

Early Learning and Care Services & School Age Childcare Services



Capital 2020

Application Guidelines

FEBRUARY 2020

CLOSING DATE FOR APPLICATIONS IS FRIDAY 27TH MARCH AT 3PM.



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The **purpose of this document** is to provide Early Learning and Care Services and School Age Childcare Services with information on the Department of Children and Youth Affairs Capital 2020 Grant Scheme

Introduction

The Department of Children and Youth Affairs has allocated a budget of **€7.2m for Capital 2020**.

The **key objectives** for the **2020 Capital Scheme** are as follows:

- To increase the number of places for children from 0 to 2 years and 8 months in Early Learning and Care Services.
- To ensure community owned Early Learning and Care Services and School Age Childcare Services are compliant with all regulations in relation to the delivery of their services.
- To increase the number of places for school age children in School Age Childcare Services.

The Capital 2020 Scheme will be delivered via three strands as outlined in the table below.

Capital Programme 2020	Strand A	Strand B	Strand C
Objectives	To increase the number of places for children from 0 to 2 years and 8 months old	Maintenance of community owned early learning and care and school age services	To increase the number of places for school age childcare
Size of grant	From €10,000 to €50,000	From €250 to €1,200	From €10,000 to €20,000
Who can apply?	Community and Privately Owned Early Learning and Care Service	Community Owned Early Learning and Care Services & School Age Childcare Services	Community and Privately Owned Early Learning and Care Services and School Age Childcare Services

Owners of Multiple Facilities

Please read below before commencing your application forms.

Are you going to apply for funding for more than one facility?

Are you a private or community provider?



Private owners of multiple facilities

- Are eligible to apply for funding under Strand A and Strand C.
- Are not eligible to apply for funding under Strand B
- Are allowed to apply for funding for a **maximum of two of their facilities** i.e. the application system will only allow two application forms to be submitted from a private provider.
- Each application form allows you the option to apply for funding under Strand A and C or either Strand A or Strand C in respect of one facility i.e. you cannot apply for two facilities on the same application form.

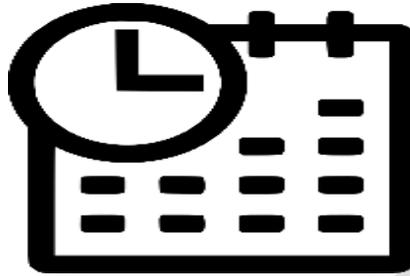
Community owners of multiple facilities

- Are eligible to apply for funding for a **maximum of two of their facilities under Strand A and C.**
- Are eligible to apply for funding for **all their facilities under Strand B, there are no restrictions on the number of applications.**
- You can only **submit one application form per facility** i.e. you cannot apply for two facilities on the same application form.
- **An application form allows you to apply under Strand A, B and C for the same facility.**

Owners of Multiple Services must decide in advance which **two facilities** are going to be prioritised for Strand A and Strand C before you begin your applications.

Note: The online system will allow you to draft multiple application forms under Strand A and C however the online system will only allow you to submit two application forms

Key Dates



ACTIVITY	IMPORTANT DATES
Closing date for DCYA Reference Numbers	COB 25 th February 2020
Open for online applications	Anticipated go-live date is Friday 28 th February 2020 @ 12o'clock *
Closing date for online applications	Anticipated closing date is the 27 th March* 2020 @ 3pm*
Notifications to all applicants on the outcome of their application	Week commencing 29 th June, 2020
Expenditure Report to Pobal	No later than 30 th November 2020
*These are provisional and subject to change	

PLEASE NOTE: If you contact Pobal with an ICT issue within 48 hours of the closing date and time Pobal cannot guarantee that your ICT issue will be resolved in time for you to submit your application.

What do I need to know before applying for a grant?

To apply for a Capital 2020 grant applicants must comply with the following;

Basic Mandatory requirements:

1. All applicants must have a **DCYA Reference Number** for the premises which is the subject of the application. You will not be able to access the online application form without a DCYA reference number.
2. Have a **quotation** for each item included in the budget in the application form.
3. Apply for a project which can be completed and expenditure reported to Pobal no later than **30th November 2020**.
4. **Complete and submit an online application form** by the (insert date and time)

Where applicable:

5. Applicants must have a **planning permission** number or date of application for planning permission or a reason why planning permission is not required.
6. A copy of a **rental/lease/licence/ agreement, for the duration of the contract.**
(please see page 10)

Note: If you have a Licence Agreement this **must be accompanied by a letter** from the Bishop or Church Body or local authority confirming that the premises can be used by the applicant as an Early Learning and Care Service or School Age Childcare Service or both.

7. Applicants must have written **permission of the owner** of their premises to undertake the capital works and or the installation of equipment.

Requirements Explained for all strands

DCYA Reference Number

- All applicants will require a DCYA reference number to access the online application form which will be available on the Pobal PIP system.
- The DCYA reference number must be for the facility which is the subject of the application.
- If you are relocating your ELC service or SAC service you must register the new facility with Tusla and apply for a new DCYA reference number.



Registering with Tusla

All Early Learning and Care (ELC) services and School Age Childcare (SAC) services must register with Tusla.

It is a legal requirement for all ELC services proposing to operate from **the 30th June 2016** to make application under section 58 D (2) of The Child and Family Agency Act 2013, at least 3 months before it is intended to commence operation. (Except in the case of a Temporary early years' service in which case at least 21 days' notice must be given).

