

How to: Submit a payment request using SmartyGrants

Early Childhood Teaching Scholarship Programs | Updated February 2026

Introduction

You will use the SmartyGrants platform to submit payment requests for the duration of your scholarship, using a Payment Request Form. This includes uploading your form, supporting documents, and EFT form (if your bank details have changed).

You will only be able to edit and submit your payment request form in the SmartyGrants portal, during each payment request round (generally in March, July and November*). The Scholarships Team will notify you by email when the form is available to edit and upload, and when the submission period will close.

For help with SmartyGrants or scholarship and payment information, please refer to the [support section](#) at the end of this document.

**Dates are subjected to change in alignment with higher education provider result release dates.*

How to submit a payment request form via SmartyGrants

Step 1 – Open SmartyGrants using the link sent to you via email

When the payment request period opens, all scholars will receive an email from ecec.scholarships@comms.education.nsw.gov.au. This email will include key information, instructions and a link to access SmartyGrants.

Your email will look similar to the below with updated dates, instructions and links sent each round:



(Please review the email each round for the most up to date information and instructions)

Step 2 – Log in to your SmartyGrants account

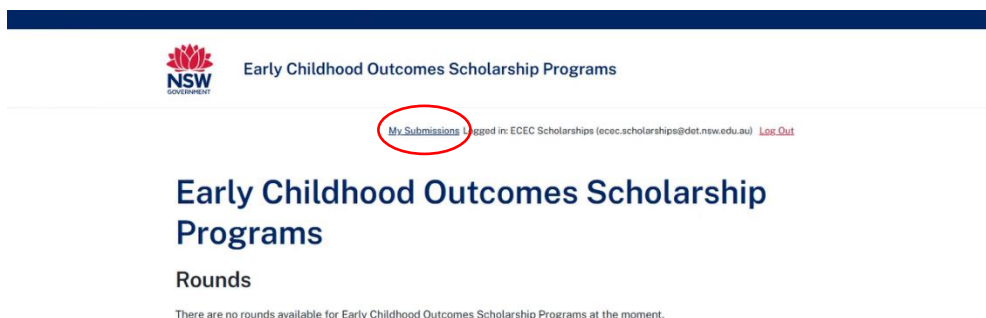
You must log-in using the same email address and password that was registered when you applied for your scholarship.

If you experience any technical difficulties or need any assistance with logging in, you can **contact SmartyGrants support** (details on the second last page under [Additional support](#)).

The screenshot shows the 'Login or Register' page of the SmartyGrants system. At the top, the NSW Department of Education logo is on the left, and the text 'Current Round: Not happen in' is on the right. Below this is the heading 'Login or Register'. A note states: 'A free account is required to make an online submission. Registration gives you secure access to your forms, allowing you to save your progress and resume later.' There are two main buttons: 'Log In' and 'Register'. Under the 'Log In' button, there are input fields for 'Email:' (with a placeholder 'yourname@example.com') and 'Password:', followed by a 'Log In' button. Below these fields are links for 'Forgot your password?', 'Privacy Policy', and 'Terms of Use'. Under the 'Register' button, there is a note: 'If you haven't registered or started filling in a form, [register here](#).' The entire form is set against a light blue background.

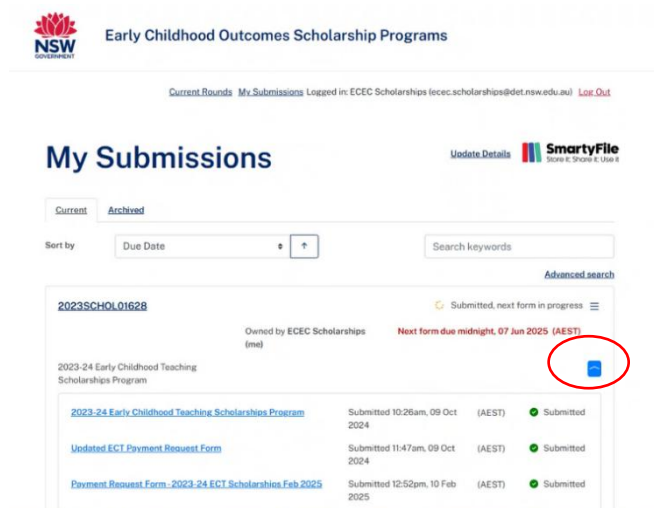
Step 3 – Open your payment request form

Click on 'My Submissions'.



