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**Vale of Glamorgan Council**

**Early Years and Childcare Capital Grant**

April 2024 – March 2025

Introduction and Information for Childminder Applicants

Please read carefully before making an application

The Welsh Government have extended Capital funding for the Early Years and Childcare sector for small amounts of grant funding to replace or repair existing items to improve their premises for the provision of childcare services.

All childcare providers registered with Care Inspectorate Wales (CIW), will be eligible to apply for a Capital grant. However, applications from those offering one of the following schemes, will hold more weight. These include Childcare Offer and expansion of Early Years provision for 2 yr. olds**.** For those settings who are currently working with CIW to register a childcare setting but require replacing or repairing fixtures will be eligible to apply.

The grant is pivotal to supporting childcare settings by funding essential capital works and replace worn or broken items to enable them to significantly improve their premises to promote good quality provision both for the safety and development of children.

**Before making an application**

* Please ensure that you are completing the correct application for your sector area.
* Be prepared to commit to offer childcare for a minimum of 5 years from the date on which the final grant payment is made and acknowledge that if it stops providing childcare places, then the setting is required to repay all or part of the grant funding paid.
* You have read the guidance on ‘what can and what can’t be applied for’ specific for your setting type before you make an application.
* You have collected all evidence which is stated under ‘Items requested and purpose’ – **your application will be declined if you do not include all information requested.**
* Your application is realistic and relevant, and you have provided as much information as possible.
* If you have not observed the grant terms and conditions in the previous financial year, for e.g. underspend not declared, goods or construction work not in place/completed before the end of the financial year, your application may not be considered.
* The childcare setting is either registered with Care Inspectorate Wales (CIW) or working with CIW in order to become registered.
* The childcare setting is based in the Vale of Glamorgan.

**Submitting your application**

* Applications can be submitted up to **12 noon** **the day before** any panel meeting.
* You may submit more than one application throughout the financial year. However, all works completed / items must be completed before additional applications will be considered.
* Applications can be made at any point between **Friday 07** **June** and **Friday 06 December 2024**.
* Funding cannot be paid retrospectively for works already carried out or items already purchased
* This grant is **not for cosmetic work** to a setting or an individual’s home, it is for essential capital works and/or replacement capital items.
* Items must be new and not second-hand

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

**Panel Decisions**

* Applications will be considered by a panel on the following dates.

|  |  |
| --- | --- |
| **Friday 07 June 2024** | **Friday 04 October 2024** |
| **Friday 05 July2024** | **Friday 08 November 2024** |
| **Friday 02 August 2024** | **Friday 06 December 2024** |
| **Friday 06 September 2024** |  |

* An officer from the Local Authority may wish to arrange a visit to settings regarding their application.
* Spot inspections will be arranged with childcare settings during the 5 year period regarding works completed / items purchased
* The panel aims to assess and provide a prompt response to the applicant within 2 weeks of the panel meeting.

**All funding must be spent by 31st March 2025, there is no provision to carry this funding over into the next financial year.**

**Childminder guidance**

As a childminder working on domestic premises, you will clearly demonstrate the nature of what is being requested and why, and how this benefits the childminding setting and children in your care. Unless there are exceptional circumstances, the small grant contribution is not to be provided for, general refurbishment, replacement or repairs of fittings within the domestic premises including painting, replacing carpets, replacement or repairs of fittings within the domestic premises such as toilets, kitchen facilities, windows, doors, etc.

**What can be funded - Guidance and criteria**

The maximum amount available to **any-one setting** in **any given financial year** is detailed below and will be proportionate to the number of days open and the numbers of children within the setting.

|  |  |
| --- | --- |
| Childcare providers registered for 15 or fewer | Up to £10,000 |
| Childcare providers registered for 16 to 29 places | Up to £15,000 |
| Childcare providers registered for 30+ places | Up to £20,000 |

Funding can be offered for various capital works that may be needed such as:

* Improving the outdoor play facilities of a setting, such as replacing the outdoor play surface or providing a canopy.
* Improvements to outdoor area in line with ‘recommendations to meet with the National Minimum Standards’ by Care Inspectorate Wales (CIW) – please attach your latest inspection report
* Replacing worn equipment / furniture / storage which could potentially pose a health and safety risk. For example, a rusted outdoor climbing frame, broken or badly worn play furniture, which could cause splinters.
* IT equipment for administration of children within your care provided it can be clearly shown that there is a need in order to deliver Childcare Offer, Flying Start or Early Education places. This could include laptops, printers, etc. **This would not include IT equipment for use by children**
* Expenditure on capital equipment items to allow the setting to be more accessible/inclusive for children with additional needs or disabilities.

