

Guidelines to apply for the Grant Programme for Improved Ventilation and Outdoor Play 2021

Step 1: Log on to the Service Provider Portal and select the “Programmes” tab.



Step 2: You will now see the “Ventilation Grant” application under “Available Programme Applications”.

MY ACTIVE PROGRAMME APPLICATIONS

Please note that if your application is at a 'draft' stage this has not been submitted and you will not be in contract

Programme Application Type	Submitted By	Created On	Stage
NCS 2019	Clara Clifford	30/07/2020 11:41	Submitted
NCS 2020	Clara Clifford	30/07/2020 11:40	Submitted

AVAILABLE PROGRAMME APPLICATIONS

Programme	Name	Open Date/Time	Close Date/Time
<input type="checkbox"/>	Covid 19 Operating Supports	01/01/2021 08:00	31/12/2021 23:30
<input type="checkbox"/>	Covid-19 RSP Payments	03/07/2020 11:00	30/12/2021 17:00
<input type="checkbox"/>	Early Childhood Care and Education	28/05/2021 08:00	15/07/2022 23:30
<input checked="" type="checkbox"/>	Ventilation Grant	08/12/2021 08:00	14/01/2022 18:00
<input type="checkbox"/>	National Childcare Scheme	28/05/2021 08:00	21/08/2022 23:30

Step 3: Place a tick beside the “Ventilation Grant” application, which will generate the “Start” button. Select the “Start” button.

MY ACTIVE PROGRAMME APPLICATIONS

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<input type="checkbox"/>	National Childcare Scheme	28/05/2021 08:00	21/08/2022 23:30

Start

Step 6: You are now on the “Funding Agreement” page and the next three (A,B, and C) screen shots cover this page. You will see the amount of the grant at the top of the page on screen shot A. In this instance, the amount is €1,500.00. Please see the table below the last screen shot(C) for clarification.

A)

MY ACCOUNT | PROGRAMMES | REGISTRATIONS | APPLICATIONS | **FUNDING** | COMPLIANCE | REQUESTS | RESOURCES | ANNOUNCEMENTS

Home > Programme Applications > Programme Application Form

FUNDING AGREEMENT

Service Provider * Ambers	Funding Agreement Number Grant Programme for Improved Ventilation 2021-00000756
Programme Name * Grant Programme for Improved Ventilation 2021	Submitted By Clara Clifford
	Submitted On 14/12/2021 16:03

Total Grant Amount Available for your Facility €1500.00

1. Terms And Conditions of Ventilation Grant 2021

By submitting this application you are agreeing to the following terms and conditions which will apply if your application is successful. Please read carefully

I/we confirm that I/we wish to apply for the Ventilation Grant 2021 for Early Learning and Care and School Age Childcare Services.

I/we confirm that we were in contract with DCEdVY on the 31st May 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).
- Community Childcare Subvention Resettlement (CCSR).
- Community Childcare Subvention Resettlement Transition (CCSR-T).
- Training and Employment Childcare (TEC).

- Professional fees are not eligible for funding.
- The Childcare Service is Tax-registered, open and operating as an early learning and care and/or school age service on the 31st May 2021.
- Public procurement guidelines will be adhered to when purchasing the goods and services in respect of this grant.
- All items purchased in respect of this grant will have a projected lifespan of 12 months or more. Consumables are not eligible for funding.
- 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 DCEdVY.
- 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 listed 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 DCEdVY 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 expenditures be deemed ineligible, as part of a financial return, verification visit, audit or compliance check by Pobal, DCEdVY or other agent of DCEdVY, 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 DCEdVY accepts no liability whatsoever if the application fails to be submitted or is rejected as a late submission.
- Where applicable, planning permission has been approved for any capital works completed with the Ventilation Grant 2021.
- Where applicable a lease or licence agreement for the use of the building as a Childcare Service is in place for 3 years from the date of submission of the application.
- Where applicable, the owners of the building have provided the necessary permission to carry out the capital works outlined in the application for the Ventilation Grant 2021.
- Approval and/or approval of the Ventilation Grant 2021 does not mitigate the need for the Childcare Service to be compliant with existing statutory building regulations.

B)

2. Disclaimers

Please read carefully:

The Owner(s), Board of Directors or Management Board acknowledges that any funds awarded must be used for the purpose stated and not used to replace existing funding.

The Owner(s), Board of Directors or Management Board also understands that information supplied in, or accompanying, this application may be made available on request under the Freedom of Information Acts 2014.

The Owner(s), Board of Directors or Management Board accepts, as a condition of the award of a grant, that it involves no commitment to any other grants from the DCEdVY and/or Pobal.

The Owner(s), Board of Directors or Management Board also accepts that Pobal may contact other Funders Organisations or Government Departments in relation to this application and previous funding awarded and subsequently the grant awarded under the Ventilation Grant 2021 for Early Learning and Care (ELC) and School Age Childcare (SAC) Services.

It will be a condition of any application for funding under the terms and conditions of Ventilation Grant 2021 for ELC and SAC services that:

- DCEdVY and Pobal shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:
 - the application or the subject matter of the application;
 - the rejection for any reason of any application;
- DCEdVY, Pobal and their servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects;
- By submitting this application the Owner(s), Board of Directors or Management Board acknowledges that they have read, understood and accepted the above terms and conditions and the registered user for this online form has the permission of the board to submit this application for funding on their behalf.

3. Disclosure under the Freedom of Information

Under the Freedom of Information Act 2014, the information in this document and its attachments may be released on request to third parties.

