

Terms and Conditions

Childcare Provider Support (CWTCH) Grant

Part A, B & C

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:

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.

To support families by removing the need for providers to charge parents fees when a service is not being provided.

This funding can also be used to cover increased costs associated with Coronavirus e.g. purchase of PPE, additional heating costs arising from need for increased ventilation or costs associated with additional cleaning requirements.

This funding can be back dated to 14th September 2020.

There are 3 elements to the Grant (A, B & C)

Grant A - Self Isolation Grant (Full/Partial Closure of Setting)

Grant B - Premises Related Grant

Grant C - Increased Costs (Due to Coronavirus)

The award of a Grant in this financial year (April 20 – March 2021) shall not be deemed to imply any guarantee that a Grant will be awarded for the following year.

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) 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 (NB: providers can apply for the Self Isolation Grant for a maximum of 3 periods of closure between 14.09.2020 and 31.03.2021)
- The Grant is to be used to fund providers for **booked** places that are not being used temporarily (e.g. self-isolation) and to support settings where **outside** restrictions imposed because of Coronavirus are placing limits on the number of children they can care for.
- 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.

Grant A: Self-Isolation Grant (Full or Partial Setting Closure)

To support individual settings that have been required to fully or partially close due to Coronavirus.

- Grant funding will be paid after the setting/room or area within the setting subject to closure has re-opened.
- Evidence will be required from Public Health Wales (PHW)/Environmental Health (EH)/Test, Trace, Protect (TTP) detailing the closure.

- Copy of CIW Notification of closure and re-opening will be required to be submitted with your Grant Application.
- Last application to be received by the 31st March 2021.

The amount you will be eligible to claim for is based on the number of **booked** childcare places **unavailable** due to Self-Isolation. The unavailable places must **NOT** be funded by the Childcare Offer or other public funding, such as Flying Start, or by parental fees.

Example

If a room with 10 children booked to attend has to self-isolate, but 3 are already funded by the Childcare Offer, then the grant will cover 7 places

Income from this grant is a **CONTRIBUTION** towards overall running costs

The grant is a contribution to cover loss of income from **private fees ONLY**. It cannot be claimed if the setting is charging parents for these places.

Amount which will be paid is £4.50 per hour. The number of hours will reflect the length of the session provided.

- £45 per full day place (full day-care/full day-care sessional care/holiday care) – up to 10 hours
- £22.50 per half day place (wrap around in full day-care; half day session in full day-care) – up to 5 hours
- £13.50 per sessional care place (playgroup, Cylch, after school club)- up to 3 hours
- If a Day Nursery / Sessional Care have to close a room that usually has 10 Full time places, but these are occupied by some full time and some part time booked places, these should be categorised as such.
- Providers can claim for up to a maximum of **5** closures between 14th September 2020 until the fund is fully committed or 31st March 2021, whichever is earlier

N.B. The grant will only cover booked places that will be lost because of the full/partial setting closure and the Local Authority will require evidence of bookings

B. Premises Related Grant

For 'tenant' (school, community centre, church hall, scout hut, etc.) settings that are unable to operate or only operate a reduced service due to 'Landlord' requirements/PHW or Environmental Health Advice/Protective Measures Guidance.

This Grant will support settings who, as a result of Coronavirus, have experienced a loss of income and additional Coronavirus related costs.

General Principles

- Settings are **NOT** eligible to claim for individual staff costs if accessed/accessing Coronavirus Job Retention Scheme (CJRS) for those staff wages while closed
- This is a contribution to loss of private fees and increased costs because of the pandemic.

- You will be required to provide evidence of the unavoidable loss of income because of the external restrictions placed on you because of the pandemic.

N.B. This will only apply for businesses where the setting remains fully or partially closed due to external landlord / company requirements (as opposed to decisions taken internally by the business) and it can be proved that the closure is unavoidable.

