

## 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?**

- Playgroups, Cylchoedd Meithrin, Crèches and Day Nurseries 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).

#### **Priority will be given to:**

- Those providers who can show that their income is less than expenditure and who are at severe risk of closure. (Each application being looked at individually)
- Those provisions in areas of multiple deprivation (excluding Flying Start settings)
- Provisions who can cater for children with a disability or complex needs.
- Provisions that have achieved/working towards Quality Assurance

#### **Those settings not eligible**

- Those settings who were late returning or failed to complete an acceptable end of grant report during 2015/16
- Flying Start childcare settings.
- Those showing significant profit or have reserve funds

- Reimbursement for items already purchased – except membership and insurance in the financial year.

- Those settings belonging to a Franchise
- Childcare providers, who are not caring for children at the 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 to help sustain and develop good quality provision. This may be achieved in a variety of appropriate ways, such as: staffing costs; rent; insurance; and Quality Assurance

#### **Terms**

Deadline for application forms: **12 noon on Friday 10<sup>th</sup> June 2016**

#### **Section 1 – General Information**

- The name of setting is the name of the service that you are applying for funding for e.g. *Tiny Tots playgroup*.
- The main contact person must be someone from your organisation who can talk about the application in detail, and to whom we can send correspondence. It is usually the person completing the application.

#### **Section 2 - Premises**

- Please complete whether you own/rent the premises you use.

#### **Section 3 – Registration Details**

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

#### **Section 4- Membership**

- Please give details of any umbrella organisations that you may be a

member of or who you receive support from. E.g. Wales PPA, Mudiad Meithrin, National Day Nurseries Association

### **Section 5 – Financial Details**

As part of the application pack you are required to submit a copy of your most recent bank statement and accounts.

Staffing – please give details regarding all staff employed in the setting.

***N.B. due to a reduction in the amount of funding available this year, organisations that have received funding via the EYDCP regularly may be deemed ineligible***

**Section 6 –** What days and times does your setting operate

### **Section 7 - Charges**

- Please provide information about your charges

**Section 8 –** What is being applied for?

**Section 9 – Why is the grant needed? Please provide supporting information**

- You need to be clear about what you want the grant for

### **Section 10 - Child protection**

- Tell us what measures you have to safeguard children in your care e.g. Disclosure and Barring services checks, child protection training undertaken

**Section 11 –** please tell us about the impact on your setting should your application be unsuccessful

### **Section 12 – Declarations and Signatures**

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

### **Section 12 – Checklist**

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 by checking and then ticking the boxes provided.
- Please take 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 or e-mail copies will not be accepted***

### **What happens next?**

- Your application will be considered by a panel.
- Successful & unsuccessful letters will be issued.
- If you are successful, payment will be made.

**Please send completed application forms to:**

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

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