



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth



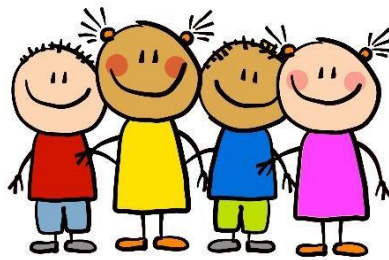
Covid Response Programme

Grant Programme for Improved Ventilation and Outdoor Play 2021

For Early Learning and Care and School Age Childcare Services

Application Guidelines

December 2021



**Closing date for applications is the 7 January 2022**

## Introduction

The Minister for Children, Equality, Disability, Integration and Youth Roderic O’Gorman TD, is pleased to announce a programme of further supports in the form of the December 2021 Covid Response Programme for Early Learning and Care and School Age Childcare. The Minister has secured €10 million to support services improve indoor ventilation and provide mobile HEPA air filtration systems.

The objective of the grant programme is to support services to improve ventilation and air filtration through temporary structural changes and/or the use of mobile HEPA filters. This grant aims to improve natural and mechanical ventilation indoors, on a once-off and exceptional basis given the need to mitigate risks associated with Covid-19 in line with the current National Public Health guidance. The grant programmes will be open shortly for applications from early learning and care and school age childcare services.

The **amount of grant** which is paid to each Early Learning and Care and School Age Childcare Service **is based on the number of individual children registered** in a service on one or more **DCEDIY programmes** on the **November 24th 2021**. The number of individual children registered will be taken from Early Years Portal and PIP systems hosted by Pobal.

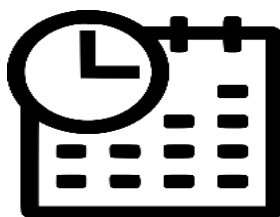
### DCEDIY Programmes for this grant are:

- National Childcare Scheme (NCS)
- Early Childhood Care and Education (ECCE)
- Community Childcare Subvention Programme Plus (CCSP)

The Grant Programme for Improved Ventilation and Outdoor Play 2021 **is allocated** as follows:

Number of children registered on DECDIY Programmes	Grant Allocation €
1-49	€1,500
50-99	€3,000
100+	€4,500

## Key Dates



ACTIVITY	IMPORTANT DATES
<b>Open</b> for online applications	16 <sup>th</sup> December 2021
<b>Closing date</b> for online applications	7 <sup>th</sup> January 2022
<b>Eligible Expenditure Dates</b>	Between 1st December 2021 and 30 <sup>th</sup> June 2022
<b>Payment Schedule</b>	Payments to approved applicants will commence from <b>December 24th</b> and will occur weekly thereafter.
<b>*Times are subject to change</b>	
<b>PLEASE NOTE:</b> If you contact Pobal with an ICT issue <b>within 48 hours of the closing date and time</b> Pobal cannot guarantee that your ICT issue will be resolved in time for you to submit your application.	

## Who is eligible to apply?

- Community and privately owned Early Learning and Care (ELC) and School Age Childcare (SAC) services in the Republic of Ireland.
- Services which offer both Early Learning and Care and School Age Childcare within their facility.



Applicants wishing to set-up a new childcare or school-age facility **are not eligible** to apply.

All applicants must:

- **Have a Service reference number** for the premises which is the subject of the application.  
**Please note:** The service reference number was formally called the DCYA reference number.
- **Be registered with Tusla**
- Be **contracted with DCEDIY** and have a minimum of one child registered in respect of one or more of the DCEDIY registration schemes to provide Early Learning and Care Service and or School Age Childcare services on **November 24th, 2021**  
**Please note:** The above declarations are included in the terms and conditions on the application form. If you are unable to confirm these statements your application is ineligible, and you will not be able to submit your application form.
- **Applicants must complete and submit an online application form** on the HIVE by the 7<sup>th</sup> of January 2022 at 5pm.

**\*Please note:** The application form is only available on the Early Years Portal (HIVE). **Here is a guideline for registering on the Hive.** [Link](#)

## Multiple service owners

### I own more than one Early Learning and Care and or School Age Childcare facility. How many services am I eligible to apply for?

Multiple owners of childcare services may submit an application form for each facility i.e. complete and submit a separate application for each facility they own, provided that they have a valid service reference number for each facility and each facility meets the eligibility requirements of the programme outlined in pg.4 above.



