



NATIONAL CHILDCARE SCHEME CAPITAL GRANTS 2019

Application Guidelines June 2019

**CLOSING DATE FOR APPLICATIONS
11TH OCTOBER 2019**



**An Roinn Leanaí
agus Gnóthaí Óige**
Department of Children
and Youth Affairs




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OVERVIEW

The Department of Children and Youth Affairs (DCYA) has a budget of **€3m** for allocation to Early Learning and Care and School-Age Childcare Services who enter into a contract for the new National Childcare Scheme. The National Childcare Scheme will commence in October 2019.

This is a small capital grant scheme to assist providers to purchase computer equipment and software to record and report on the attendance of children in their service. Recording each child's attendance is a statutory and contractual obligation under the National Childcare Scheme, as well as a requirement under other childcare programmes funded by DCYA and under the Child Care Regulations.

 KEY DATES	
Opening date for applications to enter into contract for the National Childcare Scheme	7th June 2019
Opening date for online applications to the National Childcare Scheme Capital Grant on the PIP system	10th June 2019 @ 10am
The date on which child registrations will be counted for the purpose of National Childcare Scheme Capital Grant	13th May 2019
Closing Date for online applications to the National Childcare Scheme Capital Grant on the PIP system	11th October 2019 @ 3pm

BASIC ELIGIBILITY REQUIREMENTS FOR APPLICANTS

- Community* and Private Early Learning and Care and School Age Childcare Services* are eligible to apply for this funding.
- All applicants must have a **DCYA reference number** for the facility which is the subject of the application for a capital grant.
- Applicants must be **tax compliant**. The applicant's tax compliance status will be checked by Pobal prior to issue of the grant.
- Applicants **must have signed a National Childcare Scheme contract** with DCYA to participate in the National Childcare Scheme for 2019-2020.
- The applicants' Primary Authorised User (PAU) for the PIP system must complete the online application form for the NCS Capital Grant. Posted or emailed application forms will not be accepted.
- Only eligible ICT equipment and software purchased from the date you sign your **National Childcare Scheme contract** will be eligible for consideration.
- Applicants must agree to adhere to the following terms and conditions of the National Childcare Scheme Capital Grant.



TERMS AND CONDITIONS OF THE NCS CAPITAL GRANT SCHEME

- The applicant must confirm that they will use the grant solely for the purposes of purchasing and installing ICT equipment and any software necessary to maintain and record attendance of children in the service in accordance with the templates required under the National Childcare Scheme;
- The applicant must confirm that they have purchased items in accordance with the guidelines for this grant;
- The applicant must confirm that they have followed the procurement guidelines when purchasing the goods and services in respect of this grant;
- The applicant agrees to retain the receipts, invoices and evidence of compliance with the procurement process for 3 years following payment of the grant;
- The applicant must confirm that they understand that if some or all of this grant is found to have been spent on ineligible items as a result of a compliance check by Pobal or DCYA or an agent of the Department, it may be recouped by DCYA/Pobal;
- The applicant must confirm that the grant payment is to be made to the bank account setup for their service on the PIP system, managed by Pobal;
- The applicant must confirm that the items and expenditure included in this application form have not been funded from another source.

*Note:

A Community Early Learning and Care or School Age Childcare Service (formerly early years' service) **is** a "not for profit" facility and is managed by a voluntary management committee.

A Private Early Learning and Care or School Age Childcare Service is for profit, is owned by an individual (sole trader) or may be a partnership or a company set up to deliver early learning and care services and/ or school age childcare services.

ELIGIBLE EXPENDITURE

The grant is to be used to purchase ICT support i.e. hardware and/ or software that will assist services to meet their obligations under the National Childcare Scheme.

ICT hardware eligible for grant funding:

Tablets, laptops, personal computers or similar devices for the purpose of, and capable of supporting, the recording and reporting of attendance in the format set out in an Appendix to the National Childcare Scheme Contract. Printers are also eligible for grant funding.

ICT software eligible for grant funding:

IT applications that are capable of supporting the recording and reporting of attendance in the format set out in an Appendix to the National Childcare Scheme Contract. The attendance reports produced by the IT applications must be capable of being either: (a) printed off on a weekly basis for retention for inspection purposes or (b) downloaded to a file from which the weekly reports will be capable of being printed off at short notice for inspection purposes.

Applicants must retain invoices/receipts (or other evidence) for expenditure of the grant funding for a period of three years following receipt of the grant funding, for inspection by Pobal authorised officers in the course of compliance visits.

All quotations, invoices and receipts (electronic or hard copy) must:

- 1) Contain the business's legal name and contact details and be on their official company headed paper.
- 2) All suppliers must be VAT registered. The invoice and receipt must have the suppliers VAT number.
- 3) Be dated on or after the date of the signing of your NCS Contract.
- 4) Be retained by grantees for inspection by DYCA or Pobal or their agent for 3 years.

INELIGIBLE EXPENDITURE

- Second hand ICT hardware or software
- Tablets, laptops or similar devices for purely personal use or which are used solely for purposes other than the recording and reporting of attendance
- Mobile phones
- IT software that is not capable of supporting the required attendance recording and reporting
- **Cash payments are not allowed and will be automatically be deemed ineligible.** All payments to suppliers must be made via debit/credit cards, electronic transfer, bank draft or cheque.

QUOTATIONS

- Applicants must **obtain three quotations from independent supplier(s) for each item of hardware and software** that they intend to purchase.
- Small items which can be purchased from the one supplier, for example, tablets, cables, and chargers, may be included on the one quotation.
- Applicants must ensure that there is no conflict of interest with all suppliers of goods or services, as outlined below. An applicant's grant may be required to be refunded in part or in full to DCYA/Pobal should the applicant fail to address and appropriately deal with conflicts of interest in procuring goods and services.