Where applicable, staff should be encouraged to apply for the National £500 for Low Paid Workers, unable to work because of the pandemic

- The grant is based on the premise that providers are able to retain a childcare workforce who, because of external restrictions, are not able to work and cannot access the Coronavirus Job Retention Scheme (CJRS), to prevent them from being made redundant.
- The Setting will be required to submit written evidence from the Landlord, School, Public Health Wales (PHW), etc. confirming that the setting is operating on reduced numbers or closed due to Landlord requirements
- Copy of Notification sent to CIW detailing the temporary closure will be required.
- Funding will only be available to cover the settings normal working pattern (e.g. only holiday weeks will be covered for those settings that usually operate holiday cover)

Examples

1. Sessional childcare staff **not** on Coronavirus Job Retention Scheme (CJRS) = £12.50 per half day = £62.50 per staff member per week
2. Full Day Care/Holiday Care staff **not** on Coronavirus Job Retention Scheme (CJRS) = £25 per day = £125 per staff member per week

This grant can **only** be used to cover Operational staff. Settings will be required to provide evidence, detailing staff who have been affected by the partial/full closure and are not being funded via the Coronavirus Job Retention Scheme (CJRS). The Local Authority will conduct random checks with the staff involved.

Grant B1 – Partial Closure

- Staff costs as detailed above
- Plus a one off lump sum payment of up to £1,000 for Full Day Care/£500 Sessional Care per setting. Evidence will be required to be submitted with the application, detailing the ongoing costs, this is not an exhaustive list,
 - Utility Bills, Gas, Water, Electricity
 - Insurance
 - National Insurance/Pension contributions...

Grant B2- Full Closure

- Staff Costs as detailed above
- Plus a one off lump sum payment of up to £2,000 for Full Day Care/£1,000 Sessional Care per setting for Overheads, Insurance Costs, etc. as detailed in **B1**

The maximum grant available under this strand is capped at £5,000

C. Increased Costs Grant

This grant may be used to cover increased costs associated with Coronavirus, e.g. purchase of PPE, additional heating costs arising from the need to increase ventilation and additional cleaning requirements

- Settings will received a one-off payment with maximum capped amounts as shown below, dependent on CIW registration:

• Type of setting	Amount (£)
Childminder	250
Sessional*	350
Full Day care**	500

* Breakfast, after school, playgroup, and crèche

** Full day care nursery, holiday care

- Payments are regarded as earning and as such are to be included in your Tax Return
- **You are required to respond via email to confirm acceptance of Grant C, within 14 working days following receipt of Offer. When accepting the one off payment you are confirming that you have not received funding from and have not successfully applied for any additional public funding that cover the same costs. If not accepted within this period the offer will be withdrawn.**

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 Council's 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:
Legal governing document (Constitution, Certificate of Incorporation, etc.)
CIW Registration Certificate (or evidence of commencement of registration process)
If the setting is unregistered, confirmation required that they will contact Business Wales to commence process and providing consent that we can contact Business Wales for up to date information/process towards registration with CIW.
I have kept: A copy of this application for reference

Annex 2 Grant A

Additional information to be submitted for Grant A

Letter or email from Public Health Wales/Environmental Health/Test, Trace Protect
Copy of CIW notification of closure and re-opening
Scan/copy of redacted booking register to include details of full time and part time booking in setting claimed for and that they are accurate and up to date
Confirmation that parents have not been charged for the duration of the closure and confirm that all affected parents have received a copy of the template letter supplied by Local Authority
Confirmation that all staff costs claimed for are not eligible for the Coronavirus Job Retention Scheme (CJRS) or Self-Isolation Support Scheme

Annex 3 Grant B

Additional information to be submitted for Grant B

Please submit evidence of unavoidable loss of earning due to external restrictions placed on you
Confirmation that staff costs claimed for are not eligible for the Coronavirus Job Retention Scheme (CJRS)
Letter or email from Landlord, School, Public Health Wales etc. confirming the setting is operating on reduced numbers or is closed due to Landlord requirements
Copy of notification to CIW of closure or partial closure

Annex 4 Grant C

Additional information to be submitted for Grant C

Please submit evidence of additional costs incurred because of the Pandemic since re-opening, please provide date of re-opening.
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Please provide details of increased/future on-going costs related to the Pandemic

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