

Parent & Toddler Group Initiative Grants 2017 Guidelines for Parent & Toddler Groups

Information on grants available:

Applications for funding under this scheme should only be made by Parent & Toddler Groups that are organised on a not for profit basis and involve the participation of parents in the community. Grants will normally range from **€100 to €1,000**. Existing groups can apply for a maximum grant of **€800**. New start up groups may apply for a maximum grant of up to **€1000**.

Funding will be available for:

- Toys, equipment and books
- Training for parents, e.g. paediatric first aid, committee skills, parenting courses
- Children's activities, e.g. arts and crafts, music
- Limited funding will be available towards insurance, rent or minor refurbishment, up to a maximum of 30% of total funding.

Funding will not be available for:

- Groups operating out of private homes
- One off events such as outings, parties and trips
- Groups with a closing balance of €3,000 or more in the previous year
- Groups who received funding in previous years and did not return the Progress Report and receipts for items purchased
- Groups who do not submit evidence of appropriate insurance when making their application

Additional Information:

- P & T Groups should have a Bank Account/Credit Union Account. The money taken at each session, any grants received by the group or money received from fundraising should be paid into the account. It is recommended that spending on the group's behalf should be paid for by cheque/draft. All transactions involving the group's money should be recorded and all receipts kept
- Applications from P & T Groups will only be accepted from groups known to _____ CCC, new groups should make arrangements to meet a CCC staff representative prior to application deadline
- P & T Groups must submit evidence of appropriate insurance (not applicable to new groups). **Recommendation:** set a criteria that new groups will have to submit evidence of insurance within the first month of receiving the grant

How to apply:

- Please detach and fill in the attached application form, using clear block writing
- **Please ensure that all sections are completed (Application form, Annual Income & Expenditure Account, Progress Report)**
- Simple financial records are important for groups in receipt of grants as they offer protection for all involved
However, newly formed groups do not need to provide a financial record until they are in existence for one year
- Please ensure the application is signed by 2 committee members
- Applicants are required to submit up to date bank statement/credit union statement (no older than 2 months) with their application form.
- Forward Evidence of insurance with application
- Forward Evidence of receipts for items purchased with last grant, along with progress report
- Grant Applications will not be recommended if: They do not include adequate information, i.e. all sections of the application form must be completed

Post Approval Information:

- Successful applicants are required to submit receipts as evidence of expenditure
- If a P & T Group wishes to change their approved expenditure, they must apply in writing to Longford CCC prior to purchasing new item. Longford CCCs decision will be confirmed in writing
- Successful applicants may receive a support visit from the local CCC

What Longford County Childcare Committee Can do for you:

LCCC is available to support anyone wishing to set up a parent and toddler group or those currently running one. We can provide information which promotes the provision of a quality service that runs smoothly and conveniently for all the children and parents attending. We can assist you in choosing toys and activities which are developmentally appropriate; encourage adult child interactions or we may be able to put you in contact with relevant agencies or organisations.

Important dates:

- Application forms to be returned by .
- Notification of decisions and payment of grants will be made by .

This form may be photocopied, if required. Send it to:

**Grants for Parent & Toddler Groups,
Longford County Childcare Committee, Longford Community & Enterprise Centre, Ballinalee Road, Longford**

Phone: 043 3342505

Email: maudie@longfordchildcare.ie

Website: www.longfordchildcare.ie

REMEMBER

The closing date is 30th June 2017

Please Note:

- **If you are not the contact person for this P&T Group, please forward this application to the correct contact person and inform Maudie Kenny on 043 3342505 ASAP.**
- **The contact name and mobile phone number, meeting place, days and times contained in this completed application form will be shared by Longford CCC with parents looking to join a P&T group in your area. So please ensure these details are correct.**

APPLICATION FORM

Parent & Toddler Group Initiative Grants 2017

[Please use block letters]

NB Please write name of group as it appears on bank/credit union/post office account.

1. Name of Group:-

2. Address of Group:-

NB Please write name of venue where your group meets weekly.