CONFLICT OF INTEREST

A conflict of interest is any form of personal interest, which may impact (or be perceived by others as impacting) upon your impartiality when selecting a supplier/contractor. **Personal interest includes cases where a relative or another person connected to your organisation tenders or quotes to provide goods or services to your organisation.**

It will be the applicants' responsibility as an organisation in receipt of public funding to make themselves aware of any potential conflicts of interest and applicants should take appropriate action to avoid them. If conflicts of interest arise, **these should be immediately declared** and steps should be taken to address the issue, in consultation and agreement with Pobal.

MAXIMUM GRANT AVAILABLE

The size of the maximum grant available to each service will be based on the number of children in the service who are actively registered on one of the Department's childcare programmes on **13th May 2019***. Please refer to an important note on the following page, regarding services who hold an ECCE contract and have only ECCE children registered.

The following table sets out the maximum grant available to each type of service:

Number of children in service on 13 th May 2019 who are actively registered on one of the Department's childcare programmes	Maximum Grant available
1 to 20	€500.00
21 to 40	€750.00
41 to 60	€1,000.00
61 to 80	€1,250.00
81 to 100	€1,500.00
over 100	€2,000.00

*IMPORTANT NOTES:

1. Services who do not currently hold a contract with the DCYA for the delivery of the targeted childcare programmes and who enter into a contract to deliver the National Childcare Scheme will be eligible for a **maximum** grant of €500.
2. Early Learning and Care services who (a) hold an ECCE contract only or (b) have only ECCE children registered on 13th May 2019 will be eligible for a **maximum** grant of €500.

The basis for the calculation of the number of actively registered children is the number of individual children recorded on the PIP system at 10am on the **13th May 2019** for the service.

The DCYA Programmes used for this calculation are as follows:

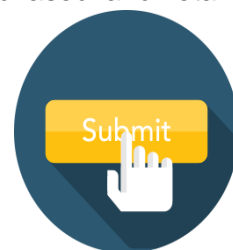
- Community Childcare Subvention Programme (CCS)
- Community Childcare Subvention Programme Plus (CCSP)
- Community Childcare Subvention Programme Universal (CCSU)
- Community Childcare Subvention Resettlement (CSSR)
- Community Childcare Subvention Re-settlement Transition (CSSR-T)
- Training and Employment Childcare (TEC)
- Early Childhood Care and Education (ECCE) Programme

The online application form will auto-populate this number to indicate the maximum grant for which each service is eligible.

APPLYING FOR THE GRANT

Services wishing to avail of the National Childcare Scheme capital grant funding must:

- 1) Enter into a contract to participate in the National Childcare Scheme. No equipment or software can be purchased until you enter into your NCS contract;
- 2) Use the relevant DCYA Reference Number to check the maximum grant that is available to his or her service on the PIP system;
- 3) Obtain three quotes for the ICT hardware/software to be purchased and retain copies of all quotations for future inspection;
- 4) Purchase ICT hardware and/or software in accordance with the eligibility requirements outlined in these guidelines; (Providers may spend above the grant amount on eligible items, but may only claim the amount expended, up to the maximum grant applicable to their service)
- 5) Complete the online application form for NCS Capital on the PIP system by the closing date, outlining the eligible items that you have purchased and the amount spent, and confirm agreement to the terms and conditions of the grant. Services must only apply for the amount of eligible expenditure incurred, up to the maximum grant applicable to your service. Only eligible ICT equipment and software purchased from the date you signed your **National Childcare Scheme contract** will be eligible for consideration.
- 6) Retain all quotations, invoices and receipts (or other evidence of expenditure) for three (3) years from the date of receipt of the grant funding, for inspection by Pobal/DCYA.



DECISION MAKING

Pobal is the final decision maker on all applications on behalf of the Department of Children and Youth Affairs. Once an online application form is submitted on the PIP system, an applicant can review the payment status of their application on their account on the system.

PAYMENT OF THE GRANT TO SERVICES

Pobal will pay a grant of the amount that you have expended, **up to the maximum grant applicable to your service.**

Payment Schedule

Payments will be made by Pobal by electronic transfer (EFT) to the bank account setup on the PIP system for your service.

GENERAL DATA PROTECTION REGULATION (GDPR)



This regulation places direct responsibility and obligations on services in relation to processing personal data. Please refer to the Data Protection Commission for additional information in relation to your obligations in relation to GDPR.

Here is a link to their website: [Data Protection Commission](#)

Please ensure that Personal Data is not disclosed within the application form for any reason other than information which is necessary to complete the application form. Any individual whose personal data is submitted within the form must be informed of the use of their personal data by you, and their express consent must be given for same.

The personal information requested as part of the application form and process is as follows:

- Primary contact name and e-mail address for your service i.e. Primary Authorised Users name and contact for your service on the PIP system

In compliance with GDPR, all application forms and personal information submitted to Pobal will be kept only for purposes relating to the administration of the funding. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or for as long as is set out in any relevant contract you hold with us. This is subject to legislation and regulatory rules we must follow as set out by the DCYA. Pobal takes our security responsibilities seriously, employing the most appropriate administrative, physical and technical measures to safeguard your personal data, and regularly review these measures.

CONTACT INFORMATION

Before you get in contact with us you might find what you need to know in this document or on our website.

For information on the National Childcare Scheme go to the <https://ncs.gov.ie/>



You can contact Pobal via e-mail or telephone.

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