



An Roinn Leanaí
agus Gnóthaí Óige
Department of
Children and Youth Affairs

EARY YEARS CAPITAL 2016

APPLICANT GUIDELINES



Contents

	Content	Page
1	Overview of Early Years Capital 2016	3
2	Important things to know	4
3	Eligibility and selection criteria	11
4	Additional support for applicants	14

1 Overview of Early Years Capital 2016

1.1 Early Years Capital 2016

From September 2016, every child in Ireland will be able to start pre-school at age three, and to remain there until they start primary school. This will be facilitated through an expansion of the Early Childhood Care and Education (ECCE) programme. Children will be able to enrol in pre-school at three different points in the year – September, January and April.

The Department of Children and Youth Affairs aims to support existing childcare services (community and private) to provide additional ECCE places to meet the projected demand from September 2016 onwards through the provision of a small capital grant. This grant is to contribute towards the costs of any necessary minor refurbishments and/or the purchase of equipment to facilitate the increased number of children using the service.

The total amount of funding available for allocation through the Early Years Capital 2016 is €4m. The maximum grant awarded will be €10,000.

The programme will open for applications on (anticipated “go-live” date for applications is the week ending 18th March) and will close for applications during the week ending 8th April. The application process will be on-line and will be managed by Pobal on behalf of the Department of Children and Youth Affairs.

All queries about the programme should be sent via e-mail to onlinesupport@pobal.ie.

1.2 The Role of Pobal

Pobal has been appointed to manage the Early Years Capital 2016 on behalf of the Department of Children and Youth Affairs (DCYA).

Pobal acts as an intermediary, managing programmes funded by the Irish Government and the European Union. We do this by supporting groups and communities across the country that are applying for, or receiving funding for specific programmes. In practical terms this can involve assessing funding applications, providing support, checking financial returns, processing payments, and auditing to ensure funds are used for the intended purposes.

For more information about Pobal and what we do, please visit our website at www.pobal.ie

2 Important things to know

This section highlights the key considerations that you need to take into account in preparing your Early Years Capital 2016 application.

2.1 Who is Eligible to Apply?

All applicants must currently be providing services under the Department of Children and Youth Affairs (DCYA) funding programme – Early Childhood Care and Education (ECCE). Applicants can be community or private childcare service providers.

2.2 How much can I apply for?

- The **maximum** grant an applicant can apply for is **€10,000**.
- The **total cost of equipment** applied for cannot be greater than **€5,000**.

2.3 What can I apply for?

You can apply for a contribution toward the total project costs **or** 100% of the costs for the following:

- Build / fit out / refurbishment of an additional room /extension;
- Minor building alterations; and
- Additional play equipment to facilitate an increase in childcare places.

Applicants applying for a contribution towards their total project costs must demonstrate that the complete funding package is in place.

2.4 What is the application process?

This an on-line application process via the PIP system on the Pobal website (www.pobal.ie)

The call for applications is a competitive application process. Your application will be in direct competition with all other applications received. **Only applications that meet the required standard and have submitted all the required documents will be considered for funding.**

You will be able to edit, save and exit your application form information as often as you like. However **once you submit your on-line application, the information within the form cannot be edited and no additional documents can be attached or submitted.** No application forms, information or submissions will be accepted via email or hardcopy.

2.5 What you need to do in advance

In preparing the information to be included in your application we urge you to read this entire document and we ask you to:-

- Download a Word version of the application form from our website to prepare what is required. www.pobal.ie
- Be as concise as possible in preparing your proposal and in the information included in the application form
- Have your current PIP User Name, Password and DCYA reference number ready to enable you to access the on-line form
- Have your planning permission reference number ready (if applicable)

2.6 The On-Line Application Form

Applications must be made using the online application form, accessed through the PIP portal, using your current User Name and Password.

When you enter your DCYA reference number, the system will automatically generate your personalised application form based on the information we already have on your service. If an application form does not open for you it will indicate that you are potentially ineligible to apply and your organisation/service does not meet one or more of the basic requirements outlined in Section 3 below. If you believe that you are eligible to apply and your application form is not available to you on the system you can contact us **via e-mail to onlinesupport@pobal.ie** and we will endeavour to respond to you within 2 working days.

