**Parent & Toddler Group Initiative**

**Grants 2021**

**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 €1,250**. Existing groups can apply for a maximum grant of **€800**. New start up groups may apply for a maximum grant of up **€1250.**

**Funding will be available for:**

* Toys, equipment and books for indoor and outdoor activities
* Storage for equipment
* 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 for existing services.
* Limited funding will be available towards insurance or rent, up to a maximum of 70% of total funding for new services.

**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 Westmeath 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

**HSE / HPSC Advice to Parent and Toddler Groups**

**N.B.:** Parent and toddler groups must name/contact details of one of its members who is the named person specifically responsible for compliance with the HSE/HPSC guidance in relation to that group.

* Parent and toddler groups must provide a person specifically responsible for compliance with the HSE/HPSC guidance in relation to that group.
* Parent and toddler groups can provide important support for parents and children but pose a risk of infection if they result in congregation of large groups of parents and children in particular if there is extensive and unstructured interaction between adults and children.
* All meeting of groups of people should take account of Government policy on meetings of groups of people at the Framework Level in place at the time.
* The risk of infection is reduced if parent and toddler group can meet /spend as much time outdoors as possible.
* Groups should keep as small as possible and membership of a group should be stable and consistent from meeting to meeting to the greatest degree practical.
* A system for pods within a group can help limit the spread of infection if infection is introduced.
* The group should have a process for declaration of wellness from parents and children on arrival.
* The group should have a process for recording attendance each day to support contact tracing in the event that a member of the group is diagnosed with infection.
* The group should promote hand hygiene, cough etiquette, and cleaning as above for other childcare settings.
* Parents should observe guidance on distancing and use of cloth face coverings.

Link to full Document [Here](https://www.hpsc.ie/a-z/lifestages/childcare/Guidance%20for%20services%20providing%20childcare%20services.pdf)

**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 Westmeath CCC prior to purchasing new item. Westmeath CCCs decision will be confirmed in writing
* Successful applicants may receive a support visit from the local CCC

**What Westmeath Childcare Committee Can do for you:**

Westmeath Childcare Committee 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 27th August 2021**.**
* Notification of decisions and payment of grants will be made by Friday 3rd September 2021**.**

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

**Grants for Parent & Toddler Groups,**

**Westmeath County Childcare Committee,**

Phone: 044 9335454 Email: kmurray@westmeathchildcare.ie

|  |  |
| --- | --- |
| **REMEMBER** | **The closing date is 27th August 2021** |

**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** **kmurray@westmeathchildcare.ie** **.**
* **The contact name and mobile phone number, meeting place, days and times contained in this completed application form will be shared by Westmeath 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 2021**

**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.**

1. **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:**

1. **Contact name and number for the group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: This number will be made publically available**

1. **Name and contact details of person responsible for compliance with the HSE / HPSC guidance.**

|  |
| --- |
| **Name:****Phone:****Email:** |

1. **Amount of grant being sought from City/Childcare**

**€**

**Committee (to a limit of €1,250 new groups: €800 existing groups)**

1. **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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1. **Annual cost of running the group:-**

**€**

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

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Do you charge participants? Yes\_\_\_ ⁭NO\_\_\_\_**

**€**

 **If yes, what is the charge per session?**

1. **Do you pay an annual rent for premises?**

**€**

**If yes, how much and to whom is rent paid?**

**Funding Agency**

**Amount €**

1. **Details of funding received in the past year:-**

 **(e.g. CCC, HSE, local fundraising, other)**

1. **If funding was received from --------- CCC**

 **in 2020 have you returned your Progress Report?**

**(If ‘NO’ please forward this Report immediately) YES NO**

1. **Details of unsuccessful funding applications in the past**

**Funding Agency**

**Reason**

**Year:**

**(please give reason):**

**Funding Agency**

1. **What other agencies have you applied to for future**

**funding?**

1. **When was the Parent & Toddler Group formed?**
2. **On average how many adults attend the group each week?**
3. **On average how many children attend the group each week?**
4. **How many people are involved in the committee?**
5. **Name of the Insurance Company & Insurance Number**

 **(Please enclose copy of Insurance)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annual Income and Expenditure Account 2019/20**

**(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 2019/20 |  |  | Expenditure 2019/20 |  |
|  |  |  |  |  |
| Parent & Toddler Fees 20XX |   |  | Rent |   |
| Fundraising 20XX |   |  | Heating |   |
| Grants Rec'd in 20XX |   |  | ESB |   |
|  ----------County Childcare Committee |   |  | Insurance |   |
|  HSE |  |  | Telephone |  |
|  Other (please specify) |   |  | Toys and Equipment |   |
|   |   |  | Snacks - tea & coffee |   |
|   |   |  | Activities (please specify) |   |
|   |   |  | Training |   |
|   |   |  |   |   |
|   |   |  | Other items |   |
|  |  |  |  |  |
| **Total** | € |  | **Total** | € |
|  |  |  |  |  |
|  |  |  |  |  |
| **Closing Balance:** |  | **€** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  Treasurer/Committee Member |  |  |  |  |

**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 27/08/2021**

**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 Westmeath City/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:

* WCCC 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, Equality, Disability, Integration and Youth and Pobal.

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

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