

**Business Wales – Childcare Grant Application Form**

**Business Wales – Privacy Statement**

In order to receive Business Wales Support, we are required to collect information from you. Before completing and submitting your application, please read our Privacy Statement attached at the end of this form in ANNEX A.

**Please read accompanying guidance notes prior to completing this form**

<b>Tell us about you</b>							
Your full name:							
Your position / job title within the childcare setting:							
Contact telephone number (s):							
Your email address:							
<b>Tell us about your childcare setting</b>							
Name of the childcare setting:							
Address:					Postcode:		
					Contact telephone number (s):		
Website :					Social Media site (s):		
Are you currently established as business? If so what type of setting are you operating? (please tick no more than two options):							
Child-minder	Nursery	Playgroup / Cylch Meithrin	Out of School Childcare Club	Social Enterprise	Sole Trader	Limited Company (inc. Reg. No)	If 'Other', please specify:
Are you VAT registered? If so, please note your registration number:							
If you are you thinking of starting-up a new childcare business, when do you expect to start?							
If you are a new start what type of childcare setting will you be setting up?							
Child-minder	Nursery	Playgroup / Cylch Meithrin	Out of School Childcare Club	Social Enterprise	Sole Trader	Limited Company (inc. Reg No)	If 'Other', please specify:
Are you Registered with Care Inspectorate Wales (CIW)? Yes / No							
What is your CIW Registration Number:							
If 'No', please tell us why:							
How many <b>current</b> childcare places are you registered for:							
Less than 20 hours:				More than 20 Hours:			

Are you able to provide childcare through the medium of Welsh? Yes / No	
Do you currently care for children with additional learning needs or special needs? Yes / No	
If 'Yes', how many places less than 20 hours:	If 'Yes', how many places more than 20 hours:
Please describe those additional or special needs:	
Tell us about your plans for the Childcare Grant:	
What Level of Grant Funding are you applying for (please tick): * <b>Please note</b> , Level 2 Funding is only available to create additional learning needs childcare places for children with special or additional needs	
Level 1 = £500	Level 2 = £1,000
Please tell us in no more than 200 words: <ul style="list-style-type: none"> <li>• why you want this Grant;</li> <li>• what will the Grant be spent on (breakdown with costs);</li> <li>• how it will enable you to provide additional childcare places (of 20 hours or more per week, per place)</li> </ul>	
How many additional childcare places will be created:	How many additional hours per place:
How many additional childcare places for children with additional or special needs will be created:	How many additional hours per place:
When / how long (after the Grant is awarded) will it take to realise these additional places? (please insert either a date or a time-frame (in months)):	
Please provide evidence of the local need for the additional services / demand (e.g. you may have a waiting list or data from your Local Authority Childcare Sufficiency Assessment):	

Please provide your bank details to help us process the Grant:	
Name of Bank:	
Address where the account is held (branch), including postcode:	
Name of Account:	
Account Number:	Sort Code:
<b>DECLARATION</b>	
I, the undersigned, wish to apply for the Business Wales Childcare Grant.	
I acknowledge that Welsh Government and its appointed contractor will: <ul style="list-style-type: none"> <li>• undertake any credit and other appropriate business checks considered necessary to assess the application</li> <li>• take the opportunity to share my details and those of my business as a case study for publicity purposes</li> <li>• check the nature and impact of the Grant in the future</li> </ul>	
Welsh Government or their contractors reserve the right to recover the entire Grant sum if it has been proven to not have been spent in accordance with this application.	
I declare that the information provided in this application is true and accurate and that I have the financial authority to deal with any enquiries.	
Your Signature:	Date:
Your name in capital letters:	

Please send your scanned, signed and dated copy to: [Childcaregrant@businesswales.org.uk](mailto:Childcaregrant@businesswales.org.uk)

Or post a signed and dated application to the Childcare Grant Administrator,  
Business Wales, Bocam Park, Unit 14/15 Oldfield Road, Pencoed, Bridgend CF35 5LJ

If you need help with the application please speak with your local Business Wales team or call us on 03000 6 03000. Live chat is also available: [www.business.wales.gov.uk](http://www.business.wales.gov.uk)



## **Business Wales Childcare Grant – Privacy Statement**

For the purpose of the Childcare Grant, Welsh Government ('we', 'us') requires you to provide certain information, some of which will be personal data. Welsh Government will be data controller for the personal information you provide and all information will be stored and used in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Failure to provide us with this information will preclude you from being eligible for the Grant and accessing the service.

The information will allow us to consider the best ways we can provide appropriate business support and guidance to you and your business. We also require beneficiary data in order to fulfil the reporting requirements of the European Commission for European Regional Development Funded projects. The data will be processed in line with our public task and the official authority vested in us.

We will also use the information to monitor and report on the number of individuals and enterprises taking part in projects and the number of people from different groups being supported (e.g. different ages, genders and ethnicities) and to produce statistical publications. To that end, the information will be shared with:

- approved social research organisations, to carry out research, analysis or equal opportunities monitoring of the Business Wales service
- EC (European Commission) and European Funds Audit Team (EFAT) who will take samples of our data to ensure we are following the correct processes.

Please note that research organisations / evaluators will only contact a sample of individuals and/or enterprises. If you are contacted to take part in any research/evaluation about your experience on the project the purpose of the interview or survey will be explained to you and you will be given the option to say yes or no to taking part. Your contact details will only be used for approved research and will be deleted once this approved research is complete.

We may also contact you to request your permission to use your business details for Business Wales marketing activities. The Welsh Government will not use your data without your consent for this particular purpose.

We are required under State aid legislation to keep your personal data for a minimum of 10 years after the project ends after which time it will be securely destroyed.

- Under the data protection legislation, you have the right:
- to access the personal data the Welsh Government holds on you;
- require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'

To lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection. The contact details for the Information Commissioner's Office are:

Customer Contact

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

For help with any of the above rights then please contact our Business Wales Helpline on 03000 6 03000 or write to us at:

Business Wales

Sarn Mynach

Llandudno Junction

LL31 9RZ

[businesssupport@gov.wales](mailto:businesssupport@gov.wales)

The Welsh Government's Data Protection Officer can be contacted at Welsh Government, Cathays Park, Cardiff, CF10 3NQ. Email: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales).