**CHILDCARE OFFER SMALL PROJECT CAPITAL GRANT**

**GUIDANCE Part 1 & APPLICATION FORM Part 2**

**PART 1 Guidance**

**Eligibility**

All Torfaen childcare providers who are registered or in the process of registering with Care Inspectorate Wales (CIW) and are offering Childcare Offer places for 3 and 4 year olds or who intend to offer places within Torfaen.

**Purpose of the grant**

To enable settings to increase the number of places available

To improve the quality of the facilities

To lower the age range of the provision to include 3 and 4 year olds

Funding

In any one year the maximum amount that can be awarded to any one setting is:

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| --- | --- |
| Childminders and those registered for 8 or fewer places | £5,000 |
| Childcare providers registered for 9 to 15 places | £7,500 |
| Childcare providers registered for 16+ places | £10,000 |

What can be funded?

* General refurbishment, including painting, replacing carpets, etc; (N/A for Childminders)
* Improving the outdoor play facilities of a setting, such as replacing the outdoor play surface or providing a canopy;
* Replacing / repairing fixtures and fittings such as toilets, kitchen facilities, windows, doors, etc.; (N/A for Childminders)
* Replacing worn equipment / furniture / toys which could potentially pose a health and safety risk. So for example a rusted outdoor climbing frame, broken or badly worn furniture, which could cause splinters; or a well-used and tatty changing table, which can no longer be hygienically cleaned;
* IT equipment provided it can be clearly shown that there is a need in order to deliver Childcare Offer places, this could include laptops, printers, etc; this does not include IT equipment for the children’s use.
* Adaptations to the setting to improve access, etc; and
* The provision of bespoke equipment / furniture which will enable a provider to accommodate a child with additional learning needs.
* Towards the purchase of a minibus which would be used to transport children between the childcare and education elements of the Offer. Leasing costs are not eligible for funding and neither are running costs such as insurance, petrol, servicing etc. (N/A for Childminders although the funding towards the cost of a larger car may be considered )
* Purchasing equipment which will enable the setting to accommodate 3 and 4 years olds;

**What cannot be funded?**

The funding is for capital purchases only, essentially something that has a resale value or improves the value of the property. It cannot be used to fund:

* The purchase of consumables (e.g. paper, cleaning materials, nappies);
* Staff costs (e.g. wages, training, travel and subsistence);
* Utility bills (e.g. gas, electric, rates);
* The provision of Wi-Fi;
* Insurance costs (e.g. building insurance, employer’s liability insurance).

**Criteria**

When submitting an application for funding, a provider must:

* Be able to demonstrate that there is a demand for childcare;
* Be registered with CIW or in the case of new providers, give a written undertaking that it will register with CIW at the earliest opportunity;
* Be registered with the Local Authority to deliver Childcare Offer places or give a written undertaking that it will be registering with the Local Authority;
* Be able to demonstrate security of tenure for a minimum of 5 years; (please provide evidence)
* Be prepared to commit to offer Childcare Offer places for a minimum of 5 years from the date on which the final grant payment is made and acknowledge that if it stops providing Childcare Offer places or routinely accepts fee paying children over those in receipt of the Offer, then it will be required to repay all or part of the grant funding paid;
* Acknowledge the investment it has received in any promotional material issued to parents.

You are required to provide evidence of the above as part of the application process.

**PART 2 Application Form**

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| **Name of applicant** |  | | |
| **Name of Childcare Setting** |  | | |
| **Childcare setting legal status**  (e.g. company limited by guarantee; private provider, sole trader, co-operative, social enterprise, voluntary management committee) |  | | |
| **Address of Setting** |  | | |
| **Postcode** |  | **Telephone Number** |  |
| **Email** |  | | |

|  |  |
| --- | --- |
| **Care Inspectorate Wales (CIW) Registration Number** |  |
| **Number of places registered for** |  |
| **If you are not registered, have you contacted CIW to find out what you need to do to register?**  **Have you submitted your registration form to CIW?**  **When do you anticipate you will be registered?** |  |
| **Does your setting hold a current Quality Assurance Mark? If yes, please give details and provide expiry date** |  |
| **Has your setting undertaken any of the Environmental Rating Scales? E.g. ITERS, ECERS, SACERS, FCCERS. If yes, please give details and provide date undertaken**  (If not, as part of the T&C’s of receiving funding, the LA will work with you towards quality improvement.) |  |
| **Are you a member of any childcare umbrella organisation? If yes, please specify** |  |
| **Have you signed up to provide the Childcare Offer with TCBC?** |  |

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| **Please tell us why you are applying for funding?** |
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| **How will the funding be spent?**  **Please detail exactly what funding will be spent on. Provide a breakdown of items and costs, and a minimum of 2 quotations.**  **(Receipts will be required as part of the grant monitoring process.)** |
|  |

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| --- | --- |
| **Total amount of funding requested**  (See page 1 for maximum amount available to your setting – dependent on number of childcare places registered for) | **£** |

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| **Will this funding enable you to increase the number of childcare places offered and/or improve the quality of the facilities you offer? Provide detail below** |
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| **Please demonstrate evidence of the demand for childcare for 3 and 4 year olds in your area** |
|  |

**Incomplete application forms will not be considered** and will be returned to the applicant. Providers may request support from their Childcare Development Officer by calling 01633 648114/5.

