



CHILDCARE OFFER CAPITAL GRANT PROGRAMME SMALL CAPITAL GRANTS SCHEME GUIDANCE FOR APPLICANTS

1. Information for Applicants

Following a successful bid to the Welsh Government, Rhondda Cynon Taf CBC has been awarded funding for a Small Capital Grants Scheme to support childcare settings operating in Rhondda Cynon Taf to deliver the Childcare Offer.

Grant applications are invited from childcare settings wishing to undertake essential capital works or purchase capital equipment to enable them to:

- increase the number of Childcare Offer places they are able to offer;
- improve the quality of the facilities they offer to children in receipt of the Childcare Offer.

The maximum amount of funding that can be applied for in respect of a single childcare setting in any given financial year is set out below:

All childminders	£5,000
Childcare settings registered for 8 or fewer places	£5,000
Childcare settings registered for 9 to 15 places	£7,500
Childcare settings registered for 16+ places	£10,000

2. Who can apply?

In order to be eligible to apply, a childcare setting must:

- Be based in Rhondda Cynon Taf;
- Be registered with Care Inspectorate Wales (CIW), or in the case of new setting, provide a written undertaking that it will register with CIW at the earliest opportunity;
- Be registered with the Council to deliver Childcare Offer places to 3 and 4 year olds, or provide a written undertaking that it will register at the earliest opportunity;

- Be prepared to commit to provide the Childcare Offer for a minimum of five years from the Grant payment date;
- Where a rental or leasehold arrangement is in place:
 - Be able to demonstrate security of tenure for a minimum of five years;
 - Obtain written permission from the landlord (or other appropriate body, e.g. governing body, management committee or diocese) for the works to be undertaken.
- Be able to demonstrate that there is a demand for childcare;
- Agree to be bound by the terms and conditions of the grant.

In addition, the following conditions may be taken into account, particularly if the grant is over-subscribed:

- Commitment to deliver the Childcare Offer during both term time and school holidays;
- Membership of a childcare umbrella organisation.

3. What can be funded?

Funding is available for capital expenditure only, i.e. works that