A number of the boxes will be prepopulated for your organisation/service from the information currently on our system and, where indicated, you will be able to amend/change some of these details if necessary.

Character Limits: The space given in each field of the form is limited to a fixed number of characters. You must restrict the content of your response in each of the fields to the space provided. Spaces, lines and punctuation are counted towards character limits.

All boxes in each section must be completed in full.

2.7 Supporting Documents

All applicants will be required to support their application with the relevant number of comparable quotations/tenders. The number of quotations/tenders will be dependent on the total cost of the proposal. This requirement is based on [public procurement](#) guidelines for Ireland.

In summary these are as follows:-

Costs	Number of quotations/tenders required
For total building works and repairs less than €5,000	One written quotation/tender is required
For each item of equipment less than €5,000	One written quote is required
For total building works and repairs greater than €5,000 but less than or equal to €25,000	A minimum of 3 written quotations/tenders are required
For each item of equipment greater than €5,000 but less than or equal to €25,000	A minimum of 3 written quotations
Where the total cost of the capital works is greater than €25,000	Follow the public procurement guidelines for supplies and services.
NOTE: The maximum grant that can be applied for under EYC 2016 is €10,000 . <u>The number of the quotations/tenders required is dependent on the total project cost</u> , which may or may not be greater than €10,000. It is important that you observe the public procurement rules and submit the required number of quotations/tenders/ based on the TOTAL PROJECT COST .	
Here is a link to the public procurement guidelines (public procurement)	
REMEMBER TO ATTACH THE QUOTATIONS OR TENDERS IN SECTION 6 OF THE APPLICATION FORM	

2.8 Important guidelines for quotations and tenders

It is important that a competitive procurement process is carried out in an open, objective and transparent manner and achieves the best value for money

It is essential that you follow the guidelines for the number of quotations or tenders required as set out in the Table in section 2.7 above. The number of quotations/tenders will be dependent on the total cost of the item or the total cost of the refurbishment/repairs or building upgrade and not the amount of grant applied for.

Each quotation must include the following basic information in order to be considered a “valid quote”:-

- The quotation **must** be on headed paper and dated in 2016
- The quotation **must** include the supplier/service providers VAT registration number
- The quotation **must** be clearly itemised

If you are **seeking a tender**, there are number of basic steps which must be followed:-

- Have a clear written specific brief of the goods or service you wish to purchase which can be e-mailed/faxed or posted to intended suppliers
- Consider advertising on e-tenders and/or other media. This will be dependent on the amount. Note: for goods/services for €50,000 or greater these must be advertised on e-tenders. ([public procurement](#))
- Consider your key requirements are and use these to compare/evaluate and score each tender
- Select the highest scoring tender
- Award the contract and notify the successful and unsuccessful tenderers

2.9 Value Added Tax (VAT)

If your organisation or company is currently registered for Value Added Tax (VAT) and can claim the VAT back for the items to be purchased as part of this application, you must apply for the cost less the VAT amount.

Example

The selected quotation for a piece equipment is €123. The quotation is broken down as €100 for the item and €23 is the VAT element. As you are registered for VAT, you must enter all the figures in your application form net of VAT. In this case you would apply for €100

2.10 Total Project Cost

The total project cost is the total actual or projected cost of the building and repair works and/or the equipment to enable the additional ECCE childcare places to be provided within the service.

The maximum grant you may apply for is €10,000, however the total cost of the proposed works and/or equipment may exceed this amount.

Example

To facilitate an additional 10 children under the ECCE scheme in 2016, we will convert the storage room and part of the current corridor area into a new "ECCE" designated room. The total cost of this project will be €20,000 for building works, €3,000 for new shelving and fit out costs and €1,000 for play equipment.

In this example:

- The total project cost =€24,000
- The amount of grant requested =€10,000
- Amount to be provided by the applicant = €14,000.

