

**Kerry County Childcare Committee**

**Childminding Development Grant 2018**

**Who is the Childminding Development Grant for?**

Anyone providing a childminding service in their own home, or those planning to set up a new childminding service i.e. Childminders, grandparents, relatives etc. The grant is not available to childminders caring for children in the parent’s home.

**What do I have to do to be eligible to apply for the grant?**

1. You should be minding or intend minding a minimum of 2 children. At least 1 child on a full time basis [[1]](#footnote-1)F and 1 child on a part time basis or at least 3 children on a part time basis.[[2]](#footnote-2)P You can apply for the grant in preparation for minding new children but the grant cheque can only be paid when you have started your childminding business.
2. You should not have received a CMDG within the last 2 years (from date of last draw down)

**What do I have to do to be eligible to draw down the grant post approval?**

1. Organise insurance cover for your childminding service.
2. Have completed / booked on the Introduction to Childminding Workshop (Quality Awareness Programme - QAP) or have relevant childcare training

**Priority will be given to those applicants who:**

1. Are voluntary notified to Kerry County Childcare Committee or registered with Tusla, whichever is appropriate (see overleaf) or willing to notify/register as appropriate.
2. Meet eligibility criteria but who have never received a grant previously.
3. Will increase the number of childcare places particularly in areas of high unmet childcare demand.
4. Care for the greatest number of children.
5. Operate a full-time service.
6. Regular attendance at training or networking events.

### What is the Introduction to Childminding workshop (Quality Awareness Programme)?

This is a 15 hour childminding training course. Topics include roles & responsibilities of childminding, partnership with parents, child development, health, hygiene & safety, well- being of children and a practical, hands on play workshop. The course costs €20 and is usually delivered over 2 Saturdays.

**What is voluntary notification?**

Childminders can voluntary notify their childminding service by completing a self-evaluation form and fulfilling the requirements of 4 nationally recognised core areas which look at the attributes, knowledge and skills of the childminder: suitability of the person, wellbeing of the child, physical environment and health & safety. Kerry CCC has developed a ‘Step by Step Guide to Becoming a Professional Childminder’ which contains all the information required to complete the process including sample policies and procedures for childminding, working agreement form for parents, information records for children, information on training, €15,000 tax exemption, insurance etc.

**What is Registration with the Child & Family Agency (CFA)?**

If you intend caring for 4 or more preschool children (birth – 6 years) at any one time you must register your childminding service with Tusla, Child & Family Agency, contact the Early Years Inspector on 066 7184911.

**How much money can be applied for?**

Childminders may apply for 90% of the cost of items that are approved for funding up to a maximum of €1,000. e.g. if items cost €1,111 you may receive a grant of €1,000; If items cost €555 you may receive a grant of €500. Kerry CCC suggests that no more than 33% of the grant should be spent on consumable items e.g. paint, play sand, art & craft materials etc. The grant is paid to the childminder retrospectively for receipted items purchased i.e. when the application is approved, items can then be purchased and the receipts for the purchased items are to be sent to Kerry CCC for reimbursement.

**Childminders who commit to operate for 2 years are eligible to apply for the maximum grant of €1,000; 1 year’s commitment is required for funding up to €500.**

**Due to a limited budget available to Kerry CCC, there is no guarantee that childminders will be approved for any/all items in their application.**

**How does the grant work?**

* Decide on how the funding could best improve your childminding service. Get a quotation for all items to be purchased by checking catalogues for prices or visit safety, childcare equipment and toy shops.
* Complete an application form and submit it to Kerry CCC.
* Your application will be appraised by Kerry CCC whose recommendations will be sent to Pobal.Pobal will review and return a list of approvals.
* Ensure you will meet the eligibility criteria:
* You should be minding or intend minding a minimum of 2 children. At least 1 child on a full time basis and 1 child on a part time basis or at least 3 children on a part time basis. (You can apply for the grant in preparation for minding new children but the grant cheque can only be paid when you have started your childminding business).
* Organise insurance cover for your childminding service.
* Ensure you have completed / register to participate on the next Introduction to Childminding (Quality Awareness Programme) workshop or provide evidence of equivalent training
* You should not have received a CMDG within the last 2 years (from date of last draw down)
* Once your application has been approved you will receive a letter of agreement which you should sign and return to Kerry CCC accompanied by:
* evidence of insurance (if not already submitted)
* proof of completion of / intention to complete the ‘Introduction to Childminding’ workshop or equivalent / proof of relevant childcare training
* When your letter of agreement has been returned to Kerry CCC you may then purchase the items approved for funding. It is essential that you retain the original receipts as the grant cheque can only be issued to you when these receipts are forwarded to Kerry CCC. **If your application is approved, Kerry CCC will accept receipts dated after submission of your application form. There is no guarantee that your application for funding will be successful, however if it is, these receipts will be acceptable once they have been deemed to be eligible purchases.**
* In some cases shops may offer a pro-forma invoice and items can be reserved in the shop. Kerry CCC can accept this pro forma invoice and issue payment directly to the shop. Once items have been collected the final purchase receipt should then be forwarded to Kerry CCC.
* If you cease to operate your childminding service within the agreed timeframe Kerry CCC may seek to recoup the value of the grant approved.
* **Changes to agreed expenditure need to be approved in advance.**

### What can I spend the money on?

**Safety items** – fire blanket, fire extinguisher, smoke alarm, socket covers, cupboard locks, first aid kit, stair gate, fireguard, car seat etc.

**Childcare equipment** - changing table / mat, sterilizer, double/single buggy, cot, sturdy child sized table & chairs, booster seat, step up stools, potty, foot operated bin, storage etc.

**Indoor/outdoor play equipment** - swing, slide, climbing frame, sand box, ride on toys, building blocks, art & craft supplies, appropriate toys for various age groups, books etc.

**Minor adaptations** – changing area, outdoor play space etc.

**What is the closing date?**

Application forms should be received by Kerry CCC by **Friday 6th July 2018**.

**If I previously received a CMDG can I apply for one now?**

If you previously received a Childminding Development Grant under previous schemes you may still be eligible for funding. If your last funding draw down was less than 2 years ago then you are not eligible to apply this time. Contact the Childminding Advisory Officer for more details.

**Checklist for application:**

🖵 Complete the application form & forward to Kerry CCC

**Checklist for CMDG draw down:**

 🖵 You should be minding or intend minding a minimum of 2 children (At least 1

 child on a full time basis and 1 child on a part time basis or at least 3 children on

 a part time basis).

🖵 Submit Quotations/catalogue prices for all items

🖵 Provide evidence of insurance

🖵 Provide evidence of relevant training - Introduction to Childminding (QAP) /

other relevant training or

🖵 Complete and submit Introduction to Childminding (QAP) booking form

**Where do I get more information?**

Denise Quinlan, Childminding Advisory Officer,

Kerry County Childcare Committee, Unit 5 DavCon Business Centre, Monavalley Business Park, Tralee

Telephone: 066 7181582 Email: denise@kerrycountychildcare.com

   

1. F A place should be counted as full-day care/full-time if it is (a) available *continuously* for more than 5 hours per day, and (b) is in a facility that is registered with TUSLA as providing full day care. Full day places can only be available to pre-school aged children (birth – 6yrs). [↑](#footnote-ref-1)
2. P A place should be counted as part-time if it is available for more than 3.5 hours and up to (and including) 5 hours *continuously*. [↑](#footnote-ref-2)