Registration of SAC services is a mandatory legal



requirement for providers of school age provision from the **18th February 2019**.

- Existing Early Learning and Care Services (ELCs) and School Age Childcare Services (SACs) are required to be registered with Tusla in order to receive a grant agreement or grant payment on behalf of DCYA from Pobal.
- New services should complete their registration process with Tusla as a matter of urgency. Grant payments will only be made to services which have completed their registration with Tusla. In the case of successful applicants that are completing a new build, grant payments may be released in advance of the completion of the Tusla registration.
- ELC and SAC services should seek advice and support from their City/County Childcare Committee in relation to the registration with Tusla and on the Pobal Early Years Platform.

Quotations



Applicants must **attach a quotation from an independent supplier for each item** that they intend to purchase with their grant under Strand A and Strand C.

Applicants to Strand B must retain quotations from independent suppliers for each item that they have purchased in relation to eligible costs claimed as part of this grant.

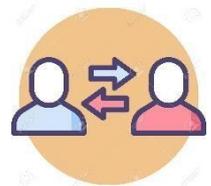
- Quotations must be appropriately dated and clearly itemised.
- Small items of equipment which can be purchased from the one supplier, for example, small pieces of equipment, can be included on the one quotation.
- Capital and equipment items must not be on the same quotation. Please ensure that you obtain separate quotations.

Public Procurement

- All applicants must comply with public procurement guidelines.
- Information on public procurement is available from the Office of Government Procurement www.etenders.gov.ie
- Applicants may begin the process for e-tendering in advance of notification of the outcome of the application funding. **Please note:** Expenditure is only eligible from the date of notification of the outcome of your application for funding for Stands A and C. Any expenditure incurred in advance of this date is not eligible for grant funding.

Conflicts of Interest

A conflict of interest is any form of personal interest, which may impact (or be perceived by others as impacting) upon your impartiality when selecting a supplier/contractor for goods and services. **Personal interest includes cases where a relative or another person connected to your organisation tenders or quotes to provide goods or services to your organisation.**



In addition the Irish Charities Regulator has useful information in relation to [Managing Conflicts of Interest](#).

Universal Design

All ELC services and SAC services should consider the [Universal Design Guidelines](#) in the refurbishment, renovation and building of facilities. Applicants are required to confirm that they have read the guidelines and will take account of these in their projects.

General Data Protection Regulations (GDPR)



Early Learning and Care Services and School Age Childcare Services must ensure that they are fully aware and comply with their obligations and responsibilities in relation to processing personal data within their service(s).

The personal information that will be requested as part of the application form and process is as follows:

- Primary contact name and e-mail address for the application;
- Lease or rental or licence agreement details for the early learning and care service and or school age childcare service premises;
- Permission from the owner of the premises to carry out the works; □ Applicants' board/committee details and relevant experience to managing early learning and care services and/or school age childcare services. □ Information provided in quotations.

Please refer to the Data Protection Commission for additional information in relation obligations in relation to GDPR. Here is a link to their website: [Data Protection Commission Guidance](#)

Requirements Explained for Strand A and C Only

Rental Agreements, Lease Agreements and Licence Agreements

This requirement applies to **Strand A**: Increase in place for 0 to 2 years and 8 months and **Strand C**: Increase in places for school age children.

If you do not own the property where the ELC and or SAC service is provided, applicants must attach a copy of one of the following documents:

- A Lease Agreement □ A Rental Agreement
- A Licence Agreement.



If an agreement is out of date, the applicant must attach a letter from their property owner indicating they are willing to enter into an agreement (rental/lease/licence) and giving the applicant permission to carry out the works should the application be successful. **Note:** All legal rental, lease and licence documents must be submitted to Pobal prior to receiving a grant payment.

For applicants who are providing a **licence agreement**, the applicant **must also provide a “letter of comfort”** from the relevant Bishop/Church Body/Accountable Officer e.g. in a Local Authority, stating that the premises can be used by the applicant for the purpose of an early learning care service and/or school age childcare service for a maximum of five years up to the 30th June 2025

If it is a new service and the legal rental/lease/licence agreement process is not ready in time for the application process, the applicant must attach a letter from their landlord indicating they are willing to enter into an agreement (rental/lease/licence) and **giving the applicant permission to carry out the works** should the application be successful.

Duration of rental/lease and licence agreements

There are specific requirements in relation to the duration of an agreement depending on the size of the grant.

Grant Amount	Duration of agreement	
Grants up to €20,000	3 years after the approval date	July 2023
Grants from €20,001 to €49,999	4 years after the approval date	July 2024
Grants from €50,000 or more	5 years after the approval date	July 2025

Early Learning and Care and School Age Childcare service providers should **seek legal advice** to ensure that any agreements that they enter into are appropriate to their individual circumstances.

Whilst the precise wording of any licence agreements is a matter for applicants and their respective solicitors, licence agreements should include the following information which may be subsequently checked by DCYA/Pobal.

- The name and/or address of the facility/proposed facility
- Names of all the groups that are party to the agreement – including a signature of a representative of each group
- The responsibilities of each of the parties to the agreement for example: insurance, liability insurance, maintenance, cleaning
- Details of any times when the facility is available to each party and any access arrangements
- The period for which the licence is effective must be in line with the capital grant contractual arrangements
- Any limits on the purposes for which the facility can be used
- Any joint management arrangements – management boards, financial contributions and any joint bank account
- Any charging/funding arrangements for the use of the facilities – including who sets fees or rent and who pays them
- Any dispute resolution arrangements or forfeiture clause

Partnerships



Some standalone school age childcare services may involve partnership arrangements e.g. where the school age childcare service is a joint venture between the school age childcare provider and the school or community organisation. In other words, both parties are jointly responsible for the managing and delivering of the school age service. In such cases, this partnership arrangement must be put in writing and

agreed by both parties. This agreement should include information on the financial management and employment arrangements for the school age childcare service and details on the roles and responsibilities of each partner

Renting or leasing a room(s) from a school or community organisation or local authority, **this** (delete) is not considered as a “partnership”. This is a business arrangements and involves a rental/lease/license agreement only.

Planning Permission

All applicants must consider if their proposed project requires planning permission from their Local Authority. Applicants should seek advice from their Local Authority or other competent and relevant expertise such as their architect or engineer.



If planning permission is required applicants are required to provide the planning permission number on their application form or to enter the date that planning permission has been applied for.

Please note that there is a 4 week appeal period after your provisional planning approval. This time delay needs to be factored into your project planning and timelines. We would strongly recommend that you apply for planning permission before you make an application for funding.

If planning permission is not required, the applicant is required to state the reason why planning permission is not required.

Evidence of co-funding



In some cases the total project cost will be greater than the grant amount that can be applied for.

Under Strand A and Strand C applicants will be required to provide evidence that they have this additional funding in place, where the total project cost is greater than the grant applied for.

Acceptable evidence includes one or more of the following:

- Bank Statement showing the additional funding required
- Letter of Offer/Contract from another funder
- Loan Agreement from a financial institution e.g. bank or Credit Union.

For applicants applying under Strand C

Appropriate Outdoor Play Areas for School Age Childcare Services



Age appropriate outdoor area for School Age Childcare services i.e. it is expected that children attending a school age service have sufficient space to undertake physical activities such as football, cycling, running and participation in group/small team games.

Age appropriate equipment i.e. it is expected that the equipment made available in services meets the needs of children and facilitates age appropriate programmes of activities, group activities, own time and relaxation. For example a school age service who wishes to increase their capacity may consider additional sports equipment, computers, sofas, etc., as appropriate. Any funding applied for under equipment, should directly link to an increase in capacity.

Completing the application form

- All applicants must apply for funding using **the online application form** on the Pobal PIP Portal.
- All strands (A, B & C) can be applied on the same application form. When you enter your DCYA reference number for a facility, the system will provide you with an online application form. The online system will provide you an opportunity to complete an application form for the strands under which you are eligible to apply for a specific facility. **For example**, if you are a private service provider you will not be able to see the questions relation to Strand B.
- Owners of **multiple** early learning and care services and or school age childcare **services** can only submit **two online application forms**.
- **To submit an application form successfully all mandatory questions on the application form must be completed.** If you have not completed a mandatory question the system will highlight the relevant question in **red** for you to review and complete.
- Applicants can edit and amend the application form as often as you like until you click “submit” on the online form. Once the application form has been submitted on the system, applicants will no longer be able to edit or amend the application form.
- **Application forms submitted by e-mail or post or delivered in person** to any Pobal office or the Department of Children and Youth Affairs **will not be accepted**.

Tips

- Check that you can access the online application form as soon as the online application form is available.
- Please **check your application form in full before you hit “submit”** i.e. applied for all the relevant strands for the facility before submitting.
- **Community Early Learning and Care Service Providers** please ensure that if you are applying for Strand A and or Strand C for a facility, that you also apply for Strand B for this facility on the same application form.

Please check that you attached all the relevant supporting documents to your application form and included the following information.

All Strands

✓ DCYA Reference Number for the facility which is the subject of the application.
Strand A and Strand C
✓ Planning permission number (if applicable)
✓ Detailed tender or quotation for construction or renovations
✓ Quotation for each piece of equipment
✓ Copy of Lease/Licence or Rental Agreement (if applicable)
✓ Evidence of Co-Funding e.g. bank statement, loan agreement, letter of offer from another funder (if applicable)

- Contact Pobal for technical advice and assistance
- Contact your City/County Childcare Committee for advice in relation to the information to be included in your application form. Pobal will also provide advice in this regard.
- **Contact details** are available on **page 32** of this guideline.

Due to the expected volume of calls to our online support if you contact Pobal in relation to an ICT issue after 3pm on the 25th March, 2020 Pobal cannot guarantee that your ICT issue will be resolved in time for you to submit your application.

Strand A Factsheet

Creation of new places for children between 0 and 2 years and 8 months.

