

## **Business Wales Childcare Grant Application Guidance**

This document provides further detail on the application form, how to complete it and the decision-making process.

Only childcare providers based and registered in Wales are eligible to apply. To access the Grant, childcare providers, if not already registered with the Business Wales service and Care Inspectorate Wales (CIW), will need to do so.

For those who are developing their business and have not yet started trading, they can still apply for a Grant but the monies will not be paid until they are registered with CIW.

The Grant will only be paid where there is a recognised need for additional childcare places in the locality of the provision. This will be confirmed via the appropriate Local Authority. Where funding is limited, priority will be given to childcare providers within the current Childcare 30 Hour Offer of funded childcare to three and four-year olds in Early Implementer Local Authority (EILA) areas. Payment of Grants is subject to ongoing funding availability.

### **Business Wales**

Business Wales provides tailored support to start – up, micro and small and medium sized businesses in Wales and can help those working in the Childcare sector. The service can help you understand what your needs are and provide tailored support packages including access to on-line tools, workshops, specialist advisors and mentors. In addition to working with you on a business diagnostic and action plan, our advisors can also provide targeted financial advice and access to an on-line financial tool-kit specifically designed for the Childcare sector.

To find out more and to get an application form, please call our Helpline on 03000 6 03000 or speak with your local Business Wales team. Live chat is also available on [www.business.wales.gov.uk](http://www.business.wales.gov.uk)

### **Purpose**

The purpose of the Grant is to encourage the creation of new childcare places and new places for children with additional or special needs in Wales to support the Welsh Government's 30 Hour Childcare Offer.

### **The 30 Hour Offer**

When rolled out across Wales by September 2020, the offer will provide 30 hours of Welsh Government-funded early education and childcare to working parents of 3 and 4 year-olds for 48 weeks of the year.

The offer is currently available in specific wards in 7 early implementer areas in: Anglesey, Gwynedd, Caerphilly, Flintshire, Rhondda Cynon Taff, Swansea and Blaenau Gwent. From September 2018, it will also be available in Cardiff (phased introduction), Newport (phased introduction), Torfaen (the entire county), Neath Port Talbot (phased introduction), Ceredigion (the entire county), Conwy (phased introduction), Wrexham (phased introduction). Applications will be considered from all

parts of Wales where there is a genuine need for additional childcare places.

The initiative aims to make a real difference to working parents right across Wales, reducing the strain on family income and helping ensure childcare is not a barrier to them taking up employment or increasing their hours.

### **How and when to apply**

The Childcare Grant is open to applications up to August 2019. To apply, you must fill in the application form and submit a signed and dated copy to the address on the bottom of p3. Alternatively, a scanned copy can be sent to the email address on the bottom of p3.

### **Guidance on completing Page 1**

These two sections ask for information about you 'the applicant', your childcare setting and the places you currently have. You, 'the applicant' must be able to tell us about the type of childcare setting you are thinking of setting-up as a prospective or new business or the type of childcare setting you are currently working in (Child-minder / Nursery / Playgroup / Cylch Meithrin / Out of School Childcare Club) and the status of business (social enterprise / sole trader / limited company / other (e.g. voluntary sector)). This person will also be expected to have the financial authority to be able to deal with any grant enquiries we have in relation to this application.

All childcare settings in Wales are required to be registered with the Care Inspectorate Wales (CIW). For further details see their website: <https://careinspectorate.wales/> Enter your registration number in the field provided.

For those who are developing their business and have not yet started trading, they can still apply for a Grant but the monies will not be paid until they are registered with CIW.

The number of childcare places you currently have are grouped into two categories – the number of places per child under 20 hours a week and the number of places per child over 20 hours a week.

Children with additional or special needs are those with a disability, additional learning needs or a sensory impairment where there is a need for additional support or equipment.

### **Guidance on completing Page 2**

This section asks for information about the Grant you are applying for.

There are two Levels of funding:

Level 1 funding of £500 is for applicants who want to create new childcare places.

Level 2 funding of £1000 is available to applicants who want to create new childcare places for children with additional or special needs.

Tell us why you want this Grant and what the money will be spent on. Might you be spending it on additional equipment or staff training or additional wages? Whatever the costs, please

include a full breakdown (separate out any VAT) and quotations where appropriate. For VAT registered businesses, the Grant can only be paid **exclusive of VAT**.

New childcare places – this specifically means providing additional childcare places either as a new business or in addition to current places in an established business (child-minder / nursery / Playgroup / Cylch Meithrin / Out of School Childcare Club). New childcare places should equate to 20 hours a week (or more) per child. This definition also applies to the creation of new childcare places for children with a disability, additional learning needs or a sensory impairment where there is a need for additional support or equipment.

Evidence of local need – will this Grant be used to address growing demand for your services, do you have a waiting list or is there a shortage of other providers in your area? Do you need to accommodate additional children with additional or special needs? You should contact your Local Authority to discuss whether the Childcare Sufficiency Assessment shows there is a need for additional childcare provision in your area.

### **Guidance on completing Page 3**

You will need to document the bank details into which the Grant will be paid.

Declaration - It is important that you read and understand the conditions associated with this Grant application. If you agree to the conditions and you can confirm that the information provided in the application is true and accurate, then you must insert your signature and the date in the boxes provided. The application must be signed and dated by the person who has financial authority within the organisation / business.

### **What happens after the application is received?**

Grant applications will normally be acknowledged within five working days of receipt. Decisions on Grants will be made normally within ten working days of acknowledging receipt of the application. Decisions on applications will be made based on the information provided in the application form and information checks that we will conduct from financial and other business source data. If the information or application is incomplete, then processing it may take longer.

**If funding is awarded**, you will receive a letter notifying you of the award of the Grant and the payment date. Payments will be made in a single instalment normally within five working days of this letter. Please note, the provision of this Grant is at the discretion of the Welsh Government and is subject to applicants meeting the eligibility criteria and the availability of funding.

Approximately four months after the Grant has been paid to you, our Business Wales Helpline team will contact you to ask some follow-up questions. They will want to hear about how things are going with the creation of new childcare places and if they can help provide any additional support from the Service.

**If your application is unsuccessful**, you will receive a letter outlining the reason[s] why and recommendations for further support. It will also contain details of how you may take this matter further should you wish to do so.

### **Contact Details**

If you need help with your application, please speak with your local Business Wales team or call our Helpline on 03000 6 03000. Live chat is also available on [www.business.wales.gov.uk](http://www.business.wales.gov.uk). Alternatively, you can write to the Childcare Grant Administrator, Business Wales, Bocam Park, Unit 14/15 Oldfield Road, Pencoed, Bridgend CF35 5LJ

### **GRANT REPAYMENT**

Applicants should note that the Welsh Government or its appointed contractors may require repayment of the grant in full or part if the funds are not used for the purposes stated on the application form. By signing the application form, you, the applicant is entering into an agreement as such and this may be enforced by requesting proof of spend, post grant award.



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