**Childcare Business Support**

**Grant Application Form**

**(2022-23)**

**\*\*This form is available in Welsh / Mae’r ffurflen hon ar gael yn Gymraeg\*\***

1. **Details of Application Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | Click or tap here to enter text. | **Electoral Ward** |  |
| **Address** | Click or tap here to enter text. | **Postcode** |  |
| **Email** |  | **Telephone** |  |
| **Website** |  | **Legal Status** |  |

1. **Please provide a brief overview of your registered / registering organisation**

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1. **Please include details of all school you provide wrap-around for**

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| --- | --- |
| **School/s** | **Type of service** *(breakfast club, after school club, wrap around…)* |
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1. **Age Range of children currently on your register**

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| --- | --- |
| **Age Range** | **Numbers** |
| 0 – 2 years |  |
| 2 – 4 years |  |
| 4 – 7 years |  |
| 7 – 11 years |  |
| Other |  |

1. **What are your operating charges? Please complete**

|  |  |
| --- | --- |
| **State operating times** | **Fee £** |
| E.g., 08:00am – 09:00am | **£10** |
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1. **Which of the following category will the grant support you with?**

*Please note you can only apply for one category of application at any one time. Please select the most relevant category, or, if you are not sure, please speak to one of the CBSOs*

|  |  |
| --- | --- |
| **Sustainability support**  Supporting information to include: Cashflow reflecting the need for financial assistance, financial forecast reflecting future sustainability, business plan demonstrating future plans to support sustainability | **Please state your need for financial assistance** |
| Click or tap here to enter text. |
| **New or extended childcare places**  Supporting information to include financial forecast reflecting future sustainability, evidence of demand, Business plan, items costing sheet | **State the demand for this service in your area and how you are aware of this, number of places being created, unique selling points and confirm that there will be no displacement of other services in your local area.** |
| Click or tap here to enter text. |
| **Workforce Training**  Supporting information to include specific training information including cost of training and training provider | **State how the grant will support Workforce development and your need for financial assistance.** |
| Click or tap here to enter text. |
| **Improving Provision**  Supporting information may include CIW report relating to quality recommendations; Quality of Care review; Quality assurance scheme action plans; New curriculum requirements; | **State how the grant will support the organisation to improve the quality of provision, please include information on how this enhances the service and experiences of the children.** |
| Click or tap here to enter text. |

1. **Amount of funding requested**

*Complete the costings sheet for all items to be funded and submit with application*

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1. **When will you begin incurring costs?**

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1. **If the grant was not awarded, what would the implications be on your provision?**

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1. **What financial management systems do you have in place or are putting in place to ensure long term sustainability, without future funding?**

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1. **How many months of financial reserves does the setting hold?**

*Financial reserves are funds set aside to cover future obligations (staff costs, building costs, utilities)*

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1. **Applicant Declaration & Signature**

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| Please confirm: | |
|  | The date my childcare record was last updated on DEWIS (applications supplied for sustainability or quality will not be accepted without registration on Dewis) UPDATE DEWIS RECORD [HERE](https://www.dewis.wales/Default.aspx) |
|  | All appropriate authorities have been informed of any applicable changes to our services (this may include CIW, Planning authorities, Food standard agency, Dewis…) [LINK TO CIW NOTIFICATION OF CHANGE](https://online.careinspectorate.wales/#/login) |
| I have enclosed authentic copies of the following documents: | |
|  | Evidence of Legal Status, this may include either a constitution (charitable organisation), Certificate of Incorporation (public limited company), Sole trader (registered with HMRC), |
|  | CIW Registration Certificate (or evidence of commencement of registration process |
|  | Up to date Statement of Purpose |
|  | Latest Annual Accounts within the last 12 months (not applicable to new or public organisations) |
|  | Business Plan / Operational Plan |
|  | Operating Budget and cashflow (templates available on request) |
|  | Recent bank statement (or a signed letter from the bank for new organisations). |
|  | Additional evidence to support application (e.g., inspection report recommendations, compliance issues...) |
|  | Costing’s sheet |
|  | Member of Cwlwm partner organisation (e.g., Pacey, Nation Day Nurseries Association, Early Years Wales, Mudiad Meithrin, Clybiau Plant Cymru) |
|  | Please provide the date of Latest (CIW) Report |
| I have kept: | |
|  | A copy of this application for reference |

If funding is approved, please pay the grant into the following bank account:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Account Name: |  | Sort Code: |  | Account Number: |  |

By signing this declaration, I confirm the accuracy of this application; that I have read, understood, and accepted the Guidelines and Terms and Conditions; that this funding will only be used for the purposes outlined in this application and that failure to do so will result in the funding being repaid.

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| --- | --- | --- | --- |
| Main Contact: |  | Position: |  |
| Signed: |  | Date: |  |

Please sign and return your completed application with all supporting information by email to:

[**ChildcareBusinessSupport@cardiff.gov.uk**](mailto:ChildcareBusinessSupport@cardiff.gov.uk)

Please await an email confirmation receipt of your application