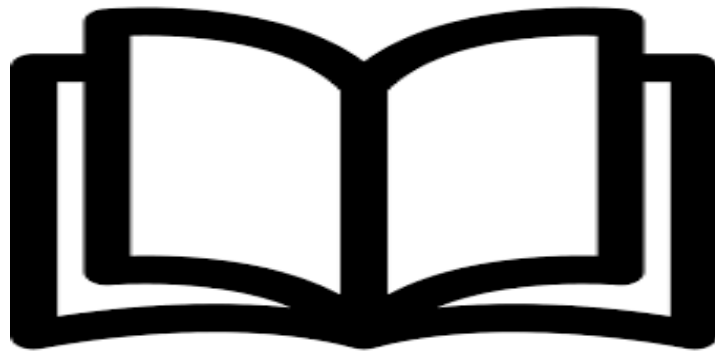


**EARLY LEARNING AND CARE AND SCHOOL AGE CHILDCARE  
SERVICES**

**CAPITAL GRANTS 2019**



**APPLICATION GUIDELINES  
JANUARY 2019**

**CLOSING DATE FOR APPLICATIONS**

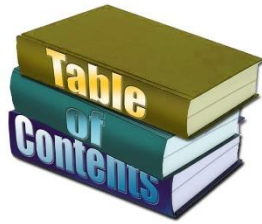
**27<sup>TH</sup> MARCH AT 3PM**

**Version 1.0**



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





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## OVERVIEW

The budget for this year's programmes is **€6.106m** to be delivered under the following three strands:

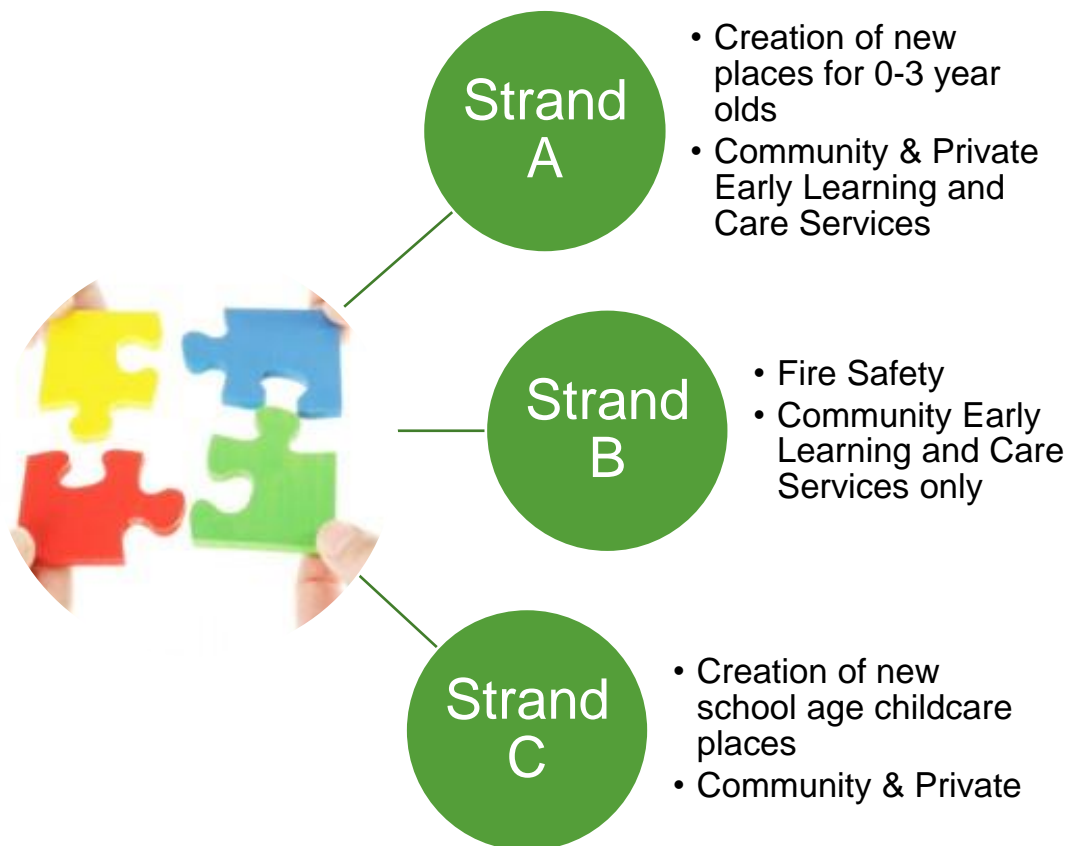
**Strand A:** Creation of new places for 0-3 year olds (€4.231m)

**Strand B:** Fire Safety improvements for community early learning and care services (€0.875m)

**Strand C:** Creation of new school age places (€1m)

The focus of the funding in 2019 is to continue the expansion of childcare places for 0-3 year olds and school age children, where the demand for these is clearly evidenced.