Purpose of the funding	The purpose of the funding is to support the expansion of Early Learning and Care services to cater for additional demand for places for children 0 to 2 years and 8 months which is currently not being met at a local level.
Priorities for 2020	<p>Applicants must:</p> <ul style="list-style-type: none"> • Clearly demonstrate the need for the new places for children from 0 to 2 years and 8 months in their area; • Demonstrate good value for money in terms of the number of additional or new places for children from 0 to 2 years and 8 months. • Are located in disadvantaged areas as per the Pobal Haase Index. • Demonstrate that the proposed works and installation of equipment can be completed and the expenditure reported to Pobal by 30th November 2020.
How much can I apply for?	<p>You can apply for a grant between €10,000 and €50,000.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The minimum grant that you can apply for is €10,000. <input type="checkbox"/> The maximum grant that you can apply for is €50,000.
Who is eligible to apply?	<ul style="list-style-type: none"> • All ELC services with a DCYA reference number and who have not been awarded funding for the same purpose in 2017, 2018 or 2019 i.e. who have not received funding previously under the following: <ul style="list-style-type: none"> <input type="checkbox"/> Strand 1 New Places (2017) <input type="checkbox"/> Strand 1 EY Expansion/New (2018) <input type="checkbox"/> Strand A: Creation of new places for 0-3 year olds (2019) • Owners of multiple ELC services are eligible to submit a maximum to two application under this strand i.e. (Creation of new places for children from 0 to 2 years and 8 months old).
Who is not eligible to apply?	<ul style="list-style-type: none"> <input type="checkbox"/> ELC services who received funding under a similar strand of DCYA Capital Scheme and for the same purpose in 2017, 2018 and 2019 i.e. <ul style="list-style-type: none"> <input type="checkbox"/> Strand 1 New Places (2017) <input type="checkbox"/> Strand 1 EY Expansion/New (2018) <input type="checkbox"/> Strand A: Creation of new places for 0-3 year olds (2019)

What can I apply for?

You can apply for grant to undertake any of the following:

- Expand** or remodel your current building to accommodate additional places for children from **0 to 2 years and 8 months**.

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	<ul style="list-style-type: none"> • Expand or remodel your current building to include for the first time facilities and places for children from 0 to 2 years and 8 months; • Relocate your entire early learning and care service to new premises to allow the service to accommodate additional places for children from 0-2 years and 8 months. • Relocate the entire early learning and care service to new premises to allow the service to accommodate places for children from 0 to 2 years and 8 months for the first time. • Set up a new early learning and care facility in an area. This may be a community or private service provider however <u>the new facilities must include facilities for children from 0 to 2 years and 8 months</u>. Any new service must not displace any current services in their area and must provide clear evidence of demand for the service.
<p>Can I apply for both capital and equipment costs?</p>	<ul style="list-style-type: none"> • Your grant application may be for capital costs only or you may also include equipment costs in your grant application. • <u>You cannot apply for equipment costs only.</u> • The grant awarded for equipment costs must not be greater than 10% of the total capital costs applied for. • The online application form will highlight to you if the amount applied for is incorrect. • The total amount of equipment costs you can apply for depends on the size of the overall amount of your application. <p>Capital costs are once-off costs such as construction or building refurbishment or fit-out of a building or replacement heating or electrical or water systems.</p> <p>Equipment costs are items which are not permanently fixed within a building for example, tables, chairs, self-standing cupboards or play equipment.</p>
<p>How many additional or new places must I create to be considered for funding?</p>	<p>You must:</p> <ul style="list-style-type: none"> • Create a minimum of 3 new places* for children under 1 years old and/or • Create a minimum of 5 new places* for children between 1 and 2 years and 8 months old <p>*New places refers to child places for children from 0 to 2 years and 8 months which have not existed in your service before.</p>

How do I calculate new places when I am relocating or re-modelling or expanding my service?

New address:

If you are closing your current premises and you are moving (relocating) to a new address, the number of new places for children from 0-2 years and 8 months is the difference between the number of places in your new address for children from 0 to 2 years and 8 months old minus the number of places children from 0 to 2 years and 8 months in your current address **Example:**

Number of places in new premises for 0 to 2 years and 8 months = 10

Number of places in current premises for 0 to 2 years and 8 months = 3.

Number of new places created = 7

New room: If you are moving your facilities for children from 0 to 2 years and 8 months to a new room or remodelling your current rooms at your current address, the number of new places is the difference between the number of places in your new room for children from 0-2 years and 8 months year minus the number of places for children from 0-2 years and 8 months in your current room.

Example:

Number of places in new room for children from 0 to 2 years and 8 months = 8

Number of places in current room for children from 0 to 2 years and 8 months = 3.

Number of new places created = 5.

What type of costs can I apply for?

Applicants must clearly demonstrate how the specific costs applied for directly relate to providing new places for children from 0 to 2 years and 8 months old.

The type of costs that are eligible for consideration are as follows:

- **Alterations and refurbishment works** associated with the creation of additional places for children from 0 to 2 years and 8 months;
- **New build costs** associated with the creation of additional places for children from 0 to 2 years and 8 months old;
- The purchase of a **prefabricated structure** to create additional places for children from 0 to 2 years and 8 months old;
- **Fit-out costs** to create additional places for children from 0 to 2 years and 8 months old;
- **Additional play equipment** to facilitate the increase of children from 0 to 2 years and 8 months old, attending your services.

What types of costs are ineligible?

This is not an exhaustive list and each cost will be considered on case by case basis as part of the selection process. **The following costs are ineligible:**

- General office equipment
- Retrospective costs i.e. costs that have been incurred prior to the notification date of the application
- Salary and overhead costs
- Redundancy costs
- Penalties/interest
- Professional fees: e.g. architect, engineer, garden designers
- Equipment only under Strand A
- Insurance
- Vehicles and vehicle maintenance costs
- Consumables
- Cash payments

What criteria will be used to decide successful applications under Strand A?

Applications will be considered against the following criteria:

- Demonstration of Need (40%)
- Value for Money (20%)
- Capacity (20%)
- Achievability (15%)
- Deprivation (5%)

Demonstration of Need

Demonstrate the need for the “additional places” and need for the works and or equipment to provide these new places.

All applicants must explain concisely and clearly outline **how they have identified the need for additional places in their service** for children from 0-2 years and 8 months and or school age childcare places.

Tips on information to include in your application form

- Up to date information on your current waiting lists and demand for places.
- Reference any analysis of the current services in the local area which has been undertaken the local City/County Childcare Committee or by the owner(s) of ELC and SAC.
- Relevant statistical information on the population and geographical area serviced by the facilities or proposed new facility.
- Relevant information from recent independent reports or evaluations.

All applicants must explain how the building works and or the equipment they intend to purchase are necessary to create the additional places in their service for children from 0 to 2 years and 8 months old.

Value for Money

Applicants must clearly explain and justify the costs that they have applied for. Consideration will also be given to the eligibility, justification and how reasonable to costs are.

Consideration will also be given to value for money in terms of “the number of new places to be created” versus “the value of grant” that is being requested.

Tips:

- Ensure your quotations are clear and concise and from a reputable supplier.
- Explain the short and medium to long term benefits of investing in creating new or additional places for children from 0 to 2 years and 8 months old in your service and area.
- Be clear on the number of additional or new places for children from 0 to 2 years and 8 months old that will be created as a direct result of the funding.

Capacity (20%)

Consideration will be given to each early learning and care services' track record in terms of compliance, audit and verification findings, and their delivery against any grant agreements or contracts with Pobal and or DCYA.

Achievability (15%)

- Applicants must demonstrate that are able to meet all the programme requirements. **For example**, where applicable planning permission must be in place, the owner's permission has been given and rental and lease agreements must be in place, and it must be demonstrated that their project is ready to commence.
- Applicants must also demonstrate that they will be able to complete the project and submit their expenditure returns by 30th November 2020.

Tips:

- Ensure you have attached all relevant supporting documentation to your application.
- Ensure you have explained your project clearly and concisely. Ask a friend or colleague to read the application before you submit it.

Deprivation (5%)

This is based on the Pobal Haase Index for the electoral area in which the early learning and care service is located. This will be automatically calculated by Pobal and there is no need for applicants to submit any information in this regard.

Strand B Factsheet

Maintenance

Purpose of the funding	The aim of this funding is to contribute to the costs for “community owned” Early Learning and Care and School Age Childcare services to meet requirements and expected standards in relation to the facilities that they provide for children. In particular to ensure that the facilities provided meet all regulatory requirements
How much can I apply for?	The grant available is between €250 and €1,200
Who is eligible to apply?	<ul style="list-style-type: none"> • Community owned Early Learning and Care service providers • Community owned School Age Childcare service providers <p>ELC services providers and SAC service providers must have a DCYA reference number for the facility which is the subject of the application to access the online application form.</p>
Who is not eligible to apply?	<ul style="list-style-type: none"> • Privately owned Early Learning and Care service providers • Privately owned School Age Childcare service providers
What types of costs are eligible for funding?	<p>The grant applied for can be used as a contribution or represent 100% of the costs for the following items:</p> <p>Maintenance works on electrical, gas and heating appliances to ensure that they meet regulatory standards.</p> <ul style="list-style-type: none"> • Electrical wiring • Electrical switches • Electrical sockets • Electrical distribution boards • Maintenance of electrical heating system • Maintenance of oil heating system • Maintenance of gas flues and tanks • Maintenance of ventilation systems
	<p>Equipment or works to ensure that facilities are meeting the minimum regulatory and quality standards in relation to the following:</p> <ul style="list-style-type: none"> • Sanitary facilities for children and for adults • Sleeping and rest facilities i.e. cots, beds and mattresses, ventilation and temperature controls,

- Handwashing equipment i.e. soap/alcohol hand rub dispensers; additional handwashing sinks,
- Toileting i.e. extra space, enlarged cubicles, sanitary ware.
- Storage for equipment, food and belongings
- Indoor furniture e.g. chairs, sofas, tables
- Access routes, walkways surfaces, stairways
- Roof repairs
- Window repairs
- Doors
- Security systems for entering and leaving the building for child safety
- Laundry facilities and equipment
- Flooring
- Waste Disposal equipment and areas
- General painting and decoration
- Kitchen equipment

Fire Safety Equipment and Repairs

- Escape routes
- Lining of walls and floors
- Protected escape stairways
- Smoke Alarms
- CO2 Alarms
- Fire alarm system
- Fire doors

What costs are ineligible?

The following costs are not eligible for funding under this Strand:

- Toys
- Consumables
- ICT equipment including tablets, PCs, software, printers,
- Tablets
- Television
- Play equipment
- Art supplies
- Office equipment and furniture
- Natural outdoor play equipment
- Toys or equipment for any outdoor play areas including natural outdoor play areas
- Services or maintenance of a vehicle used for the Early Learning and Care service or School Age Childcare Service
- Cash Payments

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What dates are expenditure eligible from?

All eligible items must be purchased between **1st March 2020 and the 31st October 2020**. Please note that you may be requested to submit a financial return or provide evidence of your purchases as part of an audit or verification visit to your premises. **If your expenditure is deemed to be ineligible you will be required to repay the relevant grant back to DCYA/Pobal**

Can I change my mind on the items to be purchased after the grant application has been submitted?