In relation to the breakdown of the costs, in this case you would complete table 6.1 in the application form as follows:-

Capital work costs

Remove Wall, replace flooring, new window and door, and build additional toilet €20,000

Install shelving and storage cupboards €1,500

Painting and Tiling of new room and toilet €1,500

Sub-Total capital works €23,000

Equipment

Ball Pool €300

Free Fall Slide €300

Safety Mats €100

Sand pit €300

Sub-Total equipment costs =€1,000

Total Costs = €24,000

In this scenario, the amount of the Equipment is less than €5,000 and therefore the full cost is eligible for consideration as part of the €10,000 grant applied for. In this example if the equipment amount exceeded €5,000 the application would be eligible however the amount awarded for the equipment would be a maximum of €5,000.

Where the total project cost is greater than €10,000 you are required to confirm in Section 8 of the application form, that you have in place the additional funds to complete the project. You may be requested to submit evidence of this as a pre-condition of the first payment should you be successful and **you must submit evidence of spending the total cost (i.e. the EYC 2016 grant plus any additional funds from your own resources or other funder)** in your subsequent expenditure claims for the grant.

Where you are not the legal owner of the premises and the capital works to be undertaken are greater than €10,000 you must ensure that you have the permission of the owner in writing prior to commencement of this works. You are asked to confirm this in Section 8 of the application form. Subsequently if you are successful evidence of this permission will be sought as a pre-condition of the first payment and/or subsequent expenditure claims.

2.11 Equipment Costs must be no more than €5,000

In all cases the grant awarded will not exceed €5,000 for equipment.

The total cost of equipment for your project may be in excess of €5,000 e.g. €15,000 for capital works and €10,000 for equipment. In this case the total project cost =€25,000 and the amount of the grant will be €10,000 of which €5,000 can only be claimed for equipment subsequently, should your application be successful.

2.12 Tax Clearance

Services are required to demonstrate tax compliance by providing a valid, up to date Tax Clearance Certificate (TCC) from the Revenue Commissioners. The TCC must be in the name of the service.

Under the EYC 2016, services which are successful cannot be issued with a payment under this grant unless they have provided Pobal with an up to date TCC.

Services must also note that Revenue is in the process of introducing a new Electronic Tax Clearance (ETC) processing system. From 1st January 2016, no new paper-based Tax Clearance Certificates (TCCs) will be issued. Organisations that are tax compliant will receive a *Tax Clearance Access Number (TCAN)*, along with a *Tax Reference number (TRN)*. Some organisations will continue to have a paper-based TCC that is valid up to 30th June 2016. Further information on the ETC system can be found on the Revenue website: [here](#).

Pobal is in the process of liaising with service providers as their current Tax Clearance Certificate is due for renewal to ensure that our records are up to date.

As part of the application process, in Section 8 of the on-line form, you are required to confirm that you are committed to ensuring that all selected suppliers or providers of services for costs of €10,000 or more (inclusive of VAT) have a valid Tax Clearance Certificate (TCC) or Tax Clearance Access Number (TCAN). This evidence will be inspected or may be sought as part of a site visit or audit of service by agents of DCYA or Pobal.

2.13 Planning Permission

If you are undertaking significant capital works you need to check with your local authority in relation to planning permission requirements and regulations. If you require planning permission to be considered eligible for funding you must have commenced the planning process, if applicable and provide your planning application reference number at question 5.6 in the application form.

2.14 To Do List

- Review the Word version of the application form
- Check your organisation is eligible to apply for and receive funding
- Have your DCYA reference number
- Prepare your data and information for the all questions in the form
- If you have any queries email onlinesupport@pobal.ie with your query.
- Seek the relevant number of quotes/tenders and ensure you attach them to the on-line form where indicated in table
- Proof read to ensure all questions are answered and double check you are content with the details provided.
- Submit your Application by the closing date (likely to be the week ending 8th April)

2.15 Key Dates

Application guidance	Available on Thursday 25th February
Online application open	Expected “go live” for on line application date is during the week ending 18 th March
Applications close	Expected closing date during the week ending 8 th April
Appraisal of applications	April May
Grant outcomes	June
Grant Agreements issued to successful applicants	July
Date by which your grant must be fully spent and reported to Pobal	31 December 2016

Please **give yourself sufficient time to complete the application form online.** Once you have successfully submitted your application you will receive an email confirmation of receipt.

3 Eligibility And Selection Criteria

3.1 Purpose

The eligibility and selection criteria will form the basis of the decision making process on the funding applications submitted to Pobal.