3. Name and details of two contact people (preferably committee members) (please include address, phone/mobile & email for each):-

Name:
Address:
Phone:
Mobile:
Email:

Name:
Address:
Phone:
Mobile:
Email:

4. Contact name and number for the group: _____

Note: This number will be made publically available

5. Amount of grant being sought from City/Childcare Committee (to a limit of €1,000 new groups: €800 existing groups)

6. Detailed breakdown of costings for grant being sought:- (Example: €1,000 being sought; €200 toys, €200 insurance, €200 training, €200 rent, €200 equipment)

7. Annual cost of running the group:-

8. How often does the group take place? **(Please include day and time for our records)**

9. Do you charge participants? Yes NO
If yes, what is the charge per session?

€

10. Do you pay an annual rent for premises?
If yes, how much and to whom is rent paid?

€

11. Details of funding received in the past year:-
(e.g. CCC, HSE, local fundraising, other)

Funding Agency	Amount €

12. If funding was received from ----- CCC
in 20XX have you returned your Progress Report?
(If 'NO' please forward this Report immediately)

YES

NO

13. Details of unsuccessful funding applications in the past
Year:
(please give reason):

Funding Agency	Reason

14. What other agencies have you applied to for future
funding?

Funding Agency

15. When was the Parent & Toddler Group formed?

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16. On average how many adults attend the group each week?

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17. On average how many children attend the group each week?

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18. How many people are involved in the committee?

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19. Name of the Insurance Company & Insurance Number
(Please enclose copy of Insurance)

Annual Income and Expenditure Account 20XX

(Newly formed groups do not need to provide a financial record until they are in existence for one year)

NAME OF GROUP:

TIME PERIOD:

Opening Balance in Account:

€ _____

Income 20XX

Parent & Toddler Fees 20XX	
Fundraising 20XX	
Grants Rec'd in 20XX	
-----County Childcare Committee	
HSE	
Other (please specify)	

Total

€ _____

Expenditure 20XX

Rent	
Heating	
ESB	
Insurance	
Telephone	
Toys and Equipment	
Snacks - tea & coffee	
Activities (please specify)	
Training	
Other items	

Total

€ _____

Closing Balance:

€ _____

Signed: _____
Treasurer/Committee Member

Date: _____

PROGRESS REPORT

Name of Group:

Amount of funding Allocated:

1. Please give breakdown on how the funding was spent:
(Example: €150 insurance, €75 books; €150 toys)

2. Describe the benefits the grant made to the group

3. Any additional information which may be of relevance.

Signed (Chairperson or committee member)

Date _____

Please return completed form before __/__/__
To:

**N.B.
APPLICATIONS WILL NOT BE CONSIDERED IF ALL SECTIONS OF
THE FORM HAVE NOT BEEN COMPLETED**

DATA PROTECTION DECLARATION

As soon as you contact _____ County Childcare Committee we will create a computer record in your group's name. Information that you provide is added to your record.

The information you provide may be used for the following purposes:

- CCC database and directory of services
- Recording queries and information and advice given
- Processing of funding applications
- Compiling statistical information to help us improve our services and share information with the Department of Children and Youth Affairs and Pobal.

To give you an example of disclosure: _____ County Childcare Committee is required to give funded groups names and certain other data to the Department of Children and Youth Affairs and Pobal. The Department and Pobal, in turn, observe strict rules of disclosure that are registered with the Office of the Data Protection Commissioner. County Childcare Committee will adhere to its data protection policy.

***Disclaimer:** This information is provided to XXCC as part of a funding application. Although every effort has been made to ensure the accuracy of all information published, _____ County Childcare Committee cannot accept any liability or responsibility for any errors or omissions. _____ County Childcare Committee will bear no liability or responsibility, direct or indirect, for use or misuse, of any information in this application for funding.*

I have read and understood the above statement and consent to the use and disclosure of data and information as outlined above.

Signature _____

Position _____

Date _____

Appraisal Section Information:

There are four documents:

1. The Summary Form:
This is filled out by a CCC staff member and circulated to the members of the appraisal group prior to the meeting. It summarises all the grant applications. Often we would use two or three of these.
2. The Appraisal Template:
This is partially filled out by CCC staff before the appraisal group meeting and completed at the appraisal meeting and signed by the members of the appraisal group including the CCC staff member.
3. The Grant Agreement:
This is completed and signed by CCC staff/board representative.
4. The sample Successful Applicant letter which accompanies the contract.
5. The sample Unsuccessful Applicant Letter.