If your application is approved you will be asked to formally accept the offer in writing and provide your bank details for payment purposes. You may also be required to submit additional supporting evidence.

**Declaration**

Torfaen Early Years and Childcare team will use the personal information you have provided for verification purposes to prove your eligibility for grant funding. The documents provided will be stored securely on TCBC’s electronic server and held for 6 years as per financial monitoring regulations; this can only be accessed by authorised personnel. Paper documents containing personal data are held in secure filing cabinets and can also only be accessed by authorised personnel. The information provided may be used for audit purposes within this timeframe, in which case the information would be shared securely with Welsh Government. We will not share your data with any other third parties.

I consent to the information on this form being shared with TCBC Capital Grant for Childcare Offer for Wales Panel. I consent to basic information about this application (Setting Name, Purpose of Award and Amount Awarded) to be shared with the Early Years Development and Childcare Partnership (EYDCP) for monitoring purposes.

**I certify that, to the best of my knowledge and belief, the information contained in this application (including any supporting information) is true and accurate. I confirm that I have read, understood and accept the above statement and give my consent to be contacted regarding relevant matters.**

This must be signed by the person(s) **with overall ownership and responsibility** for the setting, in addition to the person completing the form, if different.

**Owner Committee Representative**

Name……………………………… Name………………………....

Date……………………………….. Date……………………………

Signature………………………….. Signature……………………...

**Manager Setting Leader**

Name………………………………. Name…………………………..

Date………………………………... Date…………………………….

Signature…………………………... Signature………………………

**Checklist**

Your application can only be processed if all the questions on this form are completed, the form is signed by the appropriate people and we receive all the necessary supporting evidence. Incomplete applications will be returned to the applicant.

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| --- | --- |
| **Please tick** |  |
|  | Completed all sections of the application form |
|  | Person with ownership of the setting has signed the form |
|  | Kept a copy of the application for own records |
|  | Read, understood, signed and enclosed the Terms and Conditions of the grant |
| **I have enclosed:** |  |
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|  | Evidence of security of tenure |

**Please return completed application to:**

[Childcaresupport@torfaen.gov.uk](mailto:Childcaresupport@torfaen.gov.uk)

Or post to:

Childcare Development Officer

Cwmbran ICC

Ton Road

Cwmbran

Torfaen

NP44 7LE

Torfaen childcare team can be contacted on 01633 848114/5

**Please sign and return with your application**

**TERMS AND CONDITIONS OF CHILDCARE OFFER GRANT**

**In accepting this grant you are required to fulfil the following requirements:**

1. The childcare provider agrees to promote the Childcare Offer and ensures that the investment from Welsh Government will be acknowledged, using the Childcare Offer branding, in any promotional material issued to parents.

2. In accepting this offer of funding the applicant agrees to provide Childcare Offer places for a minimum of 5 years from the date the grant funding is paid. If the applicant fails to accept children being funded via the Offer, then it will be liable to repay all or part of the funding paid. This will not apply if the applicant can clearly demonstrate that he / she would welcome children under the Offer but there is no take up.

3. The funding must be spent solely on those items deemed eligible for funding and included in your approved application. If there is evidence that any part of the funding has been used for ineligible items then the applicant will be required to repay that amount.

4. Funding is only available for providers who offer childcare in Torfaen.

5. Grant funding is subject to audit both internally and externally. Monthly monitoring of the grant funding will be required from the time funding is first received until 12 months after the final payment. Please note that as a recipient of a grant, your provision may be subject to an **unannounced** monitoring and/or audit visit.

6. If you have different settings in different Local Authorities you will ensure that all equipment purchased with this grant remains in settings based within Torfaen County Borough at all times. If a monitoring visit indicates that equipment purchased with the grant is not present at the setting in receipt of the funding, the Local Authority may initiate a clawback of the grant.

7.The grant must be spent as indicated on your grant award letter and receipts must be provided as part of the monitoring process.

8. If not yet registered with CIW the applicant confirms they have submitted their registration application to CIW and anticipate being registered within 6 months of receiving grant funding. Any deviation from these timescales must be submitted as a request in writing to the Local Authority for consideration. Failure to do so may result in the Local Authority initiating a clawback of the grant.

9. If the provision closes or is suspended within 2 years of receiving this funding this may result in repayment being necessary of some or all of the grant. Any items purchased with this grant must also be itemised and returned to the Local Authority for redistribution.

10.You will receive regular visits from the Development Team in order to offer support and advice on your continuing development and to complete monitoring paperwork.

11. Childcare settings receiving funding who do not have a current Quality Mark or have not undertaken an Environmental Rating Scales Quality Improvement Observation, agree to undertake a baseline observation of the relevant scaleFollow up observations will be unannounced.

12. The application decision is final based, on the supporting evidence and panel members.

**I certify that I am authorised to sign this declaration on behalf of the setting named on page one of this application and confirm this application is made on the understanding that if successful, the setting will be bound to use the grant only for the purpose specified in this application and agree to comply with the criteria and terms and conditions of the grant award.**

This must be signed by the person(s) **with overall ownership and responsibility** for the setting, in addition to the person completing the form, if different.

**Owner Committee Representative**

Name……………………………… Name………………………....

Date……………………………….. Date……………………………

Signature………………………….. Signature……………………...

**Manager Setting Leader**

Name……………………………… Name………………………….

Date……………………………….. Date……………………………

Signature………………………….. Signature………………………