Funding is also being made available to aid community/not-for-profit childcare services in addressing fire safety issues **that have been highlighted in inspection reports.**



## USEFUL DEFINITIONS

**Early Learning and Care Services** for the purpose of this grant programme refer to registered Pre-School Services i.e. as outlined in the Childcare Act 1991 (Early Years Services) regulations 2016 and are currently in contract with DCYA for one or more of the following programmes:

- Early Childhood Care and Education (ECCE)
- Community Childcare Subvention Programme (CCS)
- Community Childcare Subvention Programme Plus (CCSP)
- Community Childcare Subvention Resettlement (CSSR)
- Community Childcare Subvention Resettlement Transition (CSSR-T)
- Training and Employment Childcare (TEC)

**School age childcare service** for the purposes of this programme is any early non parental care service, play group, day nursery, crèche, day-care or other similar service which:

- (a) Caters for children under the age of 15 years enrolled in a school providing primary or post-primary education.
- (b) Provides a range of activities that are developmental, educational and recreational in manner, which take place outside of school hours, the primary purpose of which is to care for children where their parents are unavailable, and
- (c) The basis for access to which is made publicly known to the parent and guardians of the children referred to in paragraph (a) of this definition.

The following services are ineligible to apply for capital funding:

- (i) Solely providing activities relating to:
  - (I) The arts
  - (II) Youth work
  - (III) Competitive or recreational sport
  - (IV) Tuition
  - (V) Religious teaching
- (ii) For whom statutory provision for inspection exists, prior to the commencement of section 22 of the Childcare Support Act.

**Note:** This is based on the working definition being used in the draft National Quality Standards in School Age Childcare Services.

**A Community Early Learning and Care Service** (formerly early years' service) is a "not for profit" facility and is managed by a voluntary management committee.

**A Private Early Learning and Care Service** is for profit, is owned by an individual (sole trader) or may be a partnership or a company set up to delivery early learning and care services and/or school age childcare services.



KEY EVENTS	KEY DATES
Closing date for applying for a new DCYA Reference Number	13 <sup>th</sup> March 2019
Open for online applications	Anticipated go live date is 25 <sup>th</sup> Feb 2019*
Closing date	Anticipated closing date is 27 <sup>th</sup> Mar 2019* @ 3PM
Notifications to applicants on the outcome of their application	June 2019
<p align="center"><b>*Note:</b> These dates are provisional and are subject to change.</p>	

## REQUIREMENTS FOR APPLYING FOR A GRANT

The following are the requirements **for all applicants** in applying for a grant under one or more of the strands under Early Learning and Care and School Age Childcare Capital Grants 2019.

### **Basic mandatory requirements:**

1. Applicants must have a DCYA reference number for the premises which is the subject of the application.
2. **Applicants must complete and submit the online application form by 27<sup>th</sup> March 2019 @3pm.**
3. Applicants must provide a quotation for each cost that is being applied for.

### **Where applicable:**

4. Applicants must have planning permission OR planning permission number.
5. If the applicant is not the owner of the early learning and care/school age childcare premises, applicants must submit a copy of the rental or lease agreement.  
**Note:** Only rental or lease agreements will be accepted.
6. Applicants must have the permission of the owner to undertake the capital works and/or installation of equipment that is the subject of this application.

### **For Strand B: Fire Safety (ONLY):**

7. Applicants must provide a copy of one or more of the following **independent reports** which are dated on or after the **1<sup>st</sup> January 2017**:
  - Tusla: Inspection Outcome Report
  - HSE: Environmental Officer Report
  - Local Authority: Fire Officer Report

## THE REQUIREMENTS EXPLAINED

### 1. ALL APPLICANTS MUST HAVE A DCYA REFERENCE NUMBER



- All applicants must have a DCYA reference number to apply for funding.
- **The closing date for applying for a new DCYA reference number is the 13<sup>th</sup> March 2019.**
- The DCYA reference number must be for the facility which is the subject of the application.
- School Age Childcare services are also required to register with Tusla in 2019; services must have completed their registration with Tusla prior to any payments being released.
- If an early learning and care service is moving to a new address they must have the DCYA reference number for the new address.