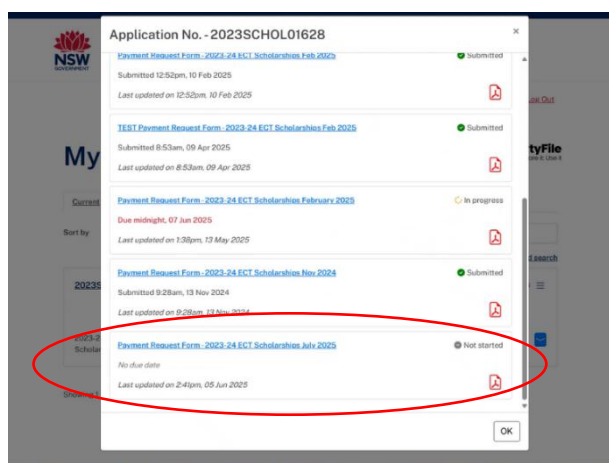
- If the round is open and you can't see any forms, confirm you are using the **correct link for your cohort** and **email address** to log-in to SmartyGrants.

Click on the **Expand** button on the right of the screen to display all forms.



Select the Payment Request form displayed.

- The newest forms will appear at the bottom of the list and will appear as 'not started' until you have clicked into and began drafting the form.



Step 4 – Complete the Payment request section of the form

Confirm the form shows your correct Scholarship ID.

NSW GOVERNMENT Early Childhood Outcomes Scholarship Programs

Current Rounds My Submissions Logged in: ECEC Scholarships (ecec.scholarships@det.nsw.edu.au) Log Out

SmartyFile Store it. Share it. Use it.

2023-24 Early Childhood Teaching Scholarships Program — 2023SCHOL01628

In progress, last saved today, 2:41pm (AEST)

Save Progress Save and Close Next Page

2023-24 Early Childhood Teaching Scholarship Payment Request Form

* indicates a required field.

Scholarship Program - Milestone and/or Practical Unit Support Payment Form

This form is how scholars can submit a payment request form.

All payment requests must be fully completed and submitted by: **Monday, 28 July 11:59PM**

The Scholarships Team assesses each individual payment request to determine if the submitted documentation meets the eligibility criteria for payment. All payment requests are

Form Navigation

1. 2023-24 Early Childhood Teaching Scholarship Payment Request Form
2. Initial Payment/Not Applicable
3. Milestone Payments/Not

Confirm your personal details by filling in all fields marked with a red Asterisk (*).

Refer to your Funding Notice for the number of completed units required for each milestone payment.

If you don't have a Funding Notice, please upload your most recent transcript. The scholarships team will then create a breakdown of your payments based on your current situation, and you will receive any payments you may be eligible for.

Details of scholar recipient

Name *

First name Last name

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Are you currently employed in the ECEC sector? *

☐ Yes

☐ No

☐ Prefer not to say

Clear

At least 1 choice and no more than 1 choice may be selected.

Change of Circumstances

5. Scholar Declaration

Review and Submit

You will also be asked about any changes in details and prompted to upload evidence of this if this applies to you.

Have any of your details above changed since you last provided to the department? (i.e. name, email or phone number). If yes, please tick below. *

☐ Yes

☐ No

[Clear](#)

Note: For name changes you must upload proof of this name change such as licence, marriage certificate or other forms of official identification

Attach a file: [Choose Files](#) No file chosen

[Upload new file](#)

 Select stored file

You will then be asked if your bank details need to be updated since your last payment.

- If your bank account details have changed, select 'yes' and complete and upload the EFT form (noting the requirements listed). **If your bank details have not changed, there is no need to complete this section, just select 'no' and proceed with your payment request.**
- Please take note of the requirements listed on SmartyGrants for filling in your EFT form appropriately.

Changes to Bank Account Details

ONLY complete this section if your bank account details have changed

Please ensure the following points when filling out your EFT form:

- Your full Legal Name is provided.
- Your personal bank details, as per your Deed of Agreement. Please **do not** provide your service or employer bank account details, as these may not be processed.
- The correct date and year are included on the form.
- The form must be fully handwritten or fully digitally completed; no combinations will be accepted.

