

# **Parent & Toddler Group Initiative Grants 2017 Guidelines for Childcare Committees (CCCs)**

## **Introduction:**

Building on the success of the Parent & Toddler Group Initiative since 2007, Childcare Committees Ireland (CCI) has undertaken a review of the Initiative and revised the criteria and documentation for the Initiative. The Initiative recognises that Parent and Toddler Groups are providing informal support to parents, grandparents and childminders, as well as to young children. These groups are an important source of social contact especially for new parents and families new to an area.

The CCCs will work directly with Parent & Toddler Groups in the administration of the grants in 2017. The grant scheme for Parent & Toddler Groups will be operated on an agreed grant cycle and timeframe, and in accordance with agreed national criteria and an approved assessment process.

## **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 €1000**. Existing Parent and Toddler Groups can apply for a maximum of **€800**. New start up groups may apply for 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
- Groups with €3000 or more closing balance in 2016
- Groups that received funding in 2016 and did not return the Progress Report and receipts for items purchased with last grant

- Outings, once off events and parties
- Existing groups who do not submit evidence of appropriate insurance when making their application

### **Appraisal Criteria:**

- Group must be known to the CCC
- Existing groups must submit an up to date bank / credit union statement (no older than 2 months)
- Maximum closing bank balance allowable is €3,000
- Existing groups must submit a Progress Report for most recent grant allocation
- Existing groups must submit receipts for items purchased using most recent grant allocation
- Minimum grant application allowable - €100
- Maximum grant allocation €1,000 (new groups); €800 (existing groups)
- Where possible grant allocation should reflect a geographical spread
- Existing Groups must submit a copy of appropriate and current insurance (not required for new groups).  
Recommendation: set a criteria that new groups will have to submit evidence of insurance within the first month of receiving the grant

### **Appraisal Process:**

- Each CCC within their own terms and conditions should develop a Grant Appraisal subcommittee/sub group who will appraise all grant applications. A sole member of staff should not have responsibility for appraisal and recommendation of applications
- Any conflict of interest when appraising applications should be declared at the onset and alternative arrangements made
- A standard Appraisal form will be used by all CCCs (see attached)
- CCC staff members will appraise all applications using the standard appraisal form. These recommendations will then be given to the subcommittee/subgroup for approval (as per Terms of Reference / governance procedures of each CCCs board)

### **Application Guidelines**

- Set out above
- After receipt of a P&T Grant, If there is a change in expenditure a group must write to the local CCC in advance of purchase seeking approval for change in expenditure
- The Guidelines for groups will include information on the role of the CCCs, advise groups of the assistance and support CCCs can provide, how CCCs can liaise with relevant agencies who may be in a position to provide training or other supports etc.
- Promote adult child interactions, developmentally appropriate activities, suggest groups liaise with CCC staff to see what supports can be provided by CCC staff
- Successful applicants may receive a support visit / be open to a support visit (if CCC resources allow).

- Grant Applications will not be recommended if:
- They do not include adequate information, i.e. all sections of the application form must be completed; (Recently formed groups are not required to complete the section on finances.)
- The request for funding is solely towards the cost of outings once-off events or parties; we are saying above this is not allowed?
- The group is taking place in a person's private home;
- The group has adequate funding, including large grants in the previous year and/or if they have a closing balance of €3,000 or over in bank account;
- The group received funding in 2016 and did not return their progress report.
- Existing groups do not have appropriate and current insurance in place

## Appendices

- **Guidelines for Applicants**
- **Application Form**
- **Appraisal Form**
- **Grant Acknowledgement Template**
- **Progress Report Template**
- **Timeframe/Grant Cycle:** One round of funding in year – suggested time frame: September – Advertising / Promotion; October- application Deadline/Appraisal; November- Funding allocation



# Parent & Toddler Group Initiative Grants 2017

## Guidelines for Parent & Toddler Groups

### Information on grants available:

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### 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 Kildare CCC, new groups should make arrangements to meet a Kildare 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 Kildare CCC prior to purchasing new item. Kildare CCC's decision will be confirmed in writing
- Successful applicants may receive a support visit from the local CCC

### **What Kildare County Childcare Can do for you:**

Kildare County Childcare 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 Friday 29<sup>th</sup> September 2017**
- **Notification of decisions and payment of grants will be made by Friday 13<sup>th</sup> October 2017**

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

**Joanne Barry  
Parent & Toddler Group Grants,  
Kildare County Childcare Committee,  
Unit 21 Thompson Enterprise Centre,  
Clane Business Park,  
Clane,  
Co. Kildare**

Phone: 045-861307

Email: [aim@kccc.ie](mailto:aim@kccc.ie)

Website: [www.kccc.ie](http://www.kccc.ie)

### **Please Note:**

- **If you are not the contact person for this P&T Group can you please forward this application to the correct contact person and inform Joanne on 045 861 307 ASAP.**
- **The contact name and mobile phone number, meeting place, days and times contained in this completed application form will be shared by Kildare 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:

Name:

Address:

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)

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7. Annual cost of running the group:-

€

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

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

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

€
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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 Kildare CCC  
in 2016 have you returned your Progress Report?  
(If 'NO' please forward this Report immediately)

<input type="checkbox"/>
YES

<input type="checkbox"/>
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)

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# Annual Income and Expenditure Account 2016

(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 2016

Parent & Toddler Fees 2016	
Fundraising 2016	
Grants Rec'd in 2016	
Kildare County Childcare Committee	
HSE	
Other (please specify)	

**Total**

€

## Expenditure 2016

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 29/09/2017

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 Kildare 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: Kildare 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 Kildare CCC as part of a funding application. Although every effort has been made to ensure the accuracy of all information published, Kildare County Childcare Committee cannot accept any liability or responsibility for any errors or omissions. Kildare 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** \_\_\_\_\_