**What can’t be funded**

The grant funding is for capital purchases only, essentially something that has a resale value and does not improve the value of the property. It cannot be used to fund:

* The purchase of consumables, such as paper, cleaning materials, nappies, etc.
* PPE equipment or purchase of clothing
* Staff costs such as wages, training, travel and subsistence.
* Utility bills such as gas, electric, rates.
* Mac book, I pad/ Kindle fire/ other tablets
* Daily used toys/ puzzles/ books for example: dolls, Lego, construction, small toys
* Play Tables / Art Easels/ Chalkboards.
* MP3 player and speakers/ camera
* The provision of Wi-Fi.
* Insurance costs e.g., building insurance, employer’s liability insurance, etc.
* The purchase of vehicles or vehicle leasing, running costs such as insurance, fuel, servicing, etc.

**This list is not exhaustive – please check if you are unsure if an item is eligible.**

**Maximum allowance per items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Max amount** | **Minimum quotes required** | **Comments** |
| **Building works** | Up to 100% of total cost | 2 | 75% Initially paid and final balance paid on completion.  Please ensure quotes are from a reputable company on letter headed paper with a clear breakdown of costs. |
| **Laptop only (no additional packages)** | £500 | No | Not eligible if previously received a grant for a laptop.  Purchase for administration work only. Not for use with children |
| **Printer** | £150 | No | Purchase for administration work only. Not for use with children |
| **Outdoor equipment e.g. climbing frame,** | £700 | No | 75% paid initially and final balance paid when assembled.  Must be new purchases |
| **Canopy/ Shelter** | £3,000 | 2 | 75% paid initially and final balance paid when assembled  Must be new purchase |
| **Outdoor storage/shed** | £700 | No | Must be new purchases |
| **Children’s Outdoor table and chairs set** | Up to £250 | No | Must be new purchases.  Purchase must be specific for child use and not towards larger patio equipment |
| **Indoor storage**  **e.g. filing cabinets, storage units** | Up to £300 | No | Must be new purchases |
| **Car seat (each)** | Up to £200 | No | Must be new purchases |
| **Pushchairs**  **Single**  **Double** | Up to £200  Up to £300 | No | Must be new purchases |
| **Highchairs** | Up to £80 | No | Must be new purchases |

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**Vale of Glamorgan**

**Early Years and Childcare Capital Grant**

2024-25

**Childminder Application Form**

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| **SECTION 1: SETTING DETAILS** |

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| **Childcare Setting name:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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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| **Does your CIW quality of care review highlight the quality improvements you are looking to make? If not, please explain why you are making an application**  Please refer to ‘**wha**t **can and can’t be funded’** information sheet accompanying this grant before making an application. | |
| 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.  **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.  |  |  | | --- | --- | | Childcare providers registered for 15 or fewer | Up to £10,000 | | Childcare providers registered for 16 to 29 places | Up to £15,000 | | Childcare providers registered for 30+ places | Up to £20,000 | | **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:   * Your Quality of Care review as supporting evidence * 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 on: **23 May 2024** until Thursday 05 December 2024 in the first instance. Additional dates may be added should funding still be available.  All funding must be spent by **31st March 2025**, 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 10 January 2025**, 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 [dmaule@valeofglamorgan.gov.uk](mailto:dmaule@valeofglamorgan.gov.uk) by **Friday** **11 April 2025**.  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 should I be signed up to the Childcare Offer and /or expansion of early years provision for 2 yr. olds childcare initiatives.  🞏 I agree to use the funding allocated solely for the purchases and / or building works stated in my offer letter and by **Monday 31 March 2025.**  🞏 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 11 April 2025.**  🞏 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 10 January 2025**  🞏 If successful in receiving a capital grant, I am required to acknowledge this within my promotion/marketing materials issued to parents.  **In signing this I confirm that the information submitted is accurate.** | | | |
| **Signed:** |  | **Name:** |  |
| **Position:** |  | **Date:** |  |

**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**.