

# Parent & Toddler Group Initiative Grants 2022

## 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**. New start up groups may apply for a grant of up to €1,250, existing Parent and Toddler Groups can apply for a of up to €800.

However in 2022 an additional amount of up to €400 is available for new and existing P&T Groups providing an additional session, and a maximum of €400 is also available to establish and operate Buggy Walking Groups (see further information Appendix 1). Groups are advised to contact their local City/County Childcare Committee for further information in respect to these two new funding options.

### Funding will be available for:

- Toys, equipment and books for indoor and outdoor activities, including children's refreshments
- Storage for equipment
- Training for parents, e.g. paediatric first aid, committee skills, parenting courses, facilitated sessions,
- Promotional Leaflets including any required translations
- Children's activities, e.g. arts and crafts, music
- Limited funding will be available towards insurance or rent, 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.
- As outlined above for 2022 an amount of up to €400 is available for the establishment of buggy walking groups, it is envisaged that these groups once established will involve groups of parents/guardians and children meeting for organised walks on a regular basis (a minimum of 6 sessions) in their local community.
- Additional funding is also available to groups offering additional sessions, this funding is aimed at but not exclusively for the possible inclusion of Ukrainian families

### **Funding will not be available for:**

- Groups operating out of private homes
- One off events such as outings, parties and trips
- P&T Groups with a closing balance of €3,000 or more in the previous year (except where a P&T Group can provide a signed declaration that the funding available to the P&T group is under €3,000)
- Groups who received funding in previous years and did not return the Progress Report and receipts for items purchased

### **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 or electronic means. 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). New groups should submit evidence of insurance within the first month of receiving the grant.

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

Parent and toddler groups are urged to familiarise themselves with the latest HSE/HPSC advice which can be found at the following link:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/newupdatedguidance/>

### **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, if available
- 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 and comply with any funding conditions as set out in the Grant Agreement letter.
- 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: 23/06/2022
- Notification of decisions and payment of grants will be made by 01/07/2022

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

#### **Grants for Parent & Toddler Groups, Westmeath County Childcare Committee,**

*Westmeath County Childcare Committee CLG ,  
Old Mullingar Area Offices,  
County Buildings,  
Mullingar.  
N91 E430*

Phone: 044 9335454

Email: kmurray@westmeathchildcare.ie

**REMEMBER**

**The closing date is 23/06/2022**

**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 Westmeath CCC on 044 9335454 ASAP.
- 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 2022

[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):-

<p>Name:</p> <p>Address:</p> <p>Phone:</p> <p>Mobile:</p> <p>Email:</p>	<p>Name:</p> <p>Address:</p> <p>Phone:</p> <p>Mobile:</p> <p>Email:</p>
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4. Contact name and number for the group: \_\_\_\_\_  
Note: This number will be made publically available

5. Are you applying for funding to run an additional Parent & Toddler Group session

☐

Yes

☐

No

6. Do you plan to run a buggy walking group with a minimum of 6 sessions?

☐

Yes

☐

No

7. Amount of grant being sought from City/Childcare Committee (to a limit of €1,250 new groups: €800 existing groups) €
8. Amount of grant being sought from City/Childcare Committee for Additional Session (to a limit of €400) €
9. Amount of grant being sought from City/Childcare Committee for Buggy Walking Group (to a limit of €400) €

10. Detailed breakdown of costings for grant being sought:- (Example: €1,000 being sought; €200 toys, €200 insurance, €200 training, €200 rent, €200 equipment, €50 children's refreshments)

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11. Annual cost of running the group:- €

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

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13. Do you charge participants?  
If yes, what is the charge per session? €

14. Do you pay an annual rent for premises?  
If yes, how much rent is paid? €

To whom is rent paid

15. Details of funding received in the past year:-  
(e.g. CCC, HSE, local fundraising, other)

Funding Agency	Amount €

16. If funding was received from ----- CCC  
in 2021 have you returned your Progress Report?  
(If 'NO' please forward this Report immediately)

☐  
Yes

☐  
No

17. Details of unsuccessful funding applications in the past year:

Funding Agency

Please give reason:

Reason

18. What other agencies have you applied to for future funding?

Funding Agency

19. When was the Parent & Toddler Group formed?

20. On average how many adults attend the group each week?

21. On average how many children attend the group each week?

22. How many people are involved in the committee?

23. Name of the Insurance Company & Insurance Number, **if applicable**  
(Please enclose copy of Insurance, **if available**)

## Annual Income and Expenditure Account 2021

(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 2021

Parent & Toddler Fees 2021	
Fundraising 2021	
Grants Rec'd in 2021	
Westmeath County Childcare Committee	
HSE	
Other (please specify)	

**Total**

€

### Expenditure 2021

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, €50 children's refreshments)

2. Describe the benefits the grant made to the group

3. Any additional information which may be of relevance.

Signed: (Chairperson or committee member)

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Date:

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Please return completed form before 23/06/2022  
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 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, Equality, Disability, Integration and Youth and Pobal.

To give you an example of disclosure: Westmeath 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. City/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** \_\_\_\_\_