



**Childcare Business Support
Grant Application Guidelines
2020/21**



The **Childcare and Play Grant** (previously the Out of School Childcare Grant) is a **Welsh Government** programme which is delivered in Cardiff via the **Childcare Business Support Service**. It contributes to the delivery of a range of Welsh Government priorities outlined in the Early Years and Childcare Plan and Tackling Poverty Plan and is pivotal to supporting the provision of good quality, affordable and accessible childcare to meet the needs of families outside the school day.

Who can apply?

Any new and existing childcare organisations from settings that are incorporated, public and private sectors, who provide or support the development, sustainability and Quality Childcare.

In order to comply with the grant eligibility criteria, the organisation must:

- **Be operating in accordance with its legal governing document**
- **Be able to demonstrate their need for financial assistance**
- **Have a strategy in place for continued sustainability**
- **Provide written evidence of demand for the service requiring funding from Parental/Carer Surveys and Questionnaires.**

Applications will be assessed on an individual basis, taking into consideration legal compliance, current and projected financial position of the applicant organisation and proof that there is sufficient interest in the service requiring funding.

Grant funding for all successful applications will not be released until the Setting has re-opened following the Coronavirus Pandemic

All CIW and Dewis records must also have been up dated to indicate the change in the Provision status

What can be funded?

Applications are invited for funding under the following three categories:

Improving Provision

Assistance can be provided for cost associated with enhancing the quality of provision, particularly when it **addresses CIW** requirements or matters raised in **Inspection Reports (please submit last CIW Report with your application)** to make them suitable for childcare on a continuing basis.

For the financial year 2020-21 and in light of the Pandemic settings can apply for assistance which would allow the provision to reopen in line with Welsh Government (WG) Guidance, Protective Measures and Care Inspectorate Wales (CIW)

These measure may include Portable Wash Hand Stations and associated equipment, Room Dividers, Isolation Room set up, meeting Food Standard Agency Guidelines, Computer Systems for communicating with Parents, for items not eligible for funding under the Childcare Offer Capital Small Grants Scheme.

[Link to Welsh Government Protective measures in childcare settings: Keep Childcare Safe](#)
[Link to Public Health Wales statement on Novel Coronavirus \(COVID-19\) outbreak updated daily at 2pm](#)
[National Minimum Standards for Regulated Childcare](#)
[Link Food Standards Agency](#)
[link CIW Up Dates](#)

Workforce Training

We encourage Continuous Professional Development and funding can be provided for settings with staff who wish to embark on specific training (including Childcare & Play work qualifications) as a result of CIW requirements or in order to improve and develop the services of the provision. We would expect this to be underpinned with evidence your setting' Training Needs Analysis. Funding does not extend to Legal & Regulatory training courses available via **Workforce Development** as they are already heavily subsidised.

Sustainability Support

In light of the current situation, we intend to introduce applications for Sustainability Grants in Quarter 4 (January –March 2021)

Established childcare providers who are having difficulty maintaining viability, can apply for **One-Off** funding to sustain existing good quality childcare provision towards marketing, advertising and promotion and in light of the Pandemic, providers can apply for one off funding from 1/1/21, for £1,500 in total, towards staffing costs to ensure continuity of employment. Providers must demonstrate how they are progressively working towards viability in the longer term. We will require actual figures Operating Budget/Cash flow for the period of re-opening to the date of the Grant Application. **A successful application for a sustainability grant will exclude the**

setting/provision from applying for an additional sustainability support in the following Financial Year.

How much can we apply for?

The amount of the grant will depend on individual circumstances but the total any organisation can apply for during the same financial year will be **£2000**.

As a guide for applicants, we expect the number of **created/sustained** places being supported by the funding to reflect the amount applied for. We will fund at a rate of **£200** per childcare place based on your registered CIW number, up to a maximum amount of **£2,000** per setting.

In relation to capital costs, we only allow minor works to be covered but these must not exceed £1,500. Full details of all work to be carried out to be supplied at the time of application. If your capital work relates to Childcare Offer Places, please apply for the Childcare Offer Capital Grant

All funding must be spent by 31st March 2021.

Applications are welcome from 20th July 2020.

It is our intention to divide the Childcare and Play Grant into three Quarters maximum spend each Quarter of £20k

- 20/7/2020 - 30/9/2020
- 1/10/2020 - 31/12/2020
- 01/01/2021 – 31/03/2021

Please ensure that your application is completed in full before it is submitted as incomplete applications will be rejected.

How are applications assessed?

Applications will be scored against set criteria based on the information and supplementary evidence provided.

Continued priority will be given to supporting those to allow them to implement the necessary measures to enable the provision to re-open and those who address the needs of working parents and accommodate children who are vulnerable or with additional needs.

How will the grant be monitored?

In order to ensure that the grant has been used for its intended purpose and to assess the impact it has had on an organisation's work, a monitoring process will take place at the end of the financial year or earlier if the funding has been fully utilised. Interim monitoring will also take place, depending on the nature of the funding.

In most circumstances a Childcare Business Support Officer will be in regular contact with the organisations that they fund via the telephone, email or meetings.

Successful recipients will also be asked to complete an evaluation form of the funding application process as a means of enabling us to ensure that the service is delivered in the most efficient manner.

When will we hear if we have been successful?

Applicants will be notified within one month of submitting their full application whether or not they have been successful.

If your application is declined, you are able to re-submit a revised application within the same financial year. However, you would need to demonstrate what changes have been made in order to strengthen your case for funding.

Additional Links:

[Link for test, track and trace](#)

[Link to apply for coronavirus test](#)

“This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg”

Completing the Application Form

Question 1

Please include details of the Organisation using the address of the premises from where the childcare operates (if applicable) and name the electoral ward where the service is provided. Your legal status could be any of the following: Company Limited by Guarantee (including Charitable Companies), Company Limited by Shares, Community Interest Company, Charitable Incorporated Organisation, Partnership, Sole Trader, etc.

Question 2

Please specify how the service engages with local schools to provide Out of School childcare.

Question 3

You need to explain clearly why you are applying for funding and demonstrate your particular financial need for funding – **(Actual figures/registers to be submitted from re-opening to grant application to be Submitted)** i.e. why you cannot fund this venture yourselves.

Question 4, 5 & 6

This should be the total amount of all items you are applying for. Each item should be identified on the attached **Childcare** Costing Sheet and submitted with your application.

Question 7 & 8

Please note, the full amount must be spent by 31st March 2021.

Question 9 & 10

Detail how the service and service users will benefit from the funding.

Question 11

Identify the severity of the grant not being awarded.

Question 12

Please demonstrate what steps you are taking to ensure that the service will be self-financing in the future, without the need for grant funding.

Question 13

Please ensure this section is completed fully by the person submitting the application. If you have any question regarding the evidence to be submitted, please contact the Childcare Business Support Service for further assistance.

If at any stage you wish to withdraw your application, please notify the **Childcare Business Support Team** on **029 20351714**.

