**Checklist for the Core Funding Application Process**

**Part A – Service Profile**

An applicant will be required to input information into the Service Profile relating to Service Level, Rooms, Session Types and Staff.

Please see below list of information and documents that will be requested during the application process.

Service Level Information

|  |  |
| --- | --- |
| Operating Weeks Per Year  *Number of weeks your service is open and available to children.* |  |
| Operating Hours Per Week  *Number of hours the service is open and available to children.* |  |
| Service Offering  *Term Time Only, Out of Term Only or Both Term/Out of Term.* |  |
| Business Hours Per Week  *Total hours when staff are present and working.* |  |
| Completed Parent Statement for Partner Services  [*Template*](https://earlyyearshive.ncs.gov.ie/downloads/download-corefunding/) *is available in the resource section of the Early Years Hive.* |  |

Room Information

|  |  |
| --- | --- |
| Square Metres for each room created in the Service Profile  *To calculate the size of a room in square metres, measure its length and*  *its breadth and multiply them.* |  |
| Breakdown of Service Offering for each Room created  *Term Time Only, Out of Term Only or Both Term/Out of Term.* |  |
| Term Time Only weeks (if applicable)  *Number of weeks the room is open during this Term.* |  |
| Out of Term Only weeks (if applicable)  *Number of weeks the room is open during this Term.* |  |

Session Type Information

|  |  |
| --- | --- |
| Outline of each Session Type offered – based on Staff Capacity  *A Session Type may be applicable to multiple rooms* |  |
| Breakdown of Service Offering for each Session Type created  *Term Time Only, Out of Term Only or Both Term/Out of Term.* |  |

Staff information

|  |  |
| --- | --- |
| Employment Start Date  *Start date of employment.* |  |
| Paid Non-Contact Hours  *Number of hours per week paid non-contact time.* |  |
| Rate of Pay Per Hour  *If this value changes throughout the programme year, provide average rate of pay.* |  |
| Graduation Year (if applicable)  *Graduation Year is required if a qualification is provided.* |  |
| Years and Month Experience  *Number of years and months industry experience.* |  |
| Staff Qualification (if applicable)  *Qualification can be selected from a dropdown available on the Service Profile.* |  |
| Qualification Attachment for QQI Level 7 Or Above  *Proof of qualification is only mandatory for staff with QQI level 7 or above qualifications* |  |
| Working Hours Per Week for Service Manager (Manager only)  *Number of hours worked per week.* |  |

**Part B – Core Funding Application Module**

An applicant will be required to input information into the Core Funding Application Module relating to Session Types within Room, Staff and Capacity for each Child Age Group.

Please see below list of information that will be requested during the application process.

Tusla information

|  |  |
| --- | --- |
| Check Tusla Registration information is updated correctly  *Please visit "My Account -* *Tusla Certificate" to review your Tusla Registration number(s)* |  |

Staff information

|  |  |
| --- | --- |
| Start Time  *Typical start time of* *staff member in the Session Type.* |  |
| End Time  *Typical end time of* *staff member in the Session Type.* |  |

Capacity information

|  |  |
| --- | --- |
| Capacity  *The* *maximum capacity for each Child Age Range across each Room/Session Type(s).* |  |