The link to the blank EFT form is [here](#).

Please note: The field "Name of Scholar Bank Account" requires the full Legal Name of the scholar who owns it.

Do you want to update your bank details *

☐ Yes

☐ No

[Clear](#)

Once completed, upload the Electronic Funds Transfer (EFT) form here:

Attach a file: [Choose Files](#) No file chosen

[Upload new file](#)

 Select stored file

Step 5 – Fill in the Initial Payment question when prompted

You will be asked if you have received your \$1,000 payment previously. Your answer will determine which payment request page you are directed to.

- If you select **'Yes'** you will be taken to the Milestone and Practical Unit Support payment page.
- If you select **'No'** you will be taken to the Initial and Practical Unit Support payment page.

Have you received payment previously

Have you received your initial \$1,000 payment *

☐ Yes

☐ No

[Clear](#)

At least 1 choice and no more than 1 choice may be selected.

[Save Progress](#) [Save and Close](#) [Next Page](#)

Step 6 – Fill in the relevant payment request page indicating the payment type/s you are requesting and attach any supporting documentation

Option 1 - Filling in the Initial and Practical Unit Support payment page

Make sure you are on the right page – this page should only be filled in if you **have not** yet received your Initial Payment.

Upload supporting documentation that meets all of the criteria listed in the [Supporting Documentation Guidelines](#) and confirms that you are eligible for your Initial Payment.

Initial Payment
* indicates a required field.

Request for Payment

All documentation submitted by scholars will be individually assessed. To meet eligibility requirements for an initial payment, you must supply a full unofficial or official academic transcript demonstrating all of the below:

- Enrolment in an eligible course.
- Enrolment in units occurring after your award date, and that the census date for those units has passed.
- Your full academic history for your course, including recognised prior learning and all units completed to date.

Please refer to the [Supporting documentation guidelines \(PDF 311.7 KB\)](#) to ensure your documentation meets the criteria of supporting documentation.

Funding Notice

If you are eligible for your initial payment, you will also receive a funding notice which details your total scholarship award and personalised breakdown of your scholarship payment schedule.

Please confirm you are attaching the document detailed below: *

☐ Official transcript, unofficial transcript or other documentation that displays the criteria listed in Supporting Documentation Guidelines, including proof of enrolment past the census date and after 9 October 2023

[Clear](#)

Attach your supporting documentation here: *

Attach a file: [Upload new file](#) [Select stored file](#)

Form Navigation

1. 2023-24 Early Childhood Teaching Scholarship Payment Request Form March 2026
2. Initial Payment
3. Milestone and Practical Unit Support Payments (Not Applicable)
4. Scholar Declaration

[Review and Submit](#)

Practical Unit Support Payment/s

You may be eligible for up to two practical unit support payments of \$2,500 each, up to a maximum total of \$5,000, for undertaking eligible practical units as part of an approved course.

You will be assessed and paid for up to two practical units if your supporting documentation meets eligibility requirements. We encourage you to use these funds to help manage your unpaid practical placements.

To assist in our assessment process, please provide any practical unit codes you believe may be eligible for payment.

Note: This does not guarantee payment, the practical unit must be enrolled or completed after the start of your scholarship date. This must not be a unit you have already been paid for or have withdrawn or failed. If you have already received two eligible practicum payments, filling out this section will not make you eligible for additional payment.

If applicable, please provide the first practical unit code:

If applicable, please provide the first practical unit name:

If applicable, please provide the second practical unit code:

If applicable, please provide the second practical unit name:

[Previous Page](#)

[Save Progress](#)

[Save and Close](#)

[Next Page](#)

If you are part of the 2022/2023 ECEC and 2023/2024 ECT scholarship cohorts, you will be assessed and paid for up to two practical units, regardless of whether you have requested this payment. To help with our assessment process, you will be prompted to add the unit codes and names of up to two enrolled or completed practicums (this does not guarantee payment).

Option 2 - Filling in the Milestone and Practical Unit Support payment page

Make sure you are on the right page – you should fill in this page if you have already received your \$1,000 Initial Payment.