### 2. ALL APPLICANTS MUST COMPLETE THE ONLINE APPLICATION FORM



- Postal or e-mailed application forms will not be accepted.
- The online application form which is accessed via the Pobal website [www.pobal.ie](http://www.pobal.ie) or via the PIP Portal. The application form will be available on the **25<sup>th</sup> February 2019.**
- The application must be **submitted by 3pm on the 27<sup>th</sup> March 2019.**
- Services will not be able to submit an application form after 3pm on 27<sup>th</sup> March 2019.
- Any application forms on the application system at the status of draft as at 3pm on 27<sup>th</sup> March 2019 will not be considered for funding.
- The application form will allow applicants to apply for a grant under all 3 strands i.e. Strand A, B & C, should they be eligible for these.
- Owners of multiple facilities cannot submit more than 2 applications.
- **To submit an application form on the system applicants must complete all of the mandatory questions on the application form.** The application system will not permit applicants to submit the form until these questions are completed. If applicants do not complete a mandatory question, the question will be highlighted in red for them to review and complete.
- Applicants will be able to edit and amend the application form as often as they like until they click "submit". Once the application form has been submitted applicants will no longer be able to edit or amend the application form.

**Please check that you can access the online application form as soon as possible.**  
The online application form will be available on **25<sup>th</sup> February 2019.**

**Due to the expected volume of calls to our online support team, we cannot guarantee technical advice and support beyond the 22<sup>nd</sup> March 2019.** If you have technical difficulties after the 22<sup>nd</sup> March 2019 and you are unable to submit your application form, Pobal may not be in a position to consider your application. If you require assistance please contact Pobal: **TEL: 01 5117222 or Email: [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie)**

### 3. QUOTATIONS

- In the application, applicants must **attach a quotation from an independent supplier for each item** that applicants intend to purchase with the grant.
- Small items which can be purchased from the one supplier, for example, small pieces of equipment, can be included on the one quotation.
- All successful applicants must subsequently comply with public procurement guidelines. We have provided some additional guidelines and useful information in relation to public procurement in this guidance document on page 11.
- Applicants must ensure that there is no conflict of interest with all suppliers of goods or services. Refer to page 11 for further information on conflict of interest.
- Applicant's grant may be reduced, withdrawn or be required to be refunded in part or in full to DCYA/Pobal should applicants fail to address and appropriately deal with conflicts of interest in procuring goods and services.



### 4. PLANNING PERMISSION

- All applicants must consider if their proposed project requires planning permission from their Local Authority.
- If the proposed project requires planning permission, applicants must engage the planning process at their earliest convenience as a condition of applying for funding.
- Applicants are required to provide the planning permission number on the application form or to enter the date that planning permission has been applied for.
- Applicants should seek advice from their Local Authority or other experts such as an architect or engineer in relation to planning permission.



### 5. LEASE/RENTAL AGREEMENT

Applicants **who do not own their** early learning and care or school age childcare **premises** must attach a copy of the current lease agreement/rental agreement to the application **OR** attach a letter from your new landlord confirming that that landlord is willing to enter into a lease/rental agreement with you.



Only lease or rental agreements are acceptable. A copy of the lease or rental agreement will be required before successful applicants receive a grant payment.

Lease or rental agreements must be in place for:

- **3 years after the approval date for Capital 2019** where the amount approved is up to €20,000.
- **4 years after the approval date for Capital 2019** where the amount approved is over €20,000 but less than €50,000.



- **5 years after the approval date for Capital 2019** where the amount is approved is equal to €50,000 or more.

## 6. OWNERS PERMISSION

Applicants who **do not own their** early learning and care or school age childcare **premises** must attach a **letter** from their landlord or potential landlord **giving permission** to the early learning and care service or school age childcare service to carry out the works and/or install equipment in their premises, outlined in their application form.



## INDEPENDENT REPORT

Community Early Learning and Care services applying for funding under Strand B: Fire Safety must attach one of the following reports to their application. The costs applied for **must relate to “fire safety recommendations”** included in the independent report.

In your application form where you are asked for your “project description”, please ensure that the description of the project refers specifically to the “fire safety recommendations” in the independent report reflecting the need for the costs applied for.

**Applicants must attach one or more of the following to your application form:**



**TUSLA INSPECTION OUTCOME REPORT**

**OR**

**HSE/ENVIRONMENTAL HEALTH OFFICER REPORT**

**OR**

**FIRE SAFETY CHECK FROM LOCAL AUTHORITY**

**THE REPORT MUST BE DATED ON OR AFTER THE 1 JANUARY 2017**

**N.B.** Items (costs) applied for under Strand B, Fire Safety, must relate to the specific recommendations on fire safety detailed in the independent report.

## Other Frequently Asked Questions

- Applicants can **make an application for a capital grant for an early learning and care service and a school age childcare service using the same application form**, provided that both services have the same DCYA reference number and are located within the same premises and grounds.
- Early Learning and Care or School Age Childcare Services who own **multiple facilities** can make **2 applications** only. The number of applications funded will be dependent on the level of applications received and funding available and at the discretion of DCYA.

- All applicants are required to ensure that they are **tax compliant**. All successful applicants must have an up to date Tax Clearance Certificate. This will be checked by Pobal prior to the issuing of the first grant instalment.
- **Value Added Tax (VAT):** Where an applicant is registered for Value Added Tax (VAT), the grant awarded will be net of VAT.

## GENERAL DATA PROTECTION REGULATIONS (GDPR)



This regulation places direct responsibility and obligations on Early Learning and Care Services and School Age Childcare Services in relation to processing personal data. Please refer to the Data Protection Commission for additional information in relation to your obligations in relation to GDPR.

Here is a link to their website: [Data Protection Commission](#)

Please ensure that Personal Data is not disclosed within the application form for any reason other than information which is necessary to complete the application form. Any individual whose personal data is submitted within the form must be informed of the use of their personal data by you, and their express consent must be given for same.

The personal information requested as part of the application form and process is as follows:

- Primary contact name and e-mail address for the application;
- Lease or rental agreement details for your early learning and care service and or school age childcare service premises;
- Permission from the owner of the premises to carry out the works;
- Applicants' board/committee details and relevant experience to managing early learning and care services and/or school age childcare services;
- Information provided in quotations.

In compliance with GDPR, all application forms and personal information submitted to Pobal will be kept only for purposes relating to the administration of the funding. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or for as long as is set out in any relevant contract you hold with us. This is subject to legislation and regulatory rules we must follow as set out by the DCYA. Pobal takes our security responsibilities seriously, employing the most appropriate administrative, physical and technical measures to safeguard your personal data, and regularly review these measures.

## DECISION MAKING

DCYA will make the final decision on all applications. We aim to notify all applicants in summer 2019 of the decision on their application. Applicants will be informed in writing.

If your application is successful you will be issued with a grant agreement from Pobal.

If your application is unsuccessful you may seek to have your decision reviewed. Details on the review process will be provided with your decision. Please note that there is no guarantee that a change in the appraisal outcome following review will result in funding being awarded.

## COMPETITIVE PROCESS

It is highly likely that we will receive a significant number of applications under each strand. This will be a competitive process and not all applicants that achieve the quality threshold will be awarded funding. For example, 80% of applications under Capital 2018 were not funded.

## CONFLICT OF INTEREST

A conflict of interest is any form of personal interest, which may impact (or be perceived by others as impacting) upon your impartiality when selecting a supplier/contractor. **Personal interest includes cases where a relative or another person connected to your organisation tenders or quotes to provide goods or services to your organisation.**

It will be the applicants' responsibility as an organisation in receipt of public funding to make themselves aware of any potential conflicts of interest and applicants should take appropriate action to avoid them. If conflicts of interest arise, **these should be immediately declared** and steps should be taken to address the issue, in consultation and agreement with Pobal.

## PUBLIC PROCUREMENT

If your application is successful each early learning and care service and school age childcare service must have in place a public procurement policy(s)/procedures and to ensure that they purchase goods and services in accordance with current public procurement policy. (See the Office of Government Procurement's website: [ogp.gov.ie](http://ogp.gov.ie) for more information.)

### Selecting your supplier

The thresholds below apply to all publicly funded goods and services.

#### BELOW NATIONAL VALUE THRESHOLDS (EXCLUDING VAT)

< €5000	1 Written Quotation
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> €5,000 and < €25,000	3 Written Quotations
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#### ABOVE NATIONAL VALUE THRESHOLDS (GOODS) (EXCLUDING VAT)

> €25,000 and < €221,00	<b>Must be advertised via a tendering process on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></b>
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#### ABOVE EU VALUE THRESHOLDS (EXCLUDING VAT)

> €221,000 (Goods & Services)	<b>Must be advertised on EU Journal (OJEU) via tendering process on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></b>
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€5,186,000 (Works)	<b>Must be advertised on EU Journal (OJEU) via a formal tendering process using <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></b>
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Please ensure that you, as the owner of the service or your committee, follow the guidance on **advertising periods** that also apply. When awarding a contract to a contractor, applicants must be able to demonstrate in writing that the procurement process demonstrates:

- Transparency i.e. that it is a fair process that does not discriminate against competing contractors; and
- That the desired quality of goods and services has been obtained at the best possible price.

The owner of the service or the committee will be responsible for selecting the contractor.

**NOTE: Procurement processes are required post approval of your application.** These are not required in advance of making your application for funding.

## **SPECIFIC REQUIREMENTS PER STRAND**



## STRAND A: Creation of new places for 0-3 year olds

1. **The purpose of the funding** is to support the expansion of early learning and care services to cater for additional 0-3 year olds where demand is currently not being met at a local level.
2. **Priorities for 2019**  
**Priority will be given to applications which:**
  - Clearly demonstrate the need for the new early learning and care places for 0-3 year olds in their area;
  - Demonstrate good value for money in terms of the number of additional or new early learning and care places, for 0-3 year olds that will be created;
  - Are located in disadvantaged areas as per the Pobal Haase Index;
  - Demonstrate that the proposed works and installation of equipment can be completed and the expenditure reported to Pobal by **30<sup>th</sup> November 2019**.
3. **How much can I apply for?**  
You can apply for a grant between €10,000 and €50,000.
  - The minimum grant that you can apply for is **€10,000**.
  - The maximum grant that you can apply for is **€50,000**.
4. **Who is eligible to apply?**
  - **All applicants must have a DCYA reference number.**
  - Existing Early Learning and Care Services from the community and private sector with a DCYA Reference Number.
  - New Early Learning and Care Services, provided the applicant has a valid DCYA Reference number for their new service.

- Owners of multiple services can only complete a maximum of **2** applications.

#### 5. Who is not eligible to apply?

- Early Learning and Care Services who have received funding under the equivalent strand of EY Capital (i.e. Creation of New EY Places) between 2016 and 2018.

#### 6. What can I apply for?

You can apply for a grant to:

- Expand or remodel your **current building** to accommodate **additional 0-3 year olds**;
- Expand or remodel your **current building** to include **for the first time** facilities for **0-3 year olds**;
- Relocate** the entire early learning and care service to new premises to allow the service to accommodate **additional 0-3 year olds**;
- Relocate** the entire early learning and care service to new premises to allow the service to accommodate **0-3 year olds for the first time**;
- Set up a new early learning and care facility in an area.** This may be a community or private service provider however the new facilities must include facilities for 0-3 year olds. Any new service must not displace any current services in their area and must provide clear evidence of demand for the service.

#### 7. Can I apply for both capital and equipment costs?

- Your grant application may be for capital costs only or you may also include equipment costs in your application. You cannot apply for equipment costs only.
- **The grant awarded for equipment costs will not be greater than 10% of the total capital costs applied for.** The online application form will highlight to you if the amount applied for is incorrect.
- The total amount of equipment costs you can apply for depends on the size of the overall amount of your application. For example, in a €10,000 capital application, you may apply for a maximum of €1,000 in equipment costs; in a €50,000 capital application, you may apply for a maximum of €5,000 in equipment costs.

#### 8. How many new 0-3 year places must I create to eligible for consideration for a grant?

- A minimum of **3 new places** in relation places for **under 1 years old**. and/or
  - A minimum of **5 new places** in relation to places for **1 to 3 years old**.
- Note:** "New places" refers to places for 0-3 year olds which have not existed before in your early learning and care service.

#### 9. How do I calculate new places when I am relocating my service or remodelling or expanding my current premises?

**New address:** If you are closing your current premises and you are moving (relocating) to a new address, the number of new places for 0-3 year olds is the

difference between the number of places in your new address for 0-3 year olds minus the number of places for 0-3 year olds in your current address.

**New room:** If you are moving your 0-3 year olds to a new room or remodelling your current rooms at your current address, the number of new places is the difference between the number of places in your new room for 0-3 year olds minus the number of places for 0-3 year olds in your current room.

## 10. What type of costs can I apply for?

- Alterations and refurbishment works associated with the creation of additional places for 0-3 year olds;
- New build costs associated with the creation of additional places for 0-3 year olds;
- The purchase of a prefabricated structure to create additional places for 0-3 year olds;
- Fit-out costs to create additional places for 0-3 year olds;
- Additional play equipment to facilitate the increase in 0-3 year olds attending your services.

**Applicants must clearly demonstrate how the costs applied for directly relate to providing new places for 0-3 year olds.**

## 11. What type of costs are ineligible?

This is not an exhaustive list and each cost will be considered on case by case basis as part of the selection process. **The following costs are ineligible:**

- General office equipment
- Retrospective costs i.e. costs that have been incurred prior to the approval date of the application
- Salary and overhead costs
- Redundancy costs
- Penalties/interest
- Professional fees: e.g. architect, engineer, garden designers
- Equipment only under Strand A
- Insurance
- Vehicles and vehicle maintenance costs

## 12. What criteria will be used to decide successful applications under Strand A?

Applications will be considered against the following criteria:

- Demonstration of Need (40%)
- Value for Money (20%)
- Capacity (20%)
- Achievability (15%)
- Deprivation (5%)

**Demonstration of Need: (40%)**

- Applicants must provide clear evidence of the need to create new or additional 0-3 year old places in their area and in their early learning and care service;
- Applicants must also demonstrate how the proposed capital works and equipment are necessary to provide the new/additional places for 0-3 year olds;
- Applicants must also consider and demonstrate that they are not duplicating or displacing other early learning and care services in their local area.

**Tips:**

- Always provide clear evidence of need to support your application.
- Include information on current waiting lists and demand for places for 0-3 to years old.
- Reference any analysis in relation to current services in the local area, include any relevant statistical information on the population and geographical area serviced by your facilities or proposed new facility.
- Include relevant references from independent reports or evaluations.

**Value for money (20%)**

- Applicants must clearly explain and justify the costs that they have applied for. Consideration will also be given to the eligibility, justifiableness and the overall reasonableness of the costs.
- The value for money in terms of the number of new places to be created versus the amount of funding that is being requested.

**Tips:**

- Ensure your quotations are clear and concise and from a reputable supplier.
- Explain the short and medium to long term benefits of investing in creating new or additional 0-3 places in your service and area.
- Be clear on the number of additional or new places for 0-3 year olds that will be created as a direct result of the funding.

**Capacity (20%)**

- Consideration will be given to each early learning and care services' track record in terms of compliance, audit and verification findings, and their delivery against any grant agreements or contracts with Pobal and or DCYA.

**Achievability (15%)**

- **Applicants must demonstrate that are able to meet all the programme requirements.** For example, where applicable planning permission must be in place, the owner's permission has been given **and** rental and lease agreements must be in place, **and it must be demonstrated that their project is ready to commence.**
- **Applicants must also demonstrate** that they will be able to **complete the project** and submit their expenditure returns **by 30<sup>th</sup> November 2019.**

**Tips:**

- Ensure you have attached all relevant supporting documentation to your application.



- Ensure you have explained your project clearly and concisely. Ask a friend or colleague to read the application before you submit it.

### Deprivation (5%)

- This is based on the Pobal Haase Index for the electoral area in which the early learning and care service is located. This will be automatically calculated by Pobal and there is no need for applicants to submit any information in this regard.

## STRAND B: Fire Safety

1. **The purpose of the funding** is to ensure that community early learning and care services meet all fire safety regulations for pre-schools.

Grants will be available for building improvement(s), maintenance and replacements of appliances which are necessary for community early learning and care service to meet all building fire safety regulations that have been identified as a result of specific and independent inspections **by Tusla, HSE and/or Local Authority-Fire Officers.**

2. **Priority for 2019**

#### Priority will be given to applications which:

- Clearly demonstrate and evidence the need for the Fire Safety equipment or works.
- Clearly justify and explain the costs requested.
- Demonstrate that the proposed works and installation of equipment can be completed and the expenditure reported to Pobal by **30<sup>th</sup> November 2019.**

3. **How much can I apply for?**

The minimum grant that you can apply for is **€3,000** and the maximum grant that you can apply for is **€15,000.**

4. **Who is eligible to apply?**

- **All applicants must have a DCYA reference number**
- Existing Early Learning and Care Services from the community sector with a DCYA Reference Number
- New Early Learning and Care Services from the community sector provided the applicant has a valid DCYA Reference number for their new service

5. **Who is not eligible to apply?**

- Early Learning and Care Services from the **private sector** are not eligible to apply.

6. **What can I apply for?**

To be eligible for consideration for funding, the costs applied for must be included in one or more of the following independent reports and relate to Fire Safety.

The items applied for must be included in one or more of the following independent reports. The report must be a recent report and dated on or after the 1<sup>st</sup> January 2017.

- TUSLA: Inspection Outcome Report
- HSE: Environmental Officer Report
- Local Authority: Fire Officer report

Applicants who do not submit one of the above reports attached to their application form, the application **will be deemed ineligible and not considered for funding.**

#### 7. What type of costs will be considered?

- Improvements to facilities which are necessary to meet fire safety and building regulations e.g. lining of walls and floors, escape routes, wiring, sockets, electrical switches and distribution boards, gas tanks, gas burning flues, heating systems and appliances.
- Fire safety equipment e.g. fire doors, fire alarm system, protected escape stairways, smoke alarms, and CO2 alarms.
- Maintenance works on electrical, gas and heating appliances to ensure they meet regulations and standards.

#### 8. What type of costs are ineligible?

**This is not an exhaustive list** and each cost will be considered on case by case basis as part of the selection process. The following costs are ineligible:

- General office equipment
- Retrospective costs i.e. costs that have been incurred prior to the approval date of the application
- Salary and overhead costs
- Redundancy costs
- Penalties/interest
- Professional fees e.g. architect, engineer, garden designers
- Equipment only under Strand A
- Insurance
- Vehicles and vehicle maintenance costs

#### 9. Can I apply for both capital and equipment costs?

Your grant application may be for equipment and capital works.

#### 10. What criteria will be used to decide successful applications under Strand B?

All applications will be considered against the following selection criteria:

- Demonstration of Need
- Value for Money
- Capacity of the organisation

##### **Demonstration of Need (50%)**

Consideration will be given to the need outlined by the applicant. In addition Pobal will review the independent report to ensure that equipment or works outlined meet the needs and recommendations in relation to Fire Safety as outlined in the independent report.

##### **Value for Money (25%)**

Applicants must clearly explain and justify the costs that they have applied for. Consideration will also be given to the eligibility, justification and the overall reasonableness of the costs.

#### **Capacity (25%)**

Consideration will be given to each early learning and care service's track record in terms of compliance, audit and verification findings, and their delivery against any grant agreements or contracts with Pobal and or DCYA.

## **STRAND C: Creation of new school age childcare places**

### **1. The purpose of the funding**

The purpose of the funding is to support the **expansion of an existing school age childcare service or to set up a new school age childcare facility where demand is currently not being met at a local level**. Services may be standalone or part of an early learning and care service.

### **2. Priorities for 2019**

#### **Priority will be given to applications which:**

- Clearly demonstrate the need for the school age childcare places in their area.
- Demonstrate good value for money in terms of the number of additional or new places that will be created.
- Provide services for children and their families all year round i.e. including school holidays and staff training days.
- Provide evidence of access to suitable age appropriate outdoor play area.
- Are in an accessible location for children and their families.
- Are located in disadvantaged areas.
- Demonstrate that the proposed works and installation of equipment can be completed and the expenditure reported to Pobal by **30<sup>th</sup> November 2019**.

### **3. Useful Definitions**

**Age appropriate equipment i.e.** equipment which meets the needs of children and facilitates age appropriate programme of activities, group activities, own time and relaxation. For example for school age services, gaming equipment, computers, sofas, etc., would be considered eligible;

**Age appropriate outdoor area for school aged services i.e. sufficient space to undertake physical activities such as** football, cycling, running, participation in group/small team games.

### **4. How much can I apply for?**

You can apply for a grant between €10,000 and €20,000.

- The minimum grant that you can apply for is **€10,000**.
- The maximum grant that you can apply for is **€20,000**.

## 5. Who is eligible to apply?

- **All applicants must have a DYCA reference number.**  
**NOTE: School Age Childcare services must be registered with Tusla.**
- Existing school age service which is based in school premises or community owned premises or private property.
- Existing standalone school age services.
- New school age services in a school or community premises or private property or as part of an existing early learning and care service or crèche.
- Community and private school age childcare services may apply.
- Owners of multiple services can only complete **2** applications.

## 6. Who is not eligible to apply?

Any applicant who received funding under the equivalent strands of SAC in 2017 and 2018 are not eligible to apply.

## 7. What can I apply for?

You can apply for a grant to:

- a. Expand or remodel your **current building** to accommodate **additional school age children**;
- b. Expand or remodel your **early learning and care services** to include **for the first time** facilities for **school age children**;
- c. **Relocate** the entire school age childcare service to new premises to allow the service to accommodate **additional school age children**;
- d. **Relocate** the entire early learning and care service to new premises to allow the service to accommodate a **school age childcare service for the first time**;
- e. **To setup a new standalone school age childcare service.** This may be a community or private service provider. Any new school age childcare service must not displace any current school age childcare services in their area and must provide clear evidence of demand for the service.

## 8. Can I apply for both capital and equipment costs?

- Your grant application may be for capital costs only.
- You may also include equipment costs in your grant application. You cannot apply for equipment costs only.
- **The grant awarded for equipment costs will not be greater than 10% of the capital grant and the maximum amount awarded for equipment costs will be between €1,000 and €2,000.** The online application form will highlight to you if the amount applied for is incorrect.

## 9. How many new school age childcare places must I create?

**For existing school age childcare services** which are expanding or relocating the minimum number of additional/new school age childcare places is **8**.

**For new school age** childcare services the minimum number of new childcare places that must be created is **11**.

*Note: New places refers to places for school age children which have not existed before in your school age childcare service.*

#### **10. How do I calculate new places when I am relocating my service or remodelling my current premises?**

**New address:** If you are closing your current premises and you are moving (relocating) to a new address, the number of new places is the difference between the number of places in your new address minus the number of places in your current address.

**New room:** If you are moving to a new room or remodelling your current rooms at your current address, the number of new places is the difference between the number of places in your new room minus the number of places in your current room.

#### **11. What type of costs can I apply for?**

Below is a list of the types of costs that will be considered:

- Minor building works
- Painting/decorating
- Age appropriate furniture
- Kitchen equipment, including cookers, fridges and microwaves
- Computer equipment/games
- Storage facilities
- Age appropriate equipment for outdoor and indoor play. The equipment must be appropriate for the developmental level of the children using it.

**Applicants must clearly demonstrate how the costs applied for directly relate to providing new places for school age children.**

#### **12. What type of costs are ineligible?**

**This is not an exhaustive list** and each cost will be considered on case by case basis as part of the selection process. The following costs are ineligible:

- General office equipment
- Retrospective costs i.e. costs that have been incurred prior to the approval date of the application
- Salary and overhead costs
- Redundancy costs
- Penalties/interest
- Professional fees e.g. architect, engineer, garden designers
- Equipment only under Strand A
- Insurance
- Vehicles and vehicle maintenance costs

#### **13. What criteria will be used to decide successful applications under Strand A?**

Applications will be considered against the following criteria:

- Demonstration of Need (40%)

- Value for Money (20%)
- Capacity (20%)
- Achievability (15%)
- Deprivation (5%)

### **Demonstration of Need: (40%)**

- Applicants are expected to provide clear evidence of the need to create new or additional school age childcare places in their area and in service.
- Applicants must also demonstrate how the proposed capital works and equipment are necessary to provide the new/additional places for school age children;
- Applicants must also consider and demonstrate that they are not duplicating or displacing other early learning and care services in their local area.

#### **Tips:**

- Include information on current waiting lists and demand for places or school age places.
- Reference any analysis in relation to current services in the local area, include any relevant statistical information on the population and geographical area serviced by your facilities or proposed new facility.
- Include relevant references from independent reports or evaluations.

### **Value for money (20%)**

- Applicants must clearly explain and justify the costs that they have applied for. Consideration will also be given to the eligibility, justification and the overall reasonableness of the costs.
- The value for money in terms of the number of new places to be created versus the amount of funding that is being requested.

#### **Tips:**

- Ensure your quotations are clear and concise and from a reputable supplier.
- Explain the short term and medium to long term benefits of investing in creating new or additional school age childcare places in your service and area.
- Be clear on the number of additional or new places for school age childcare places that will be created as a direct result of the funding.

### **Capacity (20%)**

- Consideration will be given to each school age childcare service's track record and their delivery against any grant agreements or contracts with Pobal and or DCYA.

### **Achievability (15%)**

- **Applicants must demonstrate that are able to meet all the programme requirements.** For example, where applicable have planning permission in place, have the owner's permission, rental and lease agreements in place, **demonstrate that their project is ready to commence.**
- **Applicants must also demonstrate** that they will be able to **complete the project** and submit their expenditure returns **by 30<sup>th</sup> November 2019.**

**Tips:**

- Ensure you have attached all relevant supporting documentation to your application.
- Ensure you have explained your project clearly and concisely. Ask a friend or colleague to read the application before you submit it.

**Deprivation (5%)**

- This is based on the Pobal Haase Index for the electoral area in which the early learning and care service is located. This will be automatically calculated by Pobal and there is no need for applicants to submit any information in this regard.

**If you need any additional assistance you should contact your local City/County Childcare Committee (CCC).** You can find the contact details on your local City/County Childcare Committee on the Department of Children and Youth Affairs website.

**Below is the webpage where you can find this information.**

**[https://www.dcy.gov.ie/docs/EN/City-County-Childcare-Committees-\(CCCs\)/4100.htm](https://www.dcy.gov.ie/docs/EN/City-County-Childcare-Committees-(CCCs)/4100.htm)**

**Hyperlink: [City and County Childcare Committee Details](#)**

**Alternatively you may e-mail or telephone Pobal.**



**Telephone: 01 5117222**

**Email: [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie)**



## Appendix:

- (i) Please note, if applying under Strand A, you must be creating baby and toddler places for children aged between 0 and 3 years old. ECCE places are not eligible under Strand A.
- (ii) The closing date that the DCYA will be accepting new applications for DCYA reference numbers is the 13<sup>th</sup> of March, any applications received after this date will not be accepted.