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**Vale of Glamorgan**

**Early Years and Childcare Capital Grant**

2025-26

**Childminder Application Form**

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| **SECTION 1: SETTING DETAILS** |

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| **Childcare Setting name:** |

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| --- | --- | --- | --- |
| **Contact Name** |  | **Telephone** |  |
| **Setting Address**  **Postcode** |  | **Address for correspondence if different from setting address** |  |
| Tel Numbers |  | Email |  |
| Is the building you operate the childcare from: 🞏 Owned 🞏 Rented  *If rented you will need to provide a letter from your landlord clarifying that they are happy for any capital works to be carried out at the property.* | | | |

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| **Childcare Schemes – do you offer any of the following schemes?** | | | |
|  | Yes | Currently considering | No current plans |
| Childcare Offer |  |  |  |
| Flying Start Expansion for 2 yr. olds |  |  |  |

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| **Voluntary Suspension** – you will **not be eligible** to apply if you are currently on voluntary suspension |
| Have you been on voluntary suspension in the last 5 years? Yes / No  If yes, please provide dates:  Date you returned to childminding: |

**SECTION 2: ABOUT THE CHILDCARE SETTING**

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| **Are you registered with the Care Inspectorate Wales (CIW)?** |
| 🞏 Yes - Registration number……………………………  🞏 No but currently Working towards becoming registered  Please provide an estimated date for registration: ………………………………….. |

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| **Please state the date in which your DEWIS record was last updated** |
| Date:  You can check the status of your Dewis record here (please ensure that you have agreed for data to go live): <https://www.dewis.wales/Secure/Login.aspx> |

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| **Service delivery** |
| **Please indicate which days you provide a childminding service?** Please tick all that apply   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | | AM |  |  |  |  |  |  |  | | PM |  |  |  |  |  |  |  |   **What is the maximum number of children (including any of your own) you care for in a day, at the same time, based on your current registration:**  **Please circle: 1 2 3 4 5 6 7 8 9 10**  **Please provide a breakdown of ages of children currently attending your setting.**     |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | 0 – 2yr olds | 2 – 3yrs 11mths olds | 3 – 4y olds | 4 – 12yr olds | | Minded children |  |  |  |  | | Own children |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

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| **Vale of Glamorgan – High quality childcare** |
| We are very aware of the high-quality childcare that already takes place within settings. However, to excel at what you do best, ongoing advice and guidance is offered on a regular basis. The expectation of the childcare sector is constantly evolving with the introduction of new initiatives from Welsh Government including the expansion of Childcare Offer, 2-year-old offer and expansion of Flying Start plus additional work programmes such as the New Curriculum for Wales. Therefore, we want you to be as up to date as possible, ensuring that you are well equipped to undertake any challenges that arise.  Should you be successful with your application, you will be contacted by an officer within the Local Authority about Quality Schemes within the Vale. |

**SECTION 3: APPLYING FOR FUNDING**

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| **Please indicate how your application supports any improvements under sections;** **Priority Action Notice(s) and/or Area(s) for Improvement within your most recent CIW inspection report.**  **If not, please give reasons why you are making an application**  Please refer to the information and guidance document on ‘**wha**t **can and can’t be funded’** before making an application.  **Solar panels**: If you are applying for solar panels, please provide supporting evidence to demonstrate why these are being requested and how they will benefit your childminding business. You will also need to include information regarding the total cost benefit / return on investment. You may wish to add an additional piece of paper for this. 2 quotes will be required. | |
| Please use this space below to tell us about what the improvements you are looking to make and the equipment required. (max words 150) | |
| **Items requested and purpose** please ensure you attach at **least 2** **quotes** (on letter headed paper) for any building work or general refurbishment to be carried out, photographs of the current areas to be developed and current items that need replacing. (Please provide photos/links to the proposed items requested)  **Building quotes must have a full breakdown of costs of itemised materials and labour.**  **Please note**:   * funding cannot be paid retrospectively for works already carried out or items already purchased. * Where a childcare setting is on a Vale of Glamorgan site e.g., school, community centre etc. works must be completed under the direction of the relevant local authority departments, so please contact us. * Please consider the elements before purchasing your equipment e.g. storm damage  |  |  | | --- | --- | | **Childminders registered up to 10 places** | **Up to £7,500** | | **Cost**  **Please remember to add VAT if applicable** |
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| **Total requested** | £ |

