



**Childcare Business Support  
Grant Application Guidelines  
2021/22**



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 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 funding will be available from Quarter 3, September 2021.**

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 presiding 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, 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's Training Needs Analysis. Funding does not extend to Legal & Regulatory training courses available via **Workforce Development** as they are already heavily subsidised.

## Sustainability Support

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. 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.

Whilst receipt of the Cwtch, Childcare Provider Support Grant D 2020-21 will not preclude settings from applying for a Sustainability Grant for 2021-22, we will require a robust Business Plan the supporting information for the on-going viability of the provision. Additional contact from the Childcare Business Support Team may also be required to discuss an Action Plan, which will need to clearly demonstrate strong evidence of how the setting will become sustainable/viable. All financial information supplied must relate to Financial Year from April 2021 – March 2022.

### **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 £1500 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.

**Sustainability Grant will be available for up to a maximum of £5000 per setting.**

**The maximum funding from the above grants that any setting can apply for during a Financial Year is £5,000**

**All funding must be spent by 31<sup>st</sup> March 2022.**

Applications are welcome from 24<sup>th</sup> May 2021.

Application funding will be split into two parts, £40,000 from commencement to 31<sup>st</sup> October 2021 and £40,000 from the 1<sup>st</sup> November 2021 – 31<sup>st</sup> March 2022

**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](#)  
[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 Updates](#)

**“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 & 3

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

### Question 4

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 to support grant application)** i.e. why you cannot fund this venture yourselves.

### Question 5, 6 & 7

**Please provide details of the number of childcare places that will be created or sustained, together with a list the number of children currently attending the setting by age range and session charges.**

### Question 8

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 9

Please state will you will being to incur costs, noting, the full amount must be spent by 31<sup>st</sup> March 2022.

### Question 10 & 11

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

### Question 12

Identify the severity of the grant not being awarded.

### Question 13

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 14

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**.

