

Terms and Conditions
Childcare Provider Support (CWTCH) Grant
Grant D Sustainability

In applying for the Grant, you confirm that you understand and will uphold the full requirements, obligations, principles and terms and conditions of the Grant as detailed below:

**Reduced demand for childcare places which is attributable to
Covid-19**

The funding can be used to support providers which are experiencing a loss of income as a result of reduced demand for childcare places. Where this is considered to be temporary and attributable to Covid-19 and has not been funded or met through other means, including existing Government support. This support is to help providers to remain sustainable until the end of the financial year, to enable them to consider and develop their operating models in light of the changes brought about by Covid-19.

This grant is not intended to top up any profit lost during this financial year.

To deliver support to Providers for reasons of reduced demand, Setting will be required to demonstrate that:-

- The reduction in demand is attributable to Covid-19 e.g. because parents are on the CJRS (Furlough) Scheme.
- The reduction in demand is temporary and that demand is likely to return to pre-Covid levels, (or close to pre-Covid levels) during 2021.
- Providers have plans to adapt its operating model to the potential changes in demand in the medium term to longer term:
- The Reduction in income as a result of the reduced demand is not being met from a different funding source
- The amount Grant funding available per registered setting is, **up to a maximum of,**

Childminders	£5,000
Childcare providers registered for 19 places	£7,500
Childcare providers registered for 20+ places	£10,000

Purpose

To provide sustainability funding to support childcare settings to continue operating throughout the challenges of Coronavirus, where no other public funding is being provided to cover the same costs.

Eligibility Requirements

The grant is available to CIW registered childcare businesses that have been affected by the Coronavirus outbreak.

- Please note that any support you receive or are due to receive from public sources in relation to Coronavirus from March 2020 to date will be counted and must be declared. This will include funding relating to Childcare Offer for Wales, Coronavirus Job Retention Scheme (CJRS), Flying Start, Foundation Phase Nursery (FPN), Wales Economic Resilience Funding (Phases 1-3), Business Insurance, any other Public Funding and any financial assistance received from your Local Authority, such as sustainability and start-up grants (these are separate from the Business Wales Start-Up Grant Scheme)
- The payment will be made to Childcare Providers who are eligible by the 31st March 2021
- This grant is available to all childcare settings that are open and operational, or if currently closed, can demonstrate that they will re-open.
- Providers must keep up to date with the National Minimum Standards and Regulations relating to childcare and implement any changes necessary to comply with such.
- Providers must ensure all staff have the appropriate experience, qualifications and skills that would be expected of an individual providing safe and quality childcare.
- Providers must have valid Public/Employer Liability Insurances in place at all times and for the appropriate sum by the reference to the number of children cared for
- Providers are responsible for, and must ensure, the information provided to Cardiff Council is kept up to date and accurate
- Providers must be a registered with the Information Commissioner Office

Fundamental Principles

- This is an administration revenue grant and can be used to cover **unfunded** loss of income and can be used against all revenue items.
- A provider cannot receive funding from **two** sources of public funds in respect of the same child or the same costs for the same time period
- The Grant is to be used to fund to the level of pre-Covid booked places. In the majority of cases, we would not expect this to exceed the maximum levels of occupancy pre-Covid (early 2020) or following the lifting of the lockdown.
- All applicants will be considered on an individual basis and payment of the grant is at the absolute discretion of the Local Authority within the criteria set out.
- Receipt of your application will be acknowledged within 10 working days.
- Decisions on applications will be made based on information provided in the application form, associated evidence and information checks that are conducted from other business data sources. If any data is incomplete or incorrect or the evidence provided is insufficient we will **not** process the application and it will be rejected.

- Applicants should note that the Local Authority may require repayment of the grant in full or part if evidence emerges that the applicant was not eligible.
- Payments are regarded as earnings and as such are to be included in your Tax Return
- The Childcare Provider Support (Cwtch) Sustainability Grant is open until the fund is fully committed or 31st March 2021, whichever is earlier. Applicants will be dealt with on a **first come first served basis**. This may lead to applications not being assessed after they have been submitted if the funds are fully committed.
- **ALL** monies must be spent by the **31st March 2021**. There is no provision to carry forward any funds into the next financial year.
- If the Provision closes within the allocated financial year, you will be required to return all, or part of the funding awarded.

