



**Childcare Business Support
Grant Application Guidelines
2024/25**



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 and is key to supporting the provision of good quality, affordable and accessible childcare to meet the needs of families in Cardiff.

Who can apply?

Any new or existing sole traders, incorporated public or private sector childcare organisations, that provide and support the development of quality sustainable, registered 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 demand for the service requesting funding.

Grant funding for all successful applications will only be released when the setting is fully operational.

All CIW and Dewis records must be up to date at the time of the application.

What can be funded?

Applications are invited for funding under the following four categories:

New or extended Out of School (aged 3 years +) Childcare Places.

Applications for funding can include set-up costs (excluding staffing but including **one-off** upfront payments **relating to rent or insurance costs**) **the setting must be able to demonstrate that there is a demand for further childcare places in their area, and that the new service will not displace or dilute existing childcare provision.** Assistance is available to undertake parental surveys. In the twelve months following receipt of the Childcare and Play Grant, we will return to the setting/provision, to request details:

- How many places were filled following receipt of the grant?
- How many parents did the grant assist?
- Of the parents helped, how many were working 16 hours per week or more

Improving Provision

Assistance can be provided for costs associated with enhancing the quality of provision, particularly when it **addresses CIW requirements** or matters raised in **Inspection Reports (please submit last CIW Report date with your application)** to make them suitable for childcare on a continuing basis. In exceptional circumstances Improving Provision funding *may* be available to address issues identified via routes other than by CIW, Implementation of the New Curriculum on a case-by-case basis.

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.

Critical Financial Support

Established childcare providers who are facing short term issues maintaining viability can apply for One-Off funding to assist the ongoing delivery of good quality childcare provision. We would expect the funding to be used for marketing, advertising and promotion. In exceptional cases, funding may be applied for to address unexpected costs, providing these are non-repeating. Providers must demonstrate how they are progressively working towards viability in the longer term. We will require actual Operating Budget/Cash Flow figures for the relevant period.

Additional contact from the Childcare Business Support Team will be required to discuss an Action Plan and to undertake a Business Health Check, which will need to clearly demonstrate strong evidence of how the setting will become and remain viable. All financial information supplied must relate to Financial Year from April 2023 – March 2024.

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 for, Improving Provision and Workforce Training will be up to a maximum of **£2000, of which must not exceed £1000 for Capital.**

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 **£100** per childcare place for Childminders and **£200** for a Non- Domestic Setting, up to a maximum amount of £1,000 for Childminder and **£2,000** per Non-Domestic Setting.

All funding must be spent by 31st March 2025.

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 remain 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 to Welsh Government Protective measures in childcare settings: Keep Childcare Safe National Minimum Standards for Regulated Childcare](#)

[Link Food Standards Agency](#)

[Link CIW Updates](#)

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

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