There is no change of mind process for this once off grant. If you do not purchase the item specified in your grant application you must refund DCYA/Pobal the unspent grant amount.

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<p>What are the terms and conditions of this grant?</p>	<p>All applicants must confirm that they will comply with these terms and conditions before they can submit their application form.</p> <ul style="list-style-type: none"> • Confirm that the items or services have been purchased or will be purchased on/before the 31th October 2020 • Confirm that the items or services have not been purchased before the 1st March 2020. • Confirm that the items or services purchased are eligible items or services in accordance with the guidelines for this grant. • Confirm that the invoices supporting grant application are in line with the grant application guidelines • The invoices and receipts used have not and will not be used in support of another claim for reimbursement from another funder or grant. • Confirm that we have followed the public procurement guidelines when purchasing the goods and services in respect of this grant • Agree to retain the receipts, invoices and evidence of compliance with procurement process for up to <u>3 years</u> following payment of the grant • Confirm that I/we understand that as a result of a compliance check, desk check, verification visit, or request for information by Pobal or DYCA or any other agent of the DCYA, that if some or all of the grant paid is in respect of ineligible items, the grant or a portion of the grant may be recouped by DCYA/Pobal. • Confirm that the grant payment can be made to the bank account setup for the Early Learning and Care service on the Pobal PIP System. • Confirm that the applicant has been designated the authority from the board/committee or the owner of the facility to submit this application for funding.
	<p>Note: These terms and conditions represent the grant agreement between DCYA/Pobal and the applicant.</p>
<p>What is the application process?</p>	<ul style="list-style-type: none"> • Applicants must identify the items from the eligible costs list that they intend to purchase or have purchased from 1st March 2020. • Obtain 3 quotations for each item of expenditure. • Complete the online application form, selecting the items and inserting the cost of the relevant items.

What documentation am I required to keep?

Successful Applicants must retain all quotations, invoices and receipts for 3 years from the date of the payment of the grant for inspection by Pobal/DCYA or to submit as requested as part of a financial return to Pobal.

Important Information

Quotations, invoices and receipts must be dated between 1st March 2020 and 31st October 2020.

A number of successful grant recipients under Strand B will be required to submit a financial return to demonstrate evidence of the expenditure. **Pobal will be in contact with you if your service is selected to submit a financial return.**

Failure to make a financial return, when requested by Pobal, will result in the grant being withdrawn and the service provider will be required to repay the grant to DCYA/Pobal.

Strand C Factsheet

Creation of new places for school age children

Purpose of the funding

The purpose of the funding is to support the expansion of an existing school age childcare service or to set up a new school age childcare facility where demand is currently not being met

at a local level. Services may be standalone or part of an early learning and care service.

<p>Priorities for 2020</p>	<p>Applicants must:</p> <ul style="list-style-type: none"> • Clearly demonstrate the need for the school age childcare places in their area • Demonstrate good value for money in terms of the number of additional or new places that will be created • Provide services for children and their families all year round i.e. including school holidays and staff training days • Provide evidence of access to suitable age appropriate outdoor play area • Are in an accessible location for children and their families <ul style="list-style-type: none"> □ Are located in disadvantaged areas • Demonstrate that the proposed works and installation of equipment can be completed and the expenditure reported to Pobal by 30th November 2020.
<p>How much can I apply for?</p>	<p>You can apply for a grant between €10,000 and €20,000.</p> <ul style="list-style-type: none"> □ The maximum grant that you can apply for is €20,000. □ The minimum grant that you can apply for is €10,000.
<p>Who is eligible to apply?</p>	<p>All SAC services with a DCYA reference number. Owners of multiple services can only complete 2 applications.</p>
<p>Who is not eligible to apply?</p>	<p>A school age childcare service which has received funding under the equivalent strands of the DCYA Capital Scheme in 2018 and 2019 as follows:</p> <ul style="list-style-type: none"> • Strand 4: SAC Expansion or New Service (2018) • Strand C: Creation of new school age childcare places (2019)
<p>What can I apply for?</p>	<p>The following types of actions will be considered for funding:</p> <ul style="list-style-type: none"> • Expand or remodel your current building to accommodate additional school age children. • Expand or remodel your early learning and care services to include for the first time facilities for school age children. • Relocate the entire school age childcare service to new premises to allow the service to accommodate additional school age children. • Relocate the entire early learning and care service to new premises to allow the service to accommodate a school age childcare service for the first time.

	<p>□ To setup a new standalone school age service. This may be a community or private service provider. Any new school age childcare service must not displace any current school age childcare services in their area and must provide clear evidence of demand for the service.</p>
<p>Can I apply for both capital and equipment costs?</p>	<ul style="list-style-type: none"> • Your grant application may be for capital costs only. • You may also include equipment costs in your grant application. <u>You cannot apply for equipment costs only.</u> • The amount of funding that you can apply for equipment costs must not be greater than 10% of the capital grant • The maximum amount of funding that can applied for equipment costs €2,000. The online application form will highlight to you if the amount applied for equipment is higher than the threshold of 10% or greater than €2,000.
<p>How many new school age childcare places must I create?</p>	<p>To be considered for funding applicants must demonstrate the following:</p> <ul style="list-style-type: none"> • For existing school age childcare services which are expanding or relocating the minimum number of additional/new* school age childcare places is 8. • For new school age childcare services the minimum number of new* childcare places that must be created is 11. <p>*New places refers to places for school age children which have not existed before in your school age childcare service.</p>
<p>How do I calculate new places when I am relocating my service or remodelling my current premises?</p>	<p>New address: If you are closing your current premises and you are moving (relocating) to a new address, the number of new places is the difference between the numbers of places in your new address minus the number of places in your current address.</p> <p>Example: <i>Number of school age childcare places in new premises = 25</i> <i>Number of school age childcare places in current premises = 11</i></p>

The number of new school age childcare places created=14

New room:

If you are moving to a new room or remodelling your current rooms at your current address, the number of new places is the difference between the numbers of places in your new room minus the number of places in your current room.