Please be aware that it may take up to 6 weeks to process and show in your account. If you have any queries, please do not hesitate to contact the team on the following email, childcarebusinesssupport@cardiff.gov.uk

Your general obligations to us

At the point of application and thereafter you are required to provide true and accurate information to support your application for a grant.

You must notify us immediately by contacting childcarebusinesssupport@cardiff.gov.uk if:

- I. A payment has been made to you in error, and, or, if there are any circumstances that had the Council been aware of at the time of your application, may have affected the decision to approve your grant application.
- II. You have any suspicions that the information contained in your application may not be wholly complete, true or accurate, including, but not limited to;
 - Your authority to make the application on behalf of the business;
 - Your consideration of all necessary information to ensure your eligibility.
- III. You have not disclosed to us all material facts or circumstances, to enable us to obtain a true and correct view, in order to process your application correctly.

Data Protection

The information contained in your application has been used to process your application for the Childcare Provider Support (Cwtch) Grant.

- Personal information provided through your application is processed by Cardiff Council as the data controller for the specific purposes of the Welsh Government Grant Scheme;
- Personal data is processed in line with Cardiff Council's Privacy Policy and will not be shared with any third parties without your explicit consent unless we are required or permitted to do so by law;
- Cardiff Council has a duty to protect public funds and participates in various fraud prevention exercises with numerous external partners and agencies. Your data may

be shared/used, for the purpose of Fraud Prevention and Detection where it is considered necessary, appropriate and lawful to do so;

- Further information in respect of the Council's Data Protection obligations can be found on the Councils Privacy Policy page.
https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx

Fraud

- Cardiff Council has a duty to protect public funds and has a published zero tolerance approach to fraud;
- The Council will act robustly and decisively when fraud is suspected, this will include investigating suspicions, liaising with and reporting concerns to South Wales Police and taking action to recover any losses and sanctioning offenders;
- Any funds paid which are subsequently found to be ineligible will be subject to future recovery action.

Declaration

- I have read and accept the terms and principles of the grant, eligibility requirements, my responsibilities and obligations.
- I confirm that the business has not received funding from, and has not successfully applied for any additional Public Funds that cover the same costs.
- I consent for the processing of data and for the open book examination of records for audit/review, purposes and I accept that any payments identified as ineligible payments will be subject to future recovery action.
- In applying for the funding we/I have met and will uphold the eligibility criteria / grant terms and the general obligations to the Council
- I have completed the application form and associated declarations accurately and truthfully
- I have read and understood the Data Protection and Fraud Statements of the Childcare Provider Support (CWTCH) Grant.
- I understand that any grant will be subject to repayment in full if evidence emerges of ineligibility for the Childcare Provider Support (CWTCH) Grant.

Signature.....

Print Name.....

Name of Setting.....

Date.....

Name of Setting*	
Correspondent Email Address*	
Telephone Number*	
Bank Name*	
Branch*	
Sort Code*	
Account Number*	
Bank Account Name*	

Required Fields *

Annex 1

*Tick list as detailed on application form

General Information to be enclosed with your Grant Application

I have enclosed authentic copies of the following documents:
CIW Registration Certificate (or evidence of commencement of registration process)
I have kept: A copy of this application for reference

Annex 2 Grant D

Additional information to be submitted for Grant D

Declaration signed and returned
Copy of CIW notification of closure and re-opening
Confirmation that all staff costs claimed for are not eligible for the Coronavirus Job Retention Scheme (CJRS) or Self-Isolation Support Scheme
Please submit evidence of unavoidable loss of earning due to external restrictions placed on you
Annual Accounts within the last 12 months(not applicable to new or public organisations)
Business Plan
Actual Cash Flow for April 2020 – December 2020, Included in Application Form and projected Cash Flow for January 2021- December 2021

Actual Turnover 2019/20 together with Annual Spreadsheet. (If up to date Accounts are not available)

This Document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg