an application form.

Funding guidelines are available by clicking here.

Required documentation must be attached to ensure that the application can be assessed.

Click **upload** and attach the relevant documentation.

A single PDF is the preferred file format, unless a spreadsheet has been requested as part of required documentation.

Only one document can be uploaded under "Specified Attachments". All other documents need to be uploaded under "Optional Attachment".

For assistance in completing the application process please call 07 3513 6740 or email ECCEGrantsAdministration@qed.qld.gov.au.

Step 6 – Bank Details

- If this is the first time your organisation is submitting an application or your organisation has a new or different bank account required for the service, click on 'Create a New Bank Account' button.
- Or, Select existing bank account for your organisation. Any previous bank accounts entered into QGrants will be automatically populated during this step.
- Click on the bank account for the application and click 'Next' to continue.

< Back Next > Draft Save Exit

Bank Details

Create new bank account

| Select | BSB | Account No. | Account Name |
|--------------------------|---------|-------------|--------------|
| <input type="checkbox"/> | 484-799 | 123456 | Empire |
| <input type="checkbox"/> | 484-799 | 789456 | Empire |

Create bank details □ ×

* BSB:

* Account Number:

* Account Name:

Help

If details for more than one account have previously been provided, please select the appropriate account (one account only).

If the correct bank account for this application is not listed, please select 'create new bank account' and enter required details.

For assistance in completing the application process please call 13 QGOV (13 74 68) or email eyes@qed.qld.gov.au.

For assistance regarding a financial query, please call 07 3513 6740.

Security warning for banking details

Contact Officers linked to an Organisation's account will be able to change the Organisation's banking details through the application process. If a bank account is changed, all Contact Officers linked to the Organisation account will be notified of this change.

Step 7 – Declaration

- Review the terms and conditions and click on the box to complete the declaration.
 - Confirm that you are an Authorised Person of the organisation included within this application and you verify the information and the eligibility of the organisation is true and correct. Click on the box to complete the declaration.
 - Review the School Food Program Grant Funding Information Paper and click on the box to complete the declaration.
- Note:** You can not continue to the next step without selecting each link to both terms and conditions.
- Click 'Next' to continue.

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Declaration

[Click to read terms and conditions](#)
 I have read the guidelines relating to grant funding. The information supplied in this submission is, to my knowledge, true and correct.

You confirm that you are an Authorised Person of the organisation included within this application and you verify the information and the eligibility of the organisation is true and correct.

[Click to read terms and conditions](#)
 You confirm that you have read and understood the School Food Program Grant Funding Information Paper.

Help



You must view the Terms and Conditions by clicking on the link before proceeding. The Terms and Conditions will open in another window.

If you are unable to view the Terms and Conditions, the pop-up blocker on the web browser may be turned on.

To view the Terms and Conditions, right click the information bar and select 'download' or copy and paste the link into the new web browser.

By selecting the checkbox you indicate that you have read the Terms and Conditions and the information supplied in this application is true and correct.

For assistance in completing the application process please call 07 3513 6740 or email ECCEGrantsAdministration@qed.qld.gov.au.


 Queensland Government

Step 8 – Summary

- Review your application and press the 'Back' button if you need to change any details.
- If all required details have been included, click 'Submit'.
- A summary of your application will then be generated. You can access a copy of this summary at any stage in the 'Application' tab of your QGrants account.
- Select 'Exit' from the top right side of the screen. You will now return to the Applications page of QGrants.

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Summary

Early Childhood
School Food Program Grant

Accounts involved with this submission

| | | | |
|----------------|---|----------------------|--|
| Applicant | QUEENSLAND STATE GOVERNMENT / BRISBANE QLD 4000 | test@dete.qld.gov.au | 42 ALBERT STEET / BRISBANE QLD 4000 |
| Contact Person | TEST TEST / BRISBANE CITY QLD 4000 | test@dete.qld.gov.au | SE 1 G 61 Mary St / BRISBANE CITY QLD 4000 |
| Beneficiary | QUEENSLAND STATE GOVERNMENT / BRISBANE QLD 4000 | test@dete.qld.gov.au | 42 ALBERT STEET / BRISBANE QLD 4000 |

Submission Details

| | |
|---|-------------------------------|
| The School Food Program Grant Funding information paper has been read | Yes |
| The School Food Program Grant Funding amount requested | 20000 |
| Contact person first name | TEST |
| Contact person surname | TEST |
| Contact person position | CEO |
| Contact person phone | 0735136740 |
| Contact person email | test@dete.qld.gov.au |
| The location that you will be operating in | Brisbane |
| The 1st school that you will be operating in | Brisbane State School |
| The 2nd school that you will be operating in | Brisbane Central State School |
| The 3rd school that you will be operating in | |
| The 4th school that you will be operating in | |
| The 5th school that you will be operating in | |

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Help

Should you wish to review or amend application information entered click on the 'Back' navigation buttons.

Click on 'Submit' button to submit the funding application for assessment.

For assistance in completing the application process please call 07 3513 6740 or email ECCEGrantsAdministration@qed.qld.gov.au.