**Early Childhood Outcomes Scholarship Programs**

[Current Rounds](#) [My Submissions](#) Logged in: ECEC Scholarships (ecec.scholarships@det.nsw.edu.au) [Log Out](#)



2023-24 Early Childhood Teaching Scholarships Program — 2023SCHOL01628

In progress, last saved today, 3:01pm (AEST)

[Previous Page](#) [Save Progress](#) [Save and Close](#) [Next Page](#)

Milestone Payments

* indicates a required field.

Request for Payment

For milestone payments, refer to the email with your Funding Notice for a breakdown of your payment structure to determine which milestone you are up to. You can request multiple milestone payments by ticking multiple boxes.

The Scholarships Team individually assess all documentation submitted by scholars. To meet the requirements to be eligible for an initial payment, your valid documents should clearly display all of the below criteria:

- Document date
- Your full name
- Institution name (e.g. Charles Sturt University, TAFE NSW)

Form Navigation

1. 2023-24 Early Childhood Teaching Scholarship Payment Request Form
2. Initial Payment (Not Applicable)
3. Milestone Payments
4. Practical Unit Support Payment (Not Applicable)
5. Scholar Declaration

You will be asked if you have completed your qualification. Your answer will determine which payment request page you are directed to.

- If you select **'Yes'** you will be taken to the 100% Milestone Payment and Practical Unit Support payment page.

If you select **'No'** you will be taken to the Milestone Payment and Practical Unit Support payment page.

Payment Request

If you have completed your qualification, please select 'yes' in the next question. You will then be taken to the 100% milestone payment section, but will be paid for any eligible milestone/s remaining as per your Funding Notice.

Have you completed your qualification? *

☐ Yes

☐ No

[Clear](#)

Upload supporting documentation that meets all of the criteria listed in the [Supporting Documentation Guidelines](#).

Step 7 – Attach files to provide supporting documentation for relevant payment type/s

If you ticked 'yes' to having completed your qualification, you will be taken to the 100% Milestone Payment section. By ticking the box, you are confirming that you are attaching a full academic transcript showing that evidence that all course requirements have been met, and you are eligible to graduate or have graduated. Then, attach the document to your form by pressing either 'upload new file' or 'select stored file.'

100% Milestone Payment

To be eligible for your 100% Milestone Payment, you must submit a full academic transcript to show as evidence that all course requirements have been met, and you are eligible to graduate or have graduated.

If you do not submit a transcript meeting the requirements above, you will be ineligible to receive your final payment in this payment round. You will have another opportunity to submit a request during the next payment round.

Please confirm you are attaching the document detailed below: *

☐ Academic Transcript (showing all course requirements have been met, and that you are eligible to graduate or have graduated)

[Clear](#)

Upload academic transcript here (this transcript should display that you are eligible to graduate or have graduated): *

Attach a file: [Upload new file](#) [Select stored file](#)

Please upload in a PDF format

If you ticked 'no' to having completed your qualification, you will be taken to the Milestone Payment section. You will be asked to confirm that you are attaching either an official transcript, unofficial transcript or other documentation that displays the criteria listed in the Supporting documentation guidelines by ticking the box. Then, attach the document to your form by pressing either 'upload new file' or 'select stored file.'

Milestone Payment

Please confirm you are attaching the document detailed below: *

- ☐ Official transcript, unofficial transcript or other documentation that displays the criteria listed in Supporting Documentation Guidelines

[Clear](#)

Official transcript, unofficial transcript or other documentation that displays the criteria listed in Supporting Documentation Guidelines here: *

Attach a file:

[Upload new file](#)

 [Select stored file](#)

Please upload in a PDF format.

You must ensure that your supporting documentation meets all of the criteria listed in the [Supporting Documentation guidelines](#).

Step 8 – Fill in the relevant practical unit support payment boxes (ONLY applicable to 2022-23 ECEC and 2023-24 ECT scholarship programs)

If you are part of the 2022/2023 ECEC and 2023/2024 ECT scholarship cohorts, you will be assessed and paid up to two practical units, regardless of whether you have requested this payment. To help with our assessment process, you will be prompted to add the unit codes and names of up to two enrolled or completed practicums (this does not guarantee payment). If you do not complete this section, you will still be assessed and paid up to two practical payments if you are eligible.

