

Terms and Conditions

Childcare Support (Utilities) Grant A & B

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 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, whilst maintaining an income for the childcare provider.
(Grant A)

This funding can also be used to cover increased costs including Rent and Utility Costs.
(Grant B)

This funding can be back dated to 1st April 2021.

There are 2 elements to the Grant (A & B)

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

Grant B - Increased Costs, Utility Costs, and Rent and Utilities Costs (where they are combined)

The award of a Grant in this financial year (April 21 – March 2022) 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.

- The payment will be made to Childcare Providers who are eligible, by the 31st March 2022, or until the funding has been fully utilised.
- 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 grant is available to offset utilities (gas, electricity water) up to the capped limits, based on either a full year estimated bill, or 120% of the annual costs if based only on Q1 and Q2 costs.
- Although predominantly a utilities grant, settings that are charged combined rent and utilities (such as settings on school sites) can use these costs to calculate the amount claimed.
- Childminders can apply for up to a maximum of **£1500** for utilities, evidence of bills will be required from Year to date, or Quarter 1 and Quarter 2.
- For Settings in Rented Premises, registered for 19 places and under and pay for Rent and utility bills combined can apply for up to **£5,000**
- Settings registered for 20 places or more and pay Rent and Utility Bills can apply for up to **£7500**
- Full Day-Care, can apply for a Utilities grant to cover up to 120% of full year utility bills up to a maximum of **£7500**
- 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 1st April 2021 and 31.03.2022)
- Local Authority are able to fund providers for **booked** places that are not being used temporarily (e.g. self-isolation) where parents' fees have been waived by the provider
- 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.
- The Childcare Support Grants is open to applications from the 1st November 2021 until the fund is fully committed or 20th March 2022, whichever is earlier. Applications will be dealt with on a **first come first served** basis. This may lead to applications not being appraised after they have been submitted if the fund is fully committed. The Local Authority have absolute discretion on the duration and terms of the fund

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/Area subject to closure has re-opened
- **Evidence will be required from Public Health Wales (PHW)/Environmental Health (EH)/Test, Trace, Protect (TTP) advising the setting not to continue providing their services while a household member is isolating (childminders). Funding will NOT be available if the setting has not been advised by PHW/EH OR TTP to close. For settings, evidence will be required to show why the setting had to close e.g. both members of staff were self-isolating at the same time.**
- 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 1st March 2022.

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

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

Example: -

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.

- £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 **3** 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. Utilities Bills Grant

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

- Settings can apply for a grant, dependent on CIW registration, as set out below:

• Type of setting	Amount (£)
Childminder up to	1500
Sessional* registered for 19 or under, up to	5000
Sessional* registered for 20 or more, up to	7500
Full Day care**	7500

* Breakfast, after school, playgroup, and crèche

** Full day care nursery, holiday care

- **Childminders, for the purpose of this grant, we will provide grant funding based on 35% of the total costs of the utility bills (Electricity, Gas and Water) this being the proportion of costs which are directly attributable to childminding (up to the maximum of £1,500).**
- **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 B, within 14 working days following receipt of Offer. When accepting the grant 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 Support (Utilities) 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 Support (Utilities) Grant.
- I understand that any grant will be subject to repayment in full if evidence emerges of ineligibility for the Childcare Support (Utilities) 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)
12 month Cashflow April 2021 – March 2022
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 detailing advice to close setting
Copy of CIW notification of closure and re-opening for Childminders
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

Annex 3 Grant B

Additional information to be submitted for Grant B

Please submit evidence of your utilities bills, bank statement, utility bill (Supplier)