Example:

*Number of school age childcare places in new room 14
Number of school age childcare places in current premises =7
The number of new school age childcare places created=7*

What type of costs can I apply for?

Applicants must clearly demonstrate how the costs applied for directly relate to providing new places for school age children. Below is a list of the types of costs that will be considered:

- Minor building works
- Painting/decorating
- Age appropriate furniture
- Kitchen equipment, including cookers, fridges and microwaves
- Computer equipment/games
- Storage facilities
- Age appropriate equipment for outdoor and indoor play.

The equipment must be appropriate for the developmental level of the children using it.

Capital costs are once-off costs such as construction or building refurbishment or fit-out of a building or replacement heating, electrical or water systems.

Equipment costs are items which are not permanently fixed within a building for example, tables, chairs, self-standing cupboards or play equipment.

Please ensure that you categorise your costs correctly on the application form.

What types of costs are ineligible?

This is not an exhaustive list and each cost will be considered on case by case basis as part of the selection process.

The following costs are ineligible:

□ General office equipment

- Consumables
- Retrospective costs i.e. costs that have been incurred prior to the approval date of the application
- Salary and overhead costs
- Redundancy costs
- Penalties/interest
- Professional fees e.g. architect, engineer, garden designers
- Equipment only under Strand C
- Insurance
- Vehicles and vehicle maintenance costs
- Cash Payments

What criteria will be used to decide successful applications?

Applications will be considered against the following criteria:

- Demonstration of Need (40%)
- Value for Money (20%)
- Capacity (20%)
- Achievability (15%)
- Deprivation (5%)

Demonstration of Need (40%)

Applicants must:

- Provide clear evidence of the need to create new or additional school age childcare places in their area and in service
- Demonstrate how the proposed capital works and equipment are necessary to provide the new/additional places for school age children;
- Demonstrate that they are not duplicating or displacing other early learning and care services in their local area. **Tips:**
- Include information on your current waiting lists and demand for school age places.
- Reference any analysis in relation to current school age childcare services in the local area,
- Include any relevant statistical information on the population and geographical area serviced by your facilities or proposed new facility.
- Include relevant references from independent reports or evaluations

Value for money (20%)

Applicants must **clearly explain and justify each cost included in the grant application.**

Consideration will be given to:

- The eligibility, justification and the overall reasonableness of the costs **and**
- Value for money in terms of the number of new school age childcare places to be created versus the amount of grant that is being requested.

Tips:

- Ensure your quotations are clear and concise and from a reputable supplier.
- Explain the short term and medium to long term benefits of investing in creating new or additional school age childcare places in your service and area.
- Be clear on the number of additional or new places for school age childcare places that will be created as a direct result of the funding.

Capacity (20%)

Consideration will be given to the following:

- The school age childcare service's track record and their delivery against any grant agreements or contracts with Pobal and or DCYA (if applicable)
- The governance and financial management arrangements outlined for the school age childcare service
- The expertise and experience of the board, manager and staff of the school age childcare service

Achievability (15%)

Applicants must demonstrate that:

- They meet all the programme requirements. **Example:** Where applicable have planning permission in place, have the owner's permission, rental, licence or lease agreement in place
- The project is ready to commence and to be completed and expenditure returns submitted to Pobal no later than the **30th November 2020**.

Tips:

- Ensure you have attached all relevant supporting documentation to your application
- Ensure you have explained your project clearly and concisely. Ask a friend or colleague to read the application before you submit it.

Deprivation (5%)

This is based on the Pobal Haase Index for the electoral area in which the early learning and care service is located. This will be automatically calculated by Pobal and there is no need for applicants to submit any information in this regard.

Decision Making

Strand A and Strand C Capital Grants.

Recommendations on grant applications will be made by Pobal to DCYA, who will make the final decision on all applications. The outcome of the application process will [be](#) communicated to all applicants in writing by Pobal.

Strand B: Maintenance

Pobal is the final decision maker on behalf of the Department of Children and Youth Affairs on all applications under Strand B: Maintenance. Once an online application form is submitted on the PIP system there will be a review to ensure the applicant is Tax Compliant and that the service is registered with Tusla.

Appeals

All unsuccessful applicants under Strands A and C including those deemed ineligible, will have the opportunity to seek a review of the original decision. Guidelines for the appeal process will be provided to unsuccessful applicants with the notification of the decision.

Applicants should note that **having an appeal upheld is no guarantee** that funding will be provided, this will be dependent on the amount of funding available.

