

**2016/17 Childcare
Grants**

Guidance Notes

**Newport Family Information Service and Childcare
Grants Team**

**GRANT application
closing date: 21st
June 2016**



Newport Family Information Service
Gwasanaeth Gwybodaeth Teulu Casnewydd



Gwasanaeth Gwybodaeth i Deuluoedd
Family Information Service

THE GRANTS

AVAILABLE CHILDCARE GRANTS 2016-17:

GRANT 1. Sustaining good quality existing provision 0 -14

- ◆ *Full Day Care, Sessional Playgroups Inc. Wrap around care*

GRANT 2. Establishing New Childcare Places

- ◆ *Existing childcare settings that want to expand and/or New businesses looking to address proven demand for more childcare places*

GRANT 3. Childminder Start Up / Support Grant

- ◆ *New Childminders*
- ◆ *Registered childminders needing support*

GRANT 4. Disabled Children Grant

- ◆ *Existing childcare settings or Parent and Toddler groups / Ti a fi needing equipment to enhance the experiences of children with disabilities in their care*

GRANT 5. Equipment Grant

- ◆ *Registered childcare providers including Parent & Toddler groups / Ti a fi (not registered)*

WHO CAN APPLY?

Existing or new Childcare providers from the voluntary and public sectors, who can demonstrate that they provide services within the Newport City boundary and who are **registered** or are **preparing to be registered** with CSSIW. Parent and Toddler / Ti a Fi groups are eligible to apply for GRANT 5 – Equipment Grant.

If you offer 3 & 4 year old education places your application will be considered based on you being able to provide evidence that the funding will benefit the whole nursery and won't be used to subsidise the education funded sessions. Non Maintained Education Providers will be considered on an individual basis in conjunction with the Early Years Team (Newport City Council, Civic Centre).

WHAT CAN BE FUNDED?

Newport City Council and the FIS and Childcare Team have agreed that applications should be invited for grants in accordance with the Welsh Government criteria. Relevant extracts have been included as an appendix to this guidance material. Where possible, applicants are expected to demonstrate that they have read the Childcare Sufficiency Assessment for Newport by looking to address the gaps identified within the report. The report can be found here:

www.newport.gov.uk/fis

HOW MANY GRANTS CAN I APPLY FOR?

All eligible settings can apply for a grant under each heading. Therefore, it would be possible to apply for one of each of the five grants, if the applicant is able to meet the criteria set out under each heading.

WHEN CAN I APPLY?

The grant period is open from **April 11th 2016 until June 21st 2016**. The grants panel will then meet to look at the applications on an individual basis.

GRANT APPLICATION PROCEDURE:

1. Call the FIS and Childcare Team on 01633 840669 and ask for Kirsty Jones or Penelope Phillips to request a grant application form. Alternatively you can email family.information@newport.gov.uk
2. **The application will be sent out by Newport FIS for you to complete. When completing the application form it is important that you contact your affiliated umbrella organisation for support so that they can assist you in gaining the best outcome e.g. Wales Preschool Providers Association, Clybiau Plant Cymru Kids Club, Mudiad Meithrin, PACEY Cymru.**
3. You should take a copy of the application form for your records and ensure that you include all supporting evidence with your application form e.g. accounts, consultation evidence, procurement procedures etc.

Please send to: FIS and Childcare Team, Central Library, John Frost Square, Newport City Centre, Newport, NP20 1PA.

4. Once the completed Grant Application form is received by the team, the grant request will be analysed by the approved Grants Panel. The application will be agreed, adjusted

or rejected. You may be asked for additional information before funding is released.

5. The outcome will be documented formally with a letter from the FIS and Childcare Team.
6. If you have applied for an equipment grant, the FIS and Childcare Team will send the funding for the full amount to your setting. **Please note it is your responsibility to then order equipment as stated on your application form. You are then responsible for paying the invoice.**

DUE TO AUDIT REQUIREMENTS THE FIS AND CHILDCARE TEAM COULD BE REQUIRED TO VISIT SETTINGS TO ENSURE ALL FUNDING APPLIED FOR IS SPENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS GRANT. ANY FUNDING UTILISED FOR PURPOSES NOT STATED IN THE APPLICATION FORM IS REQUIRED TO BE RETURNED TO THE FIS & CHILDCARE TEAM.

There are Conditions of Acceptance attached to receiving and spending the grant, which are outlined below. Also, in receiving the grant you are agreeing to submit the **Financial Information Required**.