Practical Unit Support Payment/s

You may be eligible for up to two practical unit support payments of \$2,500 each, up to a maximum total of \$5,000, for undertaking eligible practical units as part of an approved course.

You will be assessed and paid for up to two practical units if your supporting documentation meets eligibility requirements. We encourage you to use these funds to help manage your unpaid practical placements.

To assist in our assessment process, please provide any practical unit codes you believe may be eligible for payment.

Note: This does not guarantee payment, the practical unit must be enrolled or completed after the start of your scholarship date. This must not be a unit you have already been paid for or have withdrawn or failed. If you have already received two eligible practicum payments, filling out this section will not make you eligible for additional payment.

If applicable, please provide the first practical unit code:

If applicable, please provide the first practical unit name:

If applicable, please provide the second practical unit code:

If applicable, please provide the second practical unit name:

Previous Page

Save Progress

Save and Close

Next Page

Step 9 – Complete the scholar declaration and commitment to child safety sections and read the information provided regarding once assessments close

You must read, understand and confirm all the declarations listed by ticking the boxes.

The screenshot shows the '2023-24 Early Childhood Teaching Scholarships Program – 2023SCHOL01628' form. At the top right is the 'SmartyFile' logo. Below the title, it says 'In progress, last saved today, 3:08pm (AEST)'. There are four buttons: 'Previous Page', 'Save Progress', 'Save and Close', and 'Next Page'. The 'Scholar Declaration' section is highlighted in blue. Below it, there is a 'Form Navigation' sidebar with a list of steps: 1. 2023-24 Early Childhood Teaching Scholarship Payment Request Form, 2. Initial Payment (Not Applicable), 3. Milestone Payments, 4. Practical Unit Support Payment, 5. Scholar Declaration (highlighted), and Review and Submit. The 'Scholar Declaration' section contains the following text: 'I confirm the below: *' followed by four checkboxes: 'All information and evidence submitted is true and accurate', 'I may be contacted of any clarifications needed via email or phone.', 'I have reviewed my Funding Notice and Transcript to confirm eligibility for payment.', and 'I understand I may receive payment for up to two eligible practical support units if I demonstrate eligibility in my supporting evidence (i.e. transcript)'. There is a 'Clear' button and a note 'At least 4 choices must be selected.' Below this is the 'Commitment to Child Safety Declaration' section, which contains the text: 'By submitting this payment request, I declare that: *' followed by six checkboxes: 'I comply with, and will continue to comply with, all laws relating to child protection.', 'I am not the subject of, nor have I previously been the subject of allegation, investigation or findings related to misconduct in the early childhood education and care (ECEC) sector, reportable conduct involving children or any other action taken which may affect my suitability to work with children, by: any Australian ECEC Regulatory Authority (including the NSW ECEC Regulatory Authority), any Australian working with children check (WWCC) screening agency (including the NSW Office of the Children's Guardian), my current employer and/or a former employer.', 'I hold a valid and current WWCC clearance that has not been cancelled, terminated, or interim barred. If I do not currently hold a WWCC clearance, I declare that I am not aware of any matter that may affect my suitability to obtain such a clearance or to engage in child-related work at any point.', 'I am not, nor have been: charged with or convicted of any offence committed against, with or in the presence of a child, the subject of or connected with (for example, by way of referral, accusation or questioning) any investigation or court proceedings into such an offence in any jurisdiction, a disqualified person under the Child Protection (Working with Children) Act 2012 (NSW), or aware of any matter that may affect the good reputation of the NSW Department of Education (DoE) or its scholarship programs.', 'I understand that making a false or misleading declaration may result in the termination of my scholarship, repayment of funds, and possible proceedings for the offence of fraud and dishonestly obtaining property belonging to another.', and 'I will the notify the DoE immediately if I am unable to comply with any of the above statements while the scholarship agreement is in effect.' There is a 'Clear' button and a note 'At least 6 choices must be selected.'

You must read, understand and confirm all the child safety commitments listed by ticking the boxes.