Information for Successful Applicants

Payment Schedule

Strands A and C

Successful ELC and SAC service providers who have grant agreements and or contracts with DCYA, will receive their grant payments as follows:

- 90% of the grant is paid upon receipt of the signed grant agreement and all prepayment conditions (if applicable) have been met in full.
- The final 10% of the grant is paid retrospectively on receipt of the final on-line financial return detailing how the grant was actually spent. Only when all the correct information is received with the on-line return is the final payment released.

New ELC and SAC services providers who are successful will receive their grant payments as follows:

- 60% of the grant is paid upon receipt of the signed grant agreement and all prepayment conditions (if applicable) have been met in full.
- The final 40% of the grant is paid retrospectively on receipt of the final on-line financial return detailing how the grant was actually spent. Only when all the correct information is received with the on-line return is the final payment released.

Successful applicants under Strand B will receive their grant payment as follows:

- 100% of the amount paid to the applicant as per the application form. The amount paid will not be less than €250 and will not be more than €1,200

Contact Information

If you need any additional assistance you should contact your local City/County Childcare Committee (CCC). You can find the contact details on your local City/County Childcare Committee on the following website <https://myccc.ie/>

Alternatively you may contact Pobal.

Pobal has a dedicated **Early Years Provider Centre (EYPC)** which has been established in order to provide specialised supports to early learning and care service providers in the delivery of DCYA childcare funded programmes.

The Early Years Provider Centre will be a specific point of contact for service providers to direct queries regarding existing DCYA childcare funded programmes and also the new National Childcare Scheme (NCS).

EYPC Contact Details:

Service Providers should call **01 5117222** to talk to an EYPC representative.

This phone line is available from 8am - 6pm Monday to Friday.

- Note: The lines are closed every Wednesday from 9.00am – 10.00am for training purposes.

The EYPC Teams will also continue to support service providers through the following **mailboxes:**

eypc@pobal.ie – This dedicated mailbox will be utilised for all early learning and care programme support queries, replacing the onlinesupport@pobal.ie mailbox

pipdocuments@pobal.ie – This mailbox is for all PIP account queries.

highercap@pobal.ie – This mailbox is for all queries relating to ECCE Higher Capitation.

Appendix 1: Useful Definitions

DCYA Reference Number: This is the number allocated to each Early Learning and Care service and each School Age Childcare service.

Early Learning and Care Services.

Note: Early Learning and Care services, Early Years Services and Pre-Schools are used interchangeably in various regulations, guidelines and policies. The definitions for the purpose of this grant scheme are taken from the Child and Family Act 2013.

Under this Act, an Early Years' Service is a service providing a pre-school service, or a school age service. A pre-school service is any pre-school, play group, day nursery, crèche, daycare or other similar service which caters for pre-schoolchildren. The Act defines a pre-school child as a child who is under six years, and who is not yet going to a recognised school.

"Full day care service" means an early learning and care service or pre-school offering a structured day care service for pre-school children for more than 5 hours per day and which may include a sessional pre-school service for pre-school children not attending the full day care service;

"Sessional Pre-School Service" is an Early Learning and Care Service/Pre-School offering a planned programme to children for not more than 3.5 hours per session. A Sessional Service can cater for children aged 0-6 years.

"Premises", in relation to a childcare service, includes a building or part of a building, and any out-offices, yard, garden or land appurtenant thereto or usually enjoyed therewith in which the service is being or is proposed to be carried on;

"Pre-school service in a drop-in centre" means a pre-school service offering day care to pre-school children which is used exclusively on an intermittent basis;

A **'school age service'** means any early years' service, play group, day nursery, crèche, day-care or other similar service which:

- Caters for children under the age of 15 years enrolled in a school providing primary or post primary education.
- Provides a range of activities that are developmental, educational and recreational in manner, which take place outside of school hours, the primary purpose of which is to care for children where their parents are unavailable.
- The basis for access to which is made publicly known to the parents and guardians of the children.

A community early learning and care service is a (not-for-profit) facility, managed by a voluntary management committee.

A private early learning and care service is (for profit) is operated (owned) by an individual (sole trader) or may be a partnership or a company set up to deliver early years and or school age services.

Age appropriate equipment i.e. equipment which meets the needs of children and facilitates age appropriate programme of activities, group activities, own time and relaxation. For example for school age services, gaming equipment, computers, sofas, etc., would be considered eligible;

Age appropriate outdoor area for school aged services i.e. sufficient space to undertake physical activities such as football, cycling, running, participation in group/small team games.

Registration/Re-registration requirements for existing early learning and care services and registration of new early learning and care services and school age childcare services. These are the specific statutory regulations which early years learning and care services and school age childcare services must meet to become registered and operate or continue to operate as an Early Learning Care service or School Age Childcare service. Guidelines have been provided to services by Tusla.

Partnerships.

If two or more separate legal entities or organisations or individuals come together to deliver a school age childcare service or an early learning and care service, this is considered a partnership. For example, a school and a community group form a partnership to manage and deliver a school age service in their local community. In this case both parties have a role and responsibility in the management and day to day operations of the service that is being provided.

For the purposes of this grant scheme **a private individual or community service leasing premises from a school or community organisation does not constitute a partnership.** **This is a business arrangement.**

Early Years Platform (Hive)

This is the ICT system hosted by Pobal for the administration and management of DCYA funded childcare programmes with the exception of ECCE and the ELC/SAC 2020 grant which are continuing to be administered through the PIP Portal.