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| **Supporting evidence** | | |
| You will be required to attach the following when submitting your application:   * Priority Action Notice(s) and/or Area(s) for Improvement within your recent CIW inspection report * Recommendations made through Early Years and Childcare colleagues * Photographs of the area to be developed / improved and/or equipment to be replaced.   ***Your application will be declined if the above are not attached***. | | |
| **SECTION 4: IMPORTANT INFORMATION: Application dates and notification period** |
| Grant application forms will be made available week commencing the **12 May** **2025 until Thursday 12 February 2026.**  **Panel dates:**  **please ensure your application reaches us by noon the day before.**   |  |  |  | | --- | --- | --- | | **Friday 06 June 2025** | **Friday 12 September 2025** | **Friday 16 January 2026** - Application for capital items only | | **Friday 04 July 2025** | **Friday 07 November 2025** - Application deadline for capital works | **Friday 13 February 2026** - Application for capital items only (On agreement of application any items will need to be purchased first with payment made upon proof of receipts). |   All funding must be spent and capital work completed by **27 March 2026**, there is no provision to carry this funding over into the next financial year. |

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| **Monitoring & report on spend** | | | |
| All successful applicants will be required to submit a monitoring form by **Friday 9 January 2026**, which will detail spend to date and works completed / equipment purchased and any underspend accrued.  A full report on spends will then be submitted to [cmhaydon@valeofglamorgan.gov.uk](mailto:cmhaydon@valeofglamorgan.gov.uk) by **Friday** **10 April 2026**.  All receipts/proof of purchase and photographs of works completed / items purchased will need to be submitted as part of the report.  **Should the purchases not be in line with the agreed items, you will be liable to repay all or part of the grant.** | | | |
| **Terms and conditions of the grant** | | | |
| **Please read and tick the following terms and conditions carefully before signing and submitting your application**  **I confirm that:**  🞏 I have read and understood the application form, including the introduction and what can and can’t be applied for  🞏 I will work with Vale of Glamorgan Local Authority colleagues and should I be signed up to the Childcare Offer and /or expansion of early years provision for 2 yr. olds childcare initiatives. (Flying Start)  🞏 I agree to use the funding allocated solely for the purchases and / or building works stated in my offer letter and by **Friday 27 March 2026.**  🞏 As the funding is subject to annual audit, I agree to provide a report, along with original proof of purchase (receipts) on spend as required by the grant and for internal audit purposes by **Friday 10 April 2026.**  🞏 If my setting closes or voluntary suspends within the allocated 5 years, I will be required to return all or part of the funding awarded. I will complete the monitoring form and return to the Local Authority by **Friday 9 January 2026**  🞏 If successful in receiving a capital grant, I am required to acknowledge this within my promotion/ social media platforms and marketing materials issued to parents.  **In signing this I confirm that the information submitted is accurate.** | | | |
| **Signed:** |  | **Name:** |  |
| **Position:** |  |  | |

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| **Checklist of information to support your application** |
| ****  Photos of equipment/ areas which needs replacing  **** Photos of items looking to purchase  ****  Priority Action Notice(s) and/or Area(s) for Improvement within your recent CIW inspection report   2 quotes on letterheaded paper   Letter from landlord if property is rented clarifying that they are happy for any capital works to be  carried out at the property.  **Please note: Your application will be rejected if you fail to submit information to support your submission.** |

**Completed applications to be returned to:** [valechildcare@valeofglamorgan.gov.uk](mailto:valechildcare@valeofglamorgan.gov.uk)

**Please keep a copy of your completed application form for your records**.