Note: As per terms of reference /governance procedure of each CCC Board

County Childcare Committee

Summary of Parent & Toddler Initiative Applications

Date:

Group Name	Established in	No of Children attending	No of Adults Attending	Project Description & Breakdown	P.R. returned Y/N	Receipts returned Y/N	Evidence of Insurance returned Y/N	Recent Bank Statement Returned Y/N	Total Amount Requested	Funding Rec'd 2016	Amount Granted
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Note: For CCC use only

**County Childcare Committee
Appraisal Form
Parent and Toddler Initiative Grants 2017**

Project ID No:

Applicant Name:

Project Description:

Is this a new or existing group: New Existing

Has the Parent & Toddler Group drawn down the previous year's funding? Yes No

Is the Parent & Toddler Group operated on a not for profit basis? Yes No

Does the group operate out of a private home? Yes No

Had the group a closing balance of €3,000 or more in the previous year? Yes No

Has the group returned Progress Report & Receipts for their most recent grant? Yes No

Has the group returned evidence of valid insurance for the P & T Group? Yes No

Is the group known to the CCC? Yes No

If yes How?

Does the CCC Prioritise this group for funding? Yes No

Are there conditions attached to the funding? Yes No

If yes specify:

Comments:

Amount Sought: **Amount Granted:**

Signed: _____

Date _____

Parent & Toddler Group Initiative Grants 2017

GRANT AGREEMENT

_____ *County Childcare Committee* has agreed to allocate grant aid of €_____ to *Name Parent & Toddler Group* for the purposes of supporting the development of the Parent & Toddler Group. The grant must be used towards *name purpose of grant*.

Conditions:

1. The grant must be used for the purpose as outlined above.
2. The grant must be drawn and used within the specified timeframe outside of which the CCC reserves the right to decommit the funding.
3. A short progress report will be sent to _____ County Childcare Committee by **date**.
4. The grant will be paid in advance to the group but itemised original receipts for eligible expenditure must be returned to _____ County Childcare Committee by **date** with the progress report.
5. If requested, arrangements will be made for the representatives of _____ County Childcare Committee, Pobal or the DCYA to visit your group for the purpose of discussing the use made of this grant and other related issues.
6. The Grantee agrees to indemnify _____ County Childcare Committee, Pobal, the DCYA and the Exchequer from and against all actions, proceedings and costs, claims, demands and liabilities howsoever arising from all and every action in connection with the Approved Grant.

By signing below the Grantee confirms that he/she has read and fully understood the conditions contained in this Grant Contract and that he/she fully accepts all conditions and that all conditions will be complied with in full.

On behalf of _____ CCC		On behalf of the Parent & Toddler Group	
Signature:		Signature:	
Position:		Position:	
Date:		Date:	

Successful Applicant Letter

Group Name
Group Address

Date

RE: Parent & Toddler Initiative Grant 2017

Dear _____

Thank you for your recent application for the Parent & Toddler Initiative Grant.

I am pleased to inform you that the Committee has approved your Parent & Toddler Initiative Grant for €_____. The enclosed grant agreement specifies what the grant can be used for.

If there are any conditions to the grant they would be detailed here.

Please find enclosed two copies of your grant agreement. Please note the conditions of funding especially condition number 6 in relation to indemnity. If you agree to the terms of funding please sign one copy and return to me as soon as possible. The other is a copy for your files.

A cheque will be issued to your group on receipt of this.

As with previous years the grant will be paid in advance. Itemised original receipts for eligible expenditure must be returned to _____ County Childcare Committee date, along with the group's progress report and copy of a recent bank / credit union statement.

If you have any queries or if I can be of assistance to you in any way, please do not hesitate to contact me.

Yours sincerely

Unsuccessful Applicant Letter

Group Name
Group Address

Date

RE: Parent & Toddler Initiative Grant 2017

Dear _____

Thank you for your recent application for the Parent & Toddler Initiative Grant.

Unfortunately your grant application was unsuccessful as it did not meet the application Criteria as indicated below:

	Yes	No	N/A
Group must be known to the CCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing groups must submit an up to date bank / credit union statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the bank balance exceed €3,000?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Progress Report submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipts submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum grant application allowable - €100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum grant allocation €1,000 (new groups); €800 (existing groups)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Groups – evidence of appropriate / current insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have any queries or if I can be of assistance to you in any way, please do not hesitate to contact me.

Yours sincerely