### What must I do in advance of making my application?



Read the applicant guidelines carefully. Undertake an assessment of your facility and make a plan. This plan should include a list of the additional equipment required to improve natural ventilation indoors in line with the current National Public Health Strategy. The plan can facilitate greater outdoor activities. This space will support an increase in your services provision of early learning and childcare supports outdoors.

### Applicants are expected to:

- Comply with public procurement guidelines.
- Purchase items in accordance with the eligible costs.
- Complete the online application form on HIVE by the closing date and confirm agreement to the terms and conditions of the grant.
- Retain all quotations, invoices and receipts for a minimum of **3 years** from date of payment of the grant and for inspection by Pobal/DCEDIY or as requested as part of a financial return, should they be selected to make a financial return in respect of this grant.
- Return any unspent monies to Pobal and or return any grant associated with ineligible expenditure as a result of verification, audit or compliance visit.

Please refer to the **list of indicative eligible items** outlined in this guidance document **before making your application.**

## Eligible Costs



The Grant Programme for Improved Ventilation and Outdoor Play 2021 is available to assist services to purchase items and services that facilitate greater outdoor activities and improve natural ventilation indoors.

Applicants may be required later to demonstrate how the items or equipment paid for with the grant comply with these guidelines.

Successful applicants of The Grant Programme for Improved Ventilation and Outdoor Play 2021 may be **subject to an inspection** by DCEDIY or one of its agents, a Pobal Compliance Visit and or Pobal Audit Visit and or submission of financial return to Pobal.

## Eligible cost dates

All eligible items i.e., equipment and or alterations **must be purchased and paid for between the 1<sup>st</sup> of December 2021 and 30<sup>th</sup> June 2022**. Any items or services purchased outside of these dates are not eligible under this grant.

## Types of eligible costs

Below is a **list of examples** of the types of costs that are eligible under this grant. This is not an exhaustive list of eligible costs, and the onus is on the applicant to demonstrate that the **equipment purchased meets the primary objective of this grant** to improve natural ventilation indoors in line with the current National Public Health Strategy.

## Examples of Eligible Costs

Category	Items
<b>Ventilation/ Filtration</b>	<ul style="list-style-type: none"> <li>● Mobile HEPA Filtration Equipment. (See <a href="#">Guidance Document</a>)</li> <li>● Rental of ventilation equipment and payment of maintenance agreements with third parties (rental agreements may be until 31 December 2022 but must be signed by 30 June 2022 at the latest).</li> <li>● CO2 Monitors.</li> <li>● Outdoor wear for children and staff.</li> <li>● Toys for use outside such as blocks, balls and games (large stationary equipment as such as swing sets are not included).</li> </ul>

## Examples of Ineligible Costs

Items
<p><b><i>The following costs are not eligible for funding.</i></b></p> <p><b><i>This is not an exhaustive list</i></b></p> <ul style="list-style-type: none"> <li>● Permanent structures, such as sheds and large stationary play equipment, e.g., swing sets.</li> <li>● Cleaning supplies and consumables e.g., sanitiser, disinfectant etc.</li> <li>● Soft toys (indoor and outdoor).</li> <li>● Personal Protection Equipment.</li> <li>● Televisions.</li> <li>● ICT equipment including tablets, PCs, Software, printers.</li> <li>● General maintenance and repairs.</li> <li>● General painting and decorating.</li> <li>● Professional Fees</li> <li>● Consumables i.e., colouring pencils, play- doh, colouring books etc.</li> <li>● Large stationary pieces of outdoor play equipment i.e., swing sets, slides, playhouse etc.</li> </ul>

## Frequently Asked Questions

### **Can the grant be used as a part payment or contribution towards an eligible cost?**

Part-funding is acceptable under this grant programme. If a service chooses to spend some of the grant on a more expensive piece of equipment and fund the balance through their own resources, this is allowed

### **I want to appeal the amount of funding I was allocated?**

The amount of funding you were allocated was based on the number of activated unique registrations in your childcare service as of the 24<sup>th</sup> of November. You should note that NCS registrations that were not activated by parents on the 24<sup>th</sup> of November, will not be counted towards your total number. Pobal will not be completing checks on the numbers of registrations unless you can clearly demonstrate an error in the count. Please also note as this grant is open over Christmas there may be some delays in responding to your queries.

