

Department of Children and Youth Affairs

CHILDMINDER DEVELOPMENT GRANTS



June 2019



What is a Childminder Development Grant (CMDG)?

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

The Childminders Development Grant 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.

Funding will be made available to Meath CCC specifically for this purpose – CCI will be informed by the Department of Children and Youth Affairs (DCYA) of the funding being made available to them annually for the operation of the CMDG.

Pobal will manage the contractual arrangements of funding to Meath CCC on behalf of the DCYA.

Childminder Development Grant (CMDG) 2019 Changes?

The DCYA have made a change to the administration of the Childminder Development Grant for 2019, as a result of which Meath County Childcare Committee has been given the task of administering applications on behalf of all City/County Childcare Committees. This provides national consistency in implementation and equal access of opportunity to make an application for all eligible childminders. All Childminders wishing to make an application will do so to Meath County Childcare Committee to the address stated on the application form, who will process their application.

There is no intention that the new process would interfere with local work. It is very important that the established relationships continue between the local Childcare Committees and the Childminders. The Childcare Committees play a vital role in supporting Childminders at local level. This change is merely for administration purposes only. The template provided with the process document requires the Childminder to engage with their local CCC as they will need to submit this template with their application. One further change to the eligibility criteria is a requirement to complete the children first e-learning programme.

What funding is available under the Childminder Development Grant?

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

Who is eligible to apply for funding?

| | |
|---|--|
| ✓ | <i>A Childminder who is:</i> 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 |
| ✓ | <i>A Childminder who provides/proposes to provide childminding services (not including Childminders own children) for at least:</i> 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 |
| ✓ | A Childminder who has: a) Completed the prescribed Childminding Quality Awareness Programme (QAP) [Note: A Childminder may be exempt from attending the QAP if they have already completed an equivalent Childminding course or relevant quality related training. [This decision will be made at the discretion of the local CCC for 2019.] |
| ✓ | Must provide evidence of appropriate insurance |
| ✓ | Must provide evidence of Children First E-Learning programme www.tusla.ie/children-first/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 childminding development grant was for less than the maximum amount (this will be confirmed in the 'Childcare Committee Confirmation of Childminder Details' section of the application form).
3. The application for CMDG funding should be completed on the standard application form and submitted to Meath County Childcare Committee.
4. Where a Childminder is subject to the Child Care Act 1991 (Early Years Services) Regulations 2016 they must register their service with Tusla. (this will be confirmed in the 'Childcare Committee Confirmation of Childminder Details' section of the application form)
5. On the part of the applicant Childminder, no purchases should be made until grant approval notification is received from Meath County Childcare Committee.
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.
8. The Childminder is required to submit a copy of their Children First E-Learning programme certificate. (www.tusla.ie/children-first/children-first-e-learning-programme.)
9. All grant approvals will be subject to a letter of agreement signed by the Childminder with Meath County Childcare Committee (sample letter of agreement attached at appendix 1).
10. If a successful applicant ceases to childmind within two years of receipt of grant aid, Meath County Childcare Committee may take the necessary steps to recoup the funding in accordance with the letter of agreement with the Childminder.

What can the grant be used for?

The grant 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 Meath County Childcare Committee. 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 Childcare Committee if you have queries in relation to eligibility).

| |
|---------------------------|
| Eligible Equipment |
|---------------------------|

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| Safety items – fire blanket, fire extinguisher, smoke alarm, socket covers, cupboard locks, first aid kit, stair gate, fireguard, car seat etc. |
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|---|
| 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. |
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|---|
| 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. |
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| Minor adaptations – fencing, gates, painting, flooring, developing a changing area/ outdoor play space etc. |
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Please Note:

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.

| |
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| What is not acceptable eligible equipment? |
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| Trampolines, subscriptions, consumables, walkers, travel cot, electronic equipment including: games/consoles, IT equipment, batteries. |
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|---|
| What is not acceptable eligible expenditure? |
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|---|
| 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 childcare use. |
|---|

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.

Childminder Development Grant

Application Form

Section I

Applicant Details

| | |
|--|--|
| Name of Applicant | |
| Role/Job Title | |
| Address of Applicant (please provide the address where the childminding takes place) | |
| | |
| | |
| Telephone (land line) | |
| Mobile Telephone | |
| Fax | |
| E-mail | |
| Insurance policy number (relevant to the childminding service) | |
| Have you completed the 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 childcare experience (to-date) relevant to this application | |
| Please specify any training you have undertaken related to your role as a childminder | |

Section III**The Funding Request**

| | ITEM | COST (€) |
|---|------|----------|
| 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 additional page, if necessary) | | |
| | | |
| | | |
| What is the total cost of your Childminding Initiative project (i.e. 100% of the project cost) | | |
| How much is requested from the Childminding Initiative (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 2017 or 2018 for your Childminding Service? | 2017 | |
| If yes, please provide information on the purpose of the grant (what exactly was the grant used for), the value of the grant (€) and the date the grant was approved | 2018 | |

Section V

Details of the Childminding Service

| | | | | | | | |
|--|-------------------|------------------|------------------|---|------|-----|-----|
| Are you required to register your Childminding service with Tusla? | | | | | | | |
| If yes, in what year did you first notify/register? | | | | | | | |
| Have you voluntarily notified with your local City/County Childcare Committee? If yes, please provide date of voluntary notification. | | | | | | | |
| * Current (if applicable) | | | | * Target – as a result of this grant aid... | | | |
| Number of childcare 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.

¹ Sess – Sessional place

² P/T – Part-Time place

³ F/T – Full-Time place

Section V**Declaration**

I, _____ (INSERT SIGNATURE),

apply to the Meath 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 agree to send full details of the expenditure including original itemised receipts to Meath 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, 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 sent to Meath County Childcare Committee to:

Meath County Childcare Committee
 Commons Rd
 Clogherboy
 Navan
 Co. Meath



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

Early Years Division



pobal

government supporting communities

Childcare Committee Confirmation of Childminder Details
 (Please note: Your local CCC is required to complete the details below)

Name of Childminder: _____

Please check (x) the relevant box/es that apply.

| | |
|---|--|
| The childminder is registered with Tusla. | |
| The childminder is voluntary notified to your CCC. | |
| The childminder is known to your CCC. | |
| The childminder has completed the Childminding Quality Awareness Programme (QAP) or have already completed an equivalent childminding or relevant quality related training. [This decision may be made at the discretion of the CCC.] | |
| The childminder has received a grant in the previous 2 years (2017 or 2018). | |

If the Childminder has received the grant in the previous 2 years, please provide the details:

| Year | Date | Amount received |
|------|------|-----------------|
| 2017 | | |
| 2018 | | |

Signed: _____

Name: _____

Childcare Committee: _____

Date: _____

Applicants Please Note: Please submit this template with your 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 notified to the HSE as providing full day care. Full day places can only be available to pre-school aged children.

Number of Childcare 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 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 – 12 years.