If you believe that any of the information in this document is sensitive and should not be disclosed to a third party, you must identify the sensitive information and provide the reason(s) for its sensitivity at the time of the application.

You will be consulted about the sensitive information before any decision is made to release the information to a third party.

If you do not identify any of the information supplied in this document and supporting documentation as being sensitive you are acknowledging that any or all of the information supplied, may be released in response to a Freedom of Information request.

Please outline the sensitive information and the reason(s) for the sensitivity in the text box below:

Click or tap here to enter text.

4. Lobbying Act 2015

Under the Lobbying Act 2015, applicants should note that DCEdVY and Pobal are required to make information available to the public on the identity of those communicating with us in relation to prospective funding decisions.

Camouflaging by an applicant or a third party may disqualify an application.

C) If you are in agreement with the terms and conditions tick the confirmation box and select “Submit”.

5. General Data Protection Regulations (GDPR)

Robal is responsible for the administration and Ventilation Grant 2021 for ELC and SAC Services on behalf of DCEEDY.

Robal is a data processor on behalf of DCEEDY.

We are committed to protecting and respecting your privacy. We respect your trust in us. To fulfil our regulatory and statutory obligations, we will collect some personal information from you such as your contact information and details of your board members (overnight) and staffing resources. We may share your information with the DCEEDY who is the data controller for this Ventilation Grant 2021 for ELC and SAC Services.

We use information about you:

- To process a grant application.
- As part of the decision making process DCEEDY and/or Robal will share the information in this application form with other Departments, Statutory Bodies or their agents.
- To carry out our obligations arising from our contract for administering Ventilation Grant 2021 for ELC and SAC services.
- To notify you of any changes relevant to any funding agreement (contract).
- To send you communications relevant to your grant agreement (contract).
- To collect and analyse programme data and demographic information to enhance service delivery and support government policy.
- To verify your expenditure associated with this grant.
- To seek your views or comments on the supports we provide.

In addition, DCEEDY may use the data in this application form:

- As part of research or documenting the impact of this Ventilation Grant 2021 for ELC and SAC Services.
- To contact other Departments or funders to verify that there has been no duplication of funding in relation to the items funded by the Ventilation Grant 2021 for ELC and SAC Services.

In compliance with GDPR, all application forms and personal information submitted to Robal will be kept only for purposes relating to the administration of the funding. We will hold your personal information on our systems for as long as is necessary for the relevant activity or for as long as is set out in any relevant contract you hold with us. This is subject to legislation and regulatory rules we must follow as set out by DCEEDY. Robal takes our security responsibilities seriously, employing the most appropriate administrative, physical and technical measures to safeguard your personal data, and regularly review these measures.

Personal data should not be disclosed within this application form for any reason incompatible with the purpose for which funding is sought. Furthermore, any individual whose personal data is submitted within this form must be informed of the use of their personal data. [By submitting this application form you are confirming that individuals whose personal data is disclosed have been clearly informed of this purpose and have been informed of their rights under data protection legislation.](#)

For more information on your privacy rights, please see the DCEEDY Privacy Statement.

Before you submit your application form please check the information provided in this application form. Once the application is submitted you will not be able to make any changes to this application form.

Please tick to confirm that you have read all the terms and conditions and agree to comply with these terms and conditions by clicking on the confirmation tick box below.

[Click the confirmation option to continue finalise your application.](#)

I confirm that I agree to comply with the Terms and Conditions of the grant and proceed with contract activation.

Previous Submit

Number of Children	Amount
1-49	€1,500.00
50-99	€3,000.00
100+	4,500.00

Step 7: You will see a message “Application Completed Successfully”.

MY ACCOUNT | PROGRAMMES | REGISTRATIONS | APPLICATIONS | FUNDING | COMPLIANCE | REQUESTS | RESOURCES | ANNOUNCEMENTS

Home > Programme Applications > Programme Application Form

Submission completed successfully.

Step 8: If you want to view the application, select the programmes tab and you will see the application under the “Active Programme Applications” and the stage will be “Approved”. Select the yellow arrow on the right of the application and select “View”.

The screenshot shows a web application interface with a navigation menu at the top: MY ACCOUNT, PROGRAMMES, REGISTRATIONS, APPLICATIONS, FUNDING, COMPLIANCE, REQUESTS, RESOURCES, ANNOUNCEMENTS. The main content area is titled 'MY ACTIVE PROGRAMME APPLICATIONS' and includes a note: 'Please note that if your application is at a 'draft' stage this has not been submitted and you will not be in contract'. Below this is a table with columns: Programme Application Type, Submitted By, Created On, and Stage. The table lists three applications: 'Grant Programme for Improved Ventilation 2021' (Submitted by Clara Clifford, Created On 14/12/2021 16:00, Stage Approved), 'NCS 2019' (Submitted by Clara Clifford, Created On 30/07/2020 11:41, Stage Submitted), and 'NCS 2020' (Submitted by Clara Clifford, Created On 30/07/2020 11:40, Stage Submitted). A blue box highlights a yellow arrow icon on the right side of the 'Approved' row, which points to a 'View' button. Below the active applications is a section titled 'AVAILABLE PROGRAMME APPLICATIONS' with a table listing various programmes with their open and close dates.

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Early Childhood Care and Education	ECCE 2021	28/05/2021 06:00	15/07/2022 23:30
National Childcare Scheme	NCS 2021	28/05/2021 08:00	21/08/2022 23:30