### **What happens if I do not spend all of the grant?**

Any unspent grant after the 30<sup>th</sup> of June 2022 must be returned to Pobal by the applicant. Please contact Pobal to make arrangements for any refunds. Applicants may also be requested to refund any grant deemed ineligible as result of a compliance, audit or verification visit or as a result of a review of a financial return to Pobal.

### **What is the approval process for my grant application?**

You will be approved for a payment once you have submitted your application form online and our checks indicate that you are tax compliant and that there are no significant issues with your current contracts with DCEDIY and or Pobal. The application form is also the grant agreement (contract) for this grant. You are not required to complete any further documentation.

### **When will I receive my payment and how much will I receive?**

You will receive 100% of the grant allocated to your service. You will receive your payment within 10 working days of submitting your application form as long as our checks indicate that you are tax compliant and that there are no significant issues with your current contracts with DCEDIY and or Pobal. The grant will be automatically paid into the bank account that you have setup on HIVE/Early Years Platform.

### **How do I apply?**

This is an online application process. Application submitted by e-mail, post or hand-delivered to any of Pobal's offices or DECDIY offices will not be accepted. Late applications will not be accepted.



To access the online application form, follow these 5 easy steps:



**Step 1:** Go to the HIVE homepage.

**Step 2:** Login using your verified user e-mail and password for HIVE

**Step 3:** Select Service Facility/Provider

**Step 4:** Go to Programmes tab and “select” Grant Programme for Improved Ventilation 2021

**Step 5:** Complete application

#### Completing the online form

- Check the pre-filled information is correct for your service. If any of the information displayed here is incorrect, please CLICK ON the My Account drop down menu on the top left-hand side of the page and select Service Provider. From here, you will be able to change any details that are incorrect and proceed with the application.
- Please note that if you are increasing your level of service as approved in your Tusla registration, for example from part time to fulltime provision you should contact Tusla to communicate this change.
- Accept the terms and conditions of funding
- The amount of your grant under the Grant Programme for Improved Ventilation and Outdoor Play 2021 will be pre-filled for you. You will see this before you submit your application form.
- Submit your application.

#### **I do not have a verified username and password for Early Years Portal (HIVE). Can I still apply?**

**Yes,** you can apply for the Grant Programme for Improved Ventilation and Outdoor Play 2021. However, you must have completed the on-boarding (registration) of your service on HIVE. If you are on-boarding a new service on HIVE, you should Select “Start On-Boarding Process” on the top left-hand side of the Welcome page in order to begin this process.

**Please note:** Only existing services that were open and operating with at least one active registration can make an application, if your service has had to change its service reference number and on-board under that new service reference number you are eligible for this grant. However new services that were not open with one registration on the 24<sup>th</sup> of November are not eligible.

## Requirements for Grant Programme for Improved Ventilation and Outdoor Play 2021

### All applicants must:

- Have a Service Reference Number and have completed on-boarding on the Early Years Platform (HIVE)
- Be Registered with Tusla
- Be Tax Compliant
- Must follow public procurement guidelines
- Retain all documents for inspection or submission
- Comply with GDPR
- Accept and adhere to the terms and condition of the grant

### On-boarding (registering) on the Early Years Platform (HIVE)

A service must register on the Early Years Platform and have successfully completed all the “on-boarding processes” **in order to access the application form** for the Grant Programme for Improved Ventilation and Outdoor Play 2021.

To complete the on-boarding process a service must provide information about their service, including bank account details and contact details. The process also involves identifying a primary authorised user (PAU) who is authorised to access the EYP system, apply for funding and submit information on behalf of the service.

To complete the on-boarding process your service must also be registered with Tusla and evidence of this is required as part of this process.

### Registering with Tusla

All Early Learning and Care (ELC) 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 of 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 of 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 DCEDIY from Pobal.
- 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.

- **ELC and SAC services must be registered with Tusla before they receive their Grant Programme for Improved Ventilation and Outdoor Play 2021 payment.**

### 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](http://www.etenders.gov.ie)
- Evidence of compliance with public procurement guidelines may be requested or inspected at a later date. This documentation must be retained for a minimum of 3 years, as per the terms and conditions of this grant.

### Do I need to submit quotations with my application?



**No.** Applicants are not required to attach quotations with their application.

Applicants must **retain quotations from an independent supplier for each item** that they intend to purchase with their grant.

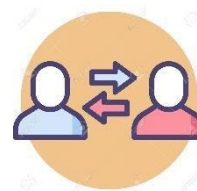
Small items of equipment which can be purchased from the one supplier, for example, small pieces of equipment, can be included on the one quotation.