FINANCIAL INFORMATION REQUIRED:

- ◆ If you are awarded any grant we will require a copy of your annual accounts at the end of the financial year in which your grant was awarded. Where these are not available, actual ledgers of account must be submitted to evidence grant income received and expenditure incurred. These will need to be signed by an authorised person confirming the funding has been utilised as per the terms of the application.
- ◆ We also require an End of Year report that indicates:
 - How the money was spent.
 - How the funding was required to meet a shortfall in income provision (this should also be visible on the Income and Expenditure Statement)
 - How the support forms part of a progressive move towards viability (if a sustainability grant is awarded) i.e. the organisation is not dependant on continued funding.

The submission date for this information is 31.03.17 at the very latest.

CONDITIONS OF ACCEPTANCE

- ◆ Grants may not be used for payments of any debts. This includes Rent Arrears.
- ◆ The FIS and Childcare Team reserves the right to inspect the organisations' records and to reclaim any monies allocated that are not used for the purpose intended and applied for.
- ◆ The FIS and Childcare Team reserves the right to re-claim grant monies that have not been utilised in full and / or where expenditure cannot be adequately evidenced.
- ◆ Applicants must comply with the Financial Information Requirements.
- ◆ If the organisation ceases to provide the service for which the grant was issued – the whole or part of the grant must be refunded to the FIS and Childcare Team. Where toys and equipment have been purchased, they should be returned to the FIS and Childcare Team.

- ◆ ***By signing the grant application form you agree to the terms and conditions outlined in this guidance.***

GRANT APPLICATION TIMETABLE

- ◆ Grant applications are available from 11th April 2016
- ◆ Closing Date for 2016/17 applications: 21st June 2016
- ◆ If, following the allocations of grants, there is money unspent within the grants pot then the grants window will be reopened.

You must contact the Family Information Service (FIS) if opening hours, costs or services offered changes in any way so that they can inform the public and update the details of your provision on the database. The FIS team are responsible for distributing update and accurate information but can only do this with help from childcare settings.

You must contact the team if your circumstances change which makes the grant expenditure invalid or the money and anything purchased with the grant can be reclaimed.

GRANT 1 - Sustaining Good Quality Existing Provision 0-14

Who can apply?

Existing CSSIW registered Playgroups, Full Day Care, and Cylch Meithrin in Newport.

What should the grant be used for?

To sustain existing good quality providers, which includes nurseries, playgroups and out of school provision, particularly in areas of deprivation. Sustainability of provision can be assisted through the support of appropriate expenditure e.g. staffing costs, rent, heating & lighting and **essential** health and safety requirements (highlighted in CSSIW inspections). This grant would only be for one year, and settings are not eligible to re-apply in the next financial year (except in exceptional circumstances).

Criteria for assessing grant

This is aimed at existing, registered childcare providers in the voluntary, statutory and private sectors.

Applicants must be able to demonstrate their need for financial assistance, and also have a strategy in place for continued sustainability in the following year.

In 2016-17, continued priority will be given to sustaining and supporting those who address the needs of working parents and those that accommodate children with additional needs.

Grant ceiling for sustainability applications is: £3,000.00

Please note that from 2016-17, there will be an expectation that successful applicants will need to ring fence £300 of the total amount awarded for marketing and promotion of your setting to aid the sustainability of your business. You will be asked to evidence your approach to marketing your business.

GRANT 2 – Establishing New Childcare Places

Who can apply?

CSSIW registered Playgroups, Full day Care settings, Cylch Meithrin

What should the grant be used for?

To support existing or new childcare providers in developing new childcare provision

Providers should consider the demand in their area for the different forms of childcare provision, including provision in the Welsh Language. In-2016-17, priority will be given to setting up and extending provision in areas where demand can be proven, especially in areas where there is currently little or no provision and also those that service specific need e.g. additional needs, untypical hours, wrap around services.

Criteria for assessing grant

This is aimed at existing and new registered day care providers who are expanding or opening new childcare provision.

Applicants must be able to demonstrate that there is an identified need for childcare in the area and that the new service will not displace existing provision.

Examples of evidence may include waiting lists, parent feedback forms and/or local needs questionnaire.

Grant ceiling for applications is: £2000.00

GRANT 3 – Childminder Start –Up Support Grant

What should the grant be used for?

To support new Childminders in fulfilling the minimum standards as registered Childminders, consideration will be given to Childminders located in disadvantaged areas and those catering for children with special educational needs.

Criteria for assessing grant

This is aimed at all newly registered Childminders and can be used to purchase:

- Health & Safety Equipment
- Basic Essential Equipment
- Multicultural Equipment

Additional funding would be considered for Childminders located in disadvantaged areas and those catering for children with special educational needs.

Applicants must be registered by CSSIW as a Childminder.

Grant ceiling for applications is: £150.00

The FIS and Childcare Team also fund the PACEY Quality Start Pack which includes: 12 months membership to NCMA, public liability insurance, business start-up information and literature. This is paid once the applicant has completed a PACEY 'Quality Start' leaflet, which is available from FIS and Childcare Team. The cost of this pack is **currently £156.29**. Additional funding is also provided for training.