3.2 Stages of Appraisal

All applications will go through the following stages of appraisal:-

Stage 1: Basic Eligibility Check

From your service information contained on our PIP system, only applicants which meet the following basic eligibility criteria will be able to complete an application form in full.

- Be an existing private or community childcare provider i.e. have a valid DCYA reference number
- Have an existing approved ECCE contract in 2015

On submission of your application we will check the following:-

- You have attached the required number of quotations/tenders to your application
- The validity of the quotations
- That the costs applied for are eligible for consideration

Only applicants and applications that meet the above basic criteria will be appraised in full.

Stage 2: Full Appraisal and Scoring

Project proposals will be appraised and scored against the following three criteria. **All applicants must provide evidence of how the project contributes to the following:-**

- **Evidence of Need** (60%)
Applicants will be expected to clearly demonstrate and evidence the need for the additional ECCE places **and** the need for the capital works and/or equipment costs applied for relative to these additional ECCE places. National statistics and consultations with County Childcare Committees will be also be considered to corroborate this need.
- **Value for Money** (30%)
Applications will be considered in terms of the costs requested relative to the number of additional places being created and the nature and type of costs being requested.

- **Organisation Performance (10%)**

The appraisal will take into performance in relation to current grant agreements with Pobal and/or DCYA. If your organisation has significant outstanding issues your application will not be recommended for funded.

3.3 Scoring System

- 3.3.1 Each application will be scored out of 100.
- 3.3.2 The quality threshold for consideration for funding will be 65 points, therefore project proposals that do not score at least 65 of the total marks available will not be recommended for funding.
- 3.3.3 Applicants must also achieve a minimum score of 40 under Evidence of Need and minimum score of 15 under Value for Money to be considered for funding.
- 3.3.4 Applicants that have significant outstanding issues will not be considered for funding.
- 3.3.5 A score equivalent to 65, or above, will not guarantee funding as applications will be scored and ranked and finite amount of funding will be allocated to the highest rank project proposals.

SUMMARY SCORE TABLE

Criterion	Score Band	Maximum Score	Minimum Quality Threshold
Evidence of Need	0-60	60	40
Value for Money	0-30	30	15
Organisation Performance	0 or 10	10	10
Total Score	100	100	65

Minimum Quality Threshold for consideration for funding = 65

3.4 Decision Making

Once the appraisals and scoring is complete, applications will be presented to the Pobal Board with a recommendation and rationale for that recommendation.

All Pobal recommendations will be presented **to the Minister for the Department for the Children and Youth Affairs for approval and final decision.**

All decisions will be communicated in writing to all applicant

3.5 Appeals

3.5.1 Purpose

The purpose of the appeals process is to ensure that the recommendations of Pobal and the procedures followed by Pobal for individual applicants to Early Years Capital 2016 are applied fairly and consistently. The appeal process will provide applicants with feedback on the application, learning for any future applications and the opportunity to request a review of the funding decision.

3.5.2 Applicants will be provided with guidelines and information on the appeals process. This information will be made available on the Pobal website.

3.5.3 The appeals process will only apply to applications which have proceeded to a Stage 2 appraisal. Applications which do not meet the Stage 1 (Basic Eligibility Check) are not eligible to appeal.

3.6 Post Approval

- Pobal will issue a grant agreement to all successful applicants, which you will be required to sign and return within the timeframe specified
- A condition of the funding will be that you must agree to continue to provide childcare services for a minimum of 3 years post completion of the general terms and conditions of the grant agreement and final payment of the grant
- You will also be required to provide evidence of an increase in ECCE places

3.7 Payments

- All of the grant awarded must be expended and reported to Pobal no later than 31st December 2016
- Payment of the grant will be as follows:-
 - ✓ 90% of the grant awarded on receipt of your signed grant agreement and fulfilment of any prepayments conditions outlined on the agreement
 - ✓ 10% of the grant awarded will be paid retrospectively on receipt of the final on-line financial return detailing how the grant was actually spent. Only when all the correct information is received with the on-line return will the final payment be released.

4. Additional Support for Applicants

Pobal has a helpdesk which is available to applicants and will be available applicants during application period. You can contact the helpdesk in the first instance by e-mail at onlinesupport@pobal.ie or telephone 0115117222