The screenshot shows the 'Commitment to Child Safety Declaration' section. It contains the text: 'By submitting this payment request, I declare that: *' followed by six checkboxes: 'I comply with, and will continue to comply with, all laws relating to child protection.', 'I am not the subject of, nor have I previously been the subject of allegation, investigation or findings related to misconduct in the early childhood education and care (ECEC) sector, reportable conduct involving children or any other action taken which may affect my suitability to work with children, by: any Australian ECEC Regulatory Authority (including the NSW ECEC Regulatory Authority), any Australian working with children check (WWCC) screening agency (including the NSW Office of the Children's Guardian), my current employer and/or a former employer.', 'I hold a valid and current WWCC clearance that has not been cancelled, terminated, or interim barred. If I do not currently hold a WWCC clearance, I declare that I am not aware of any matter that may affect my suitability to obtain such a clearance or to engage in child-related work at any point.', 'I am not, nor have been: charged with or convicted of any offence committed against, with or in the presence of a child, the subject of or connected with (for example, by way of referral, accusation or questioning) any investigation or court proceedings into such an offence in any jurisdiction, a disqualified person under the Child Protection (Working with Children) Act 2012 (NSW), or aware of any matter that may affect the good reputation of the NSW Department of Education (DoE) or its scholarship programs.', 'I understand that making a false or misleading declaration may result in the termination of my scholarship, repayment of funds, and possible proceedings for the offence of fraud and dishonestly obtaining property belonging to another.', and 'I will the notify the DoE immediately if I am unable to comply with any of the above statements while the scholarship agreement is in effect.' There is a 'Clear' button and a note 'At least 6 choices must be selected.'

There is information for you to read about what to expect once you have completed and submitted your request.

What to expect after you have submitted your payment request

You will receive a confirmation email from SmartyGrants in your inbox when you have successfully submitted your request form. If you do not receive this email or are experiencing any other difficulties, please contact:

Phone: +61 3 9320 6888 Email: service@smartygrants.com.au

After the payment request round closes, the department will assess all individual submissions.

Once assessments have been completed, eligible payments will be made to the account nominated by the scholar.

All scholars will receive a payment outcome via email before the next payment round opens.

The Scholarships Team thanks all scholars for their patience as this work is completed. Please keep an eye out on your inbox for further communications from us.

[Previous Page](#)[Save Progress](#)[Save and Close](#)[Next Page](#)

Step 10 – Check your form for completeness before submitting

Review your form to ensure you have completed all required fields and uploaded sufficient supporting documentation where prompted. Any mandatory fills not yet filled will appear as red and you will not be able to submit your payment request until these are filled in.

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

Click the Submit button when you're ready to submit this form.

This form must be submitted before 31 October 2024, midnight (end of day) Australian Eastern Daylight Time.

You can refer to the table below to ensure that your supporting documentation is sufficient for your payment request (pending a review of your eligibility).

Submitting supporting documentation for each payment type

Payment type	Document you must submit
Initial payment	Official transcript, unofficial transcript or other documentation that displays the criteria listed in the Supporting documentation guidelines, showing enrolment past census date after your start of scholarship date.
Milestone payments	Official transcript, unofficial transcript or other documentation that displays the criteria listed in the Supporting documentation guidelines

Payment type	Document you must submit
100% Milestone payment	A full academic transcript to showing all course requirements have been met, and you are eligible to graduate or have graduated.
Practical payments	A document or transcript showing an eligible practical unit shown as enrolled or completed after your start of scholarship date. Any eligible practical payment found will be paid.

Important: uploading insufficient evidence will deem you ineligible to receive a payment this round and you will have to wait until the next payment request round to submit a new request.

Step 11 – Submit your payment request form for assessment

After carefully reviewing your form, once you are satisfied with all information and documentation supplied, click **Submit** to finalise your request.

After submitting your form, you will receive a confirmation displayed below.

Thank you, your submission has been received.

Submission Number: 2023SCHOL01628

A copy of your submission has been sent to your email address. You can also return and log in to [this site](#) at any time to view or download your submission. If you have any questions please contact us directly.


SmartyFile
Store & Share & Use It

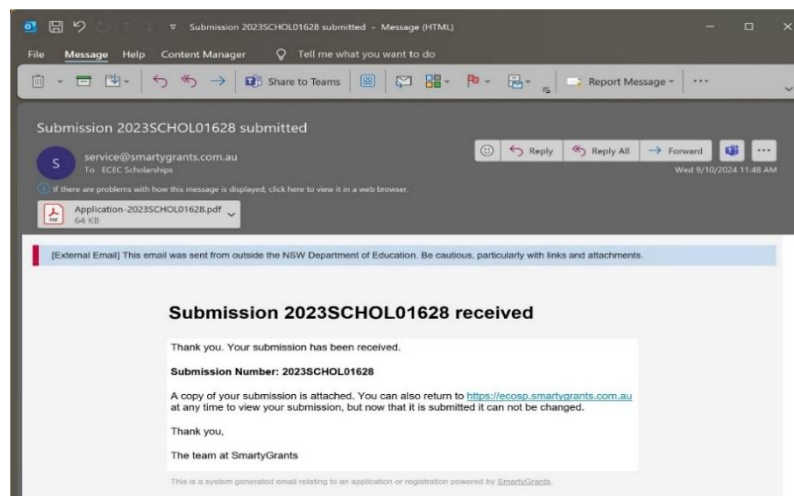
A SmartyFile profile allows you to:

- Login to SmartyFile and any sites powered by [SmartyGrants](#).
- Collaborate with other team members on SmartyGrants submissions.
- Set up multiple team members as users for your organisation with different access levels.
- Automatically pre-fill your personal and organisation contact information into SmartyGrants forms.
- Store files under your personal and organisation profiles to access when completing SmartyGrants forms.
- Manage, view, search and sort all of your submissions across multiple funders in one spot.

It's free to set up your SmartyFile profile using your existing account.

[Create Profile Now](#)

You will also receive an automated email from SmartyGrants confirming your form has been successfully submitted. If you have any questions or concerns, please do not reply to this automated email but contact the Scholarships Team directly.



Additional Support

For SmartyGrants access or technical assistance:

- **Visit:** [SmartyGrants Help Guide for Applicants](#)
- **Visit:** [SmartyGrants Applicant FAQs](#)
- **Phone:** +61 3 9320 6888
- **Email:** service@smartygrants.com.au

For payment request process assistance:

- **Visit:** [Submitting scholarship payment requests - scholars 2020 onward](#)
- **Email:** ecec.scholarships@education.nsw.edu.au

Resources:

- Watch the [Supporting Early Childhood Teaching Scholars to make payment requests](#) webinar for more information about the payment request process
- Review the [Supporting Documentation Guidelines](#) to see the document requirements to confirm your payment request eligibility

Eligibility requirements for each payment type:

Payment type	Eligibility requirements
Initial payment	If you have not received your Initial payment, you may be eligible to receive this if you are enrolled • past census date, • after the start of your scholarship and, • ACECQA approved course. If you have not received your Initial payment, you will also not have a Funding Notice. Your Funding Notice is generated once you provide full academic history and proof of enrolment past census date and is sent at the same time as your Initial payment.
Milestone payments	To confirm if you are eligible for a Milestone payment, refer to your Funding Notice and current academic transcript. Your Funding Notice has been previously emailed to you if you have been paid your Initial payment, however if you cannot locate this please email the Scholarships Team at ecec.scholarships@det.nsw.edu.au. Your Funding Notice is important as it outlines your total scholarship award including the credits needed for each payment milestone, and the payment due at each milestone. To be eligible, your transcript must show that you have accumulated the required credit points stated in your Funding Notice to match the Milestone Payment you wish to receive.
100% Milestone payment	Your 100% Milestone payment is due when you have completed all the required credit points needed for your course and your qualification has been awarded. To be paid your 100% Milestone payment, you must submit a full academic transcript to show as evidence that all course requirements have been met, and you are eligible to graduate or

Payment type	Eligibility requirements
	have graduated.
Practical Unit Support Payments (for 2022-23 and 2023-24 cohorts only)	Eligible scholars in the 2022-23 and 2023-24 cohorts can apply for Practical Unit Support Payments in any payment request round. Scholars can request up to two Practical Unit Support Payments and must provide proof they are enrolled in or have completed a practical unit after the start of their scholarship. We will assess and pay up to two eligible practical units, regardless of whether the unit is nominated in your SmartyGrants form. We encourage you to use these funds to help balance your practical placement.