

**A GUIDE TO COMPLETING THE APPLICATION FORM FOR Sustainability Grant**

This guide takes you through each of the sections on the application form. If you need more help, please contact your local umbrella organisation representative.

**Introduction**

**Who can apply?**

- Childminders registered with the Care and Social Services Inspectorate for Wales (CSSIW), within the Vale of Glamorgan currently providing childcare for children between the ages of 0-14 years (copy of CSSIW registration certificate must be provided).

**Those settings not eligible**

- Those settings who were late returning or failed to complete an acceptable end of grant report during 2015/16.
- Childminders who are classed as 'suspended' at time of application or who are in the process of setting up a provision, will not be eligible for a grant
- Those who submit their application after the closing date

**What can be applied for?**

- The grant is intended to be used for membership and insurance and to help support and develop good quality provision. This may be achieved by applying to do a Quality Assurance scheme.

**Section 1 – Details of setting.**

- The main contact person must be someone who can talk about the application in detail.

**Section 2 – Registration Details**

- Your setting must be registered with CSSIW. Please provide details.

**Section 3- Supporting organisation**

- Please give details of any umbrella organisations that you may be a member of or who you receive support from. E.g. PACEY or other

**Section 4 – Previous applications for a sustainability grant**

Please provide details

**Section 5 – Why a sustainability grant is required.**

**PLEASE NOTE, WE NO LONGER REQUIRE COPIES OF ACCOUNTS FROM CHILDMINDERS.**

**Section 6 - Child protection**

- Tell us what measures you have to safeguard children in your care e.g. Disclosure and barring service checks, child protection training undertaken.
- Tell us how you monitor concerns regarding child protection and who is responsible for child protection issues which may arise.

**Section 7 – Declarations & signatures**

- The main contact must be the main contact in Section 1.

**Section 8 – Authorisation**

And finally

- Check each Section is complete.
- In order to minimise any delays in processing the grants, applicants are requested to ensure that all the essential information is correctly completed on the form. Once the form has been completed the **applicant must then sign** to confirm who carried out the check.

- Please keep a copy of the application form for reference, in case we need to contact you.
- You may type the answers directly onto the form electronically, if you wish. However, you will need to print and sign the form for submission in hard copy and ensure that it is received by the Vale of Glamorgan EYDCP by **12 noon on Friday 10<sup>th</sup> June 2016**

*----- Please note -----*

***Fax and e-mail copies will not be accepted***

**What happens next?**

- Your application will be considered by a panel.
- Successful & unsuccessful letters will be issued.
- Payment will be made

**Please send completed application forms to:**

Debbie Maule  
Western Vale ICC  
Station Rd  
Llantwit Major  
CF61 1ST

Tel: 01446 793030

**If at any stage you wish to withdraw your application please notify us in writing immediately at the above address**

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