Any childminder receiving the grant and **subsequently ceasing to be a childminder within 12 months** of registration may be required (where appropriate) to repay some or all, of the grant received. Also, where assets have been purchased such as toys and equipment and they are still in reasonable condition, these could be returned to the Local Authority.

If you are a pre-registered childminder going through the process of registering with CSSIW, you MAY be able to access our subsidised training programme provided that can prove you have completed and passed your CYPOP 5 course within the last 12 months.

GRANT 4 – Disabled Children Grant

Who can apply?

Any childcare setting or parent and toddler group who wish to enhance the experiences of children with disabilities in their care.

What should the grant be used for?

Applicants need to be able to demonstrate 1 of the following:

1. To support childcare providers in enhancing their environment by offering equipment for routine care that enables them to meet the needs of disabled children
2. To support Childcare providers who may need specific training for an additional need in their setting
3. To support childcare providers in enhancing their environment and promoting full participation of children with disabilities by offering equipment for play and learning that is accessible to all.
4. To support childcare settings in enhancing their sensory equipment or rooms.

Criteria for assessing grant

This is aimed at supporting groups to purchase equipment that will enhance the quality of the provision in their group.

Grants will not be awarded to settings that require funding for any structural additions, extensions or physical enhancements to their property that requires planning permission or significant renovations.

Applicants must be able to demonstrate that they are unable to purchase this equipment without the support of the grant.

Grant ceiling for applications are:	Playgroups	£400
	Cylch Meithrin	£400
	Full Day Care	£500
	Childminders	£300
	Ti a Fi	£200
	P&T	£200

GRANT 5 – Equipment Grants

Who Can Apply?

CSSIW registered Childminders, Playgroups, Nurseries, Cylch Meithrin, as well as Ti a Fi's and Parent & Toddler groups.

What should the grant be used for?

To support the development of quality provision by enhancing the equipment in the settings

Criteria for assessing grant

This is aimed at supporting groups to purchase equipment that will enhance the quality of the provision in their group.

Applicants must be able to demonstrate that they are unable to purchase this equipment without the support of the grant.

Grant ceiling for applications are:	Playgroups	£350
	Cylch Meithrin	£350
	Full Day Care	£350
	Childminders	£150
	Ti a Fi	£150
	P&T	£150

Special consideration will be given to those childcare settings who are showing a positive commitment to culture and diversity within their provision.

Resources and equipment that promote the Welsh language and culture will be supported under this grant.

Resources that promote and extend the awareness of the different cultures in the city and across the world will be looked upon positively under this grant.

Resources for learning and exploring diversity can include topics that promote age, race, religion, ability, gender or anything related to the UNCRC or equal opportunities.

VITAL NOTES:

ALL APPLICANTS CLEARLY NEED TO DEMONSTRATE WHY THEY NEED HELP AND ASSISTANCE

PLEASE NOTE THAT NEWPORT FIS AND CHILDCARE TEAM CANNOT GUARANTEE A GRANT TO ALL APPLICANTS AND THAT ANY GRANT AWARDED IS NO INDICATION OR COMMITMENT TO FUNDING IN SUBSEQUENT FINANCIAL YEARS

PLEASE RETAIN THE YELLOW COPIES OF THE GRANT APPLICATION FORM FOR YOUR RECORDS.

IT IS VITAL THAT YOU PROVIDE AS MUCH INFORMATION AS POSSIBLE ON THE APPLICATION FORM. IF YOU ARE APPLYING FOR A SMALL GRANT PLEASE GIVE A BREAKDOWN OF THE GOODS YOU INTEND TO ORDER ON THE GRANT APPLICATION FORM.

IF THE FORMS ARE RETURNED WITH SECTIONS NOT COMPLETED THEY CANNOT BE PROCESSED & WILL BE RETURNED TO PROVIDERS.

GRANT FORM QUERIES – TRANSLATION OF TERMS:

Details of expenditure / Financial Breakdown:

This is the applicant's opportunity to show that they have looked into the cost of their request, by obtaining quotes and researching prices for their goods /services. i.e. obtaining prices of equipment (for Grant 5) from the catalogue they wish to use, going out to the shop and observing price of item they hope to purchase. The total of this breakdown should equal the total amount requested.

Management & Monitoring Arrangements:

This is the umbrella organisation that supports group. This may be Wales Pre-school Playgroups Association through liasing with the Development Worker, other relevant organisations, National Childminding Association, Mudiad Ysgolion Meithrin or Clybiau Plant Cymru.

IF YOU HAVE ANY PROBLEMS FILLING IN THE FORMS / GRANT ELIGIBILITY QUERIES PLEASE CONTACT: NEWPORT FIS AND CHILDCARE TEAM - 01633 840669