Department of Children, Equality, Disability, Integration and Youth

CHILDMINDER DEVELOPMENT GRANTS

Application Form and Guidelines

National Action Plan for Childminding 2021-2028
www.gov.ie/childminding

Childcare Committees Ireland

June 2022

An Roinn Leanaí, Comhionannais, Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality, Disability, Integration and Youth

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What is a Childminder Development Grant (CMDG)?

The purpose of the CMDG is to offer an incentive, in the form of a small capital grant, to Childminders to enhance and support their awareness of quality early learning and childcare.

The CMDG is designed to assist Childminders, already providing a childminding service in their own homes, to enhance safety/quality in the service through the purchase of small capital items, equipment, toys or minor adaptation costs. It may also give financial assistance to new or prospective Childminders with their initial set up costs.

All applicants must be committed to maintaining/improving the quality of their childminding service.

What funding is available under the CMDG?

The maximum grant available to a Childminder, who fully meets the criteria of the scheme, is **90%** of total receipted eligible expenditure, subject to a maximum grant of **€1,000.**

Who is eligible to apply for funding?

☐	*A Childminder who is:* a) Providing an existing childminding service carried out in the Childminder's home *OR* b) Proposing a new childminding service to be carried out in the Childminder's home
☐	*A Childminder who provides/proposes to provide childminding services (not including Childminders own children) for* ***at least****:* a) 3 children on a part time basis *OR* b) 1 child on a full-time basis and 1 child on a part time basis
☐	Must provide evidence of appropriate insurance (must show valid insurance period)
☐	Must provide evidence of Tusla Children First E-Learning programme
☐	Required to operate as a Childminder for a minimum of two years following receipt of the grant.

What conditions are associated with the CMDG funding?

1. For the purpose of the CMDG, a successful applicant may be approved 1 grant only, subject to the maximum eligible expenditure referred to above.
2. Childminders may re-apply after 2 years, or after a shorter period if their first CMDG was for less than the maximum amount.
3. The application for CMDG funding should be completed on the standard application form and submitted by **email** to **Cavan County Childcare Committee (CCC).** Childminders are required to get confirmation from their local CCC that they are known to the CCC using the template provided.
4. Where a Childminder is subject to the Child Care Act 1991 (Early Years Services) Regulations 2016 and (Early Years Services) (Registrations of School Age) Regulations 2018, they must register their service with Tusla.
5. On the part of the Childminder, no purchases should be made until grant approval notification is received from Cavan CCC.

6. The Childminder is required to submit itemised original receipts for eligible expenditure **only** for items that were approved in their application.
7. The Childminder is required to submit a copy of their insurance policy (must show valid insurance period).
8. The Childminder is required to submit a copy of their Tusla Children First E-Learning programme certificate.
9. All grant approvals will be subject to a letter of agreement signed by the Childminder with Cavan CCC.
10. If a successful applicant ceases to childmind within two years of receipt of grant aid, Cavan CCC may take the necessary steps to recoup the funding in accordance with the letter of agreement with the Childminder.
11. In the case of grants being awarded for eligible items of IT expenditure (Laptops or tablets), if the foundation training programme is not completed within the 2 year period from approval date, Cavan CCC will take necessary steps to recoup this funding component from the applicant.

What can the CMDG be used for?

The CMDG can be used for the purchase of small capital items such as items to enhance safety/quality in the service; equipment; toys or minor adaptation costs to improve the quality of service provided. The final decision on eligible capital items will be at the discretion of Cavan CCC. The following list (which is not exhaustive) gives examples of the different types of costs that are eligible and not eligible for the grant (please consult with your local CCC if you have queries in relation to eligibility).

Eligible Equipment
Safety items – fire blanket, fire extinguisher, smoke alarm, socket covers, cupboard locks, first aid kit, stair gate, fireguard, car seat etc.
Early Learning and Childcare equipment - changing table / mat, sterilizer, double/single buggy, high chair, cot, sturdy child sized table & chairs, booster seat, step up stools, potty, bedding, car seat, foot operated bin, storage etc.
Indoor/outdoor play equipment - swing, slide, climbing frame, sand box & water tray, ride on toys, building blocks, art & craft supplies, books, appropriate toys for various age groups, etc.
Minor adaptations – fencing, gates, painting, and flooring, developing a changing area / outdoor play space etc.
IT Equipment – Funding is available for a **limited range** of small-scale IT equipment such as Laptops or Tablets to support engagement by the childminder with online training and quality programmes and resources. • Funding is limited to 50 % of the cost of the equipment up to a maximum of €500. • Applicants seeking funding for this purpose must commit to enrolment in training that will support the childminder in the proposed registration process as set out in the National Action Plan for Childminding (NAPC) 2021-2028. • If the foundation training programme is not completed within the 2 year period from approval date, Cavan CCC will take necessary steps to recoup this funding component.

Please Note:

What is not acceptable eligible expenditure?
Delivery cost of items, second hand items, bags (packing at the shop), installation/worker labour costs, items that would be considered for home use rather than early learning and childcare use.

Ensure that all equipment purchased complies with The EU Toy Safety Directive 2009/48/EC to ensure that equipment meets safety requirements.
Ensure that, for minor adaptations, that the person is a registered contractor.

What is not acceptable eligible equipment?
Trampolines, subscriptions, consumables, walkers, travel cot, electronic equipment including: games/consoles, batteries IT equipment other than those items listed under “Eligible equipment” above.

Please note:
When purchasing items in another currency you are required to attach a proof of conversion rate.
Ensure that you only submit receipts of purchases after the grant approval date and for items that have been approved.

2022 Childminder Development Grant

Application Form

Section I **Applicant Details**

Name of Applicant	
Address of Applicant (please provide the address where the childminding takes place)	
Telephone (land line)	
Mobile Telephone	
E-mail	
Insurance policy number (relevant to the childminding service)	
Have you completed the Tusla Children First E-Learning Programme?	
Contact details for all correspondence in connection with this application (if different than above)	

Section II **Previous Experience**

Please outline your early learning and childcare experience (to-date) relevant to this application	
Please specify any training you have undertaken related to your role as a childminder	

Section III Funding Request

State exactly what this funding request is for – as appropriate, provide detailed list of items to be purchased (Please refer to the guidelines to view what the grant can and cannot be used for.)

(Add an additional page, if necessary)

ITEM	COST (€)	AMOUNT REQUESTED (€)
Safety items:		
Early learning and childcare equipment:		
Indoor/outdoor play equipment:		
Minor adaptations:		
IT Equipment: **IMPORTANT:** • **Note that for eligible IT equipment applicants may request no more than 50% of the cost, up to a maximum of €500** • **As a condition of funding towards IT equipment the applicant must agree to enrolment in training that will support the childminder in the proposed registration process as set out in the NAPC 2021-2028.** • **If the foundation training programme is not completed within a 2 year period from approval, Cavan CCC will take necessary steps to recoup this funding component from the applicant.**		
What is the total cost of your Childminding Initiative project (i.e. 100% of the project cost)		
How much is requested from the Childminding Development Grant (i.e. 90% of total project cost up to a maximum of €1,000)		

Section IV **Previous Funding** **Amount**

Have you previously been a recipient of a grant in 2021 for your Childminding Service? *If yes, please provide the value of the grant (€)*	2021
	€

Section V **Bank Account Details**

Account Name:	
Payee Address:	
IBAN:	
Sort Code:	
Account number:	
BIC:	
Bank Name:	
Bank Address:	

Section VI Details of the Childminding Service

Are you required to register your Childminding service with Tusla?	
If yes, in what year did you first register?	
Have you voluntarily notified with your local City/County Childcare Committee? If yes, please provide date of voluntary notification.	
Are you known to your local City/County Childcare Committee?	

* Current (if applicable)				* Target – as a result of this grant aid			
Number of places you can provide per day (when full)	Sess[1]	P/T[2]	F/T[3]	Number of places you will provide per day in future (when full)	Sess	P/T	F/T
What is the age range of the children currently catered for?				What age range will you cater for in the future?			
What are your current operating hours (e.g. 8 a.m. – 5 p.m.?)				What will be your operating hours in the future?			
How many weeks per year do you currently operate your service?				How many weeks per year will you operate in the future?			
How many days per week do you currently operate your service?				How many days per week will you operate in the future?			

*** See "explanatory note for filling in service impact figures" attached.GDPR**

All records and data will be processed in compliance with GDPR. Please see Department of Children, Equality, Disability, Integration and Youth Privacy Notice for further information.

Retention of email address details

	Please provide your consent to the retention of email details for the purpose/s set out below:
	I agree to the retention of my email address by DCEDIY for the purposes of updates and information/available training relating to the implementation of the NAPC 2021-2028

[1] Sess – Sessional place
[2] P/T – Part-Time place
[3] F/T – Full-Time place

Section VII Declaration

I, _____ (INSERT SIGNATURE),

apply to the Cavan County Childcare Committee for a grant of _____(INSERT AMOUNT) towards the proposal described in this application and declare that all the information provided is true and complete to the best of my knowledge and belief.

I acknowledge that any funds awarded must be used for the purpose stated and that, if my application is successful, I will operate as a Childminder for a minimum of two years from the date of receipt of the grant aid.

- I acknowledge that if funding is awarded towards the purchase of IT equipment, I agree - as a condition of that funding element - to participate in relevant training in 2022/23 that will support the childminder in the proposed registration process as set out in the NAPC 2021-2028. I further acknowledge that if the foundation training programme is not completed within the 2 year period of the approval date, Cavan CCC will take necessary steps to recoup this funding component.

I agree to send full details of the expenditure including original itemised receipts to Cavan County Childcare Committee in support of my payment claim.

I understand that I may receive a check visit from a Childcare Committee or from Pobal and that I will receive notice of such a visit and I agree to provide reasonable assistance during such a visit.

Name (BLOCK CAPITALS)	
Signature	
Date	

Completed application forms should be **emailed to Cavan County Childcare Committee** at **cmdg@cavanccc.ie** **by close of business 15th July 2022**. No applications will be accepted after 15th July 2022.

Childcare Committee Confirmation of Childminder Details

(Please note: Your local CCC is required to complete the details below)

Name of Childminder: _____

Please check (x) if the childminder is known to your CCC

The childminder is known to your CCC.	

Signed: _____

Name: _____

Childcare Committee: _____

Date: _____

Note: Please submit this template with the application form.

Explanatory Note for Filling in Service Impact Figures

Please read this carefully before completing your current and future/target figures

This table on your application form is to gather information on (a) your service as it is currently operated (if applicable), and (b) your service as it will operate if you are approved a Childminder Development Grant by your City/County Childcare Committee.

Current
"Current" information refers to what your service is providing as at the present time (i.e. at the time of completing this grant application).

Target
The "target" figures are those that the applicant is committing to providing with the assistance of the NCIP grant (if approved). Careful consideration should be given to these "targets" to ensure that while they are ambitious and challenging they are also achievable and realistic.

The number of places available & the number of children attending is broken down into 3 categories:

Sessional - A place should be counted as sessional if it is available for up to 3.5 hours continuously.

Part-time - 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*.

Full day - 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.

Number of places available per day
This is the maximum number of places that could be provided on a single day (irrespective of whether the facility actually has this number attending at present). The maximum capacity must take into account the space and ratio requirements as specified by the Preschool Regulations and School Age Regulations, and any related conditions laid down in the Planning Permission (if granted) for the facility.

Operating hours per day
This is the range of hours that your facility is open to children per day. Please note the times of each individual session, under the relevant category heading.

Number of days per week
The number of days open per week is the number of days a facility is open for operation within a 7-day period, please complete in both current (if applicable) and target columns.

Number of weeks per year
The number of weeks open per year is the number of weeks a facility is open for operation within a 52-week period, please complete in both current (if applicable) and target columns.

Age Range Catered For
The age range of children for which the facility can cater, given in years and months (if applicable) e.g. 2 years – 5 years or 3 months – 15 years.

CHILDMINDER DEVELOPMENT GRANT APPLICATION CHECKLIST

Please tick when completed	✓
Complete CMDG application form. Invoices/Quotations do not need to be submitted with the initial application.	
Submit evidence of appropriate childminding insurance policy (must show valid insurance period). Note that you do not need to submit the entire Insurance Policy document.	
Submit a copy of your Tusla E Learning Programme Certificate	
Tick the consent for the retention of your email address for the purposes of information sharing in relation to NAPC 2021-28 in Section VI	
Sign the Declaration on Section VII	
Contact your local CCC to complete the Confirmation of Childminder details	
Submit your application and support documents by email to Cavan CCC at **cmdg@cavanccc.ie** by **15th July 2022.**	