Please ensure that you obtain and retain separate quotations for each cost.

### Conflicts of Interest

You must ensure that there are no “conflicts of interest” in relation to the procurement of goods and services paid for by this grant.

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](#).

## **Retention of Documents**

Applicants must keep the following documents for **a minimum of 3 years**. These must be made available to for inspections and or to support an expenditure return for the grant.

- **Written evidence of your procurement process** e.g. e-mails to suppliers and quotations received in return. Make sure you have the requisite number of quotations as per public procurement guidelines and written evidence of contacting suppliers.
- All **invoices** and **receipts** from your suppliers for both goods and services must be kept.
- **Bank Statements** providing evidence of receipt of the grant and payment for goods and services
- **Accounting records** showing your income and expenditure in relation to the The Grant Programme for Improved Ventilation 2021.

## 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).

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](#)

DECDIY is the Data Controller for personal data processed for the Grant Programme for Improved Ventilation and Outdoor Play 2021 for ELC and SAC Services. The DECDIY privacy notice can be accessed at: <https://www.gov.ie/en/help/privacy-policy/>

Pobal, as a **Data Processor**, will process applications under the instructions of the DECDIY.

We will process your information in the following ways:

- Contact details, primary authorised user and bank account information from the Pobal Early Years' Platform will be used to create the application forms and for the payment process for this grant.
- The information contained in your application form may be used for research purposes by the DECDIY or Pobal in relation to the impact of Covid-19 on the early years' sector.
- As part of the administration and management of this grant DECDIY or Pobal may share the information in this application form with other Departments, Statutory Bodies or their agents.

## Terms and Conditions of the Grant Programme for Improved Ventilation and Outdoor Play

**Please read these in advance of commencing the application process to ensure you fully understand them and you or your board are in a position to accept these terms and conditions.**

**Note:** Once an application form is submitted and approved for funding, the application form **represents the contract** between DECDIY and the applicant for this grant. When filling in the application form you will be asked to agree to the following Terms and conditions.

### Terms and Conditions

- I/We confirm that I/We wish to apply for the 2021 for our Early Learning and Care and School Age Childcare Services.
- I/we confirm that we were in contract with DCEDIY on the 24<sup>th</sup> of November 2021 and have a minimum of one child registered in respect of one or more of the following schemes:
  - National Childcare Scheme (NCS),
  - Early Childhood Care and Education (ECCE),
  - Community Childcare Subvention Programme Plus (CCSP),
- The Childcare Service is Tusla-registered, open and operating as an early learning and care and or school age service on the 24<sup>th</sup> of November 2021.
- Public procurement guidelines will be adhered to when purchasing the goods and services in respect of this grant.
- The invoices and receipts used to support this grant will be for eligible costs only, in line with the grant application guidelines.
- The invoices and receipts in relation to this grant have not and will not be used in support of another claim for reimbursement from another funder or grant from DCEDIY.
- All receipts, invoices and evidence of compliance with procurement will be retained for up to 3 years following payment of the grant.
- The Childcare Service will continue to provide Early Learning and Care and or School Age Services for 12 months post receipt of this grant.
- If approved, the grant payment will be made to the bank account setup for the Early Learning and Care service on the Early Years Platform (EYP) system.
- If, for any reason, the grant, or part of the grant, is unspent it will be refunded to Pobal.
- The Childcare Service shall permit representatives and agents of the DCEDIY to attend the premises of the Childcare Service and shall permit access to the Childcare Service premises and personnel for the purposes of verification of compliance with the terms and conditions of this Agreement.
- Should expenditure be deemed ineligible, as part of a financial return, verification visit, audit or compliance check by Pobal, DCEDIY or other agent of DCEDIY, all or part of the grant will be refunded.
- Any failure of technology or disruption to internet services affecting submission of the application will be at the applicant's risk and Pobal or DCEDIY accepts no liability whatsoever

if the application fails to be submitted or is rejected as a late submission.

- Applying and/or approval of The Grant Programme for Improved Ventilation and Outdoor Play 2021 does not mitigate the need for the Childcare Service to be compliant with existing statutory building regulations.

## **Contacting Pobal Details**

If you require any further clarifications or information, please raise a Service Request in HIVE using the following categories as appropriate:

### **Program**

- Covid 19 Supports

### **Request Type**

- Ventilation

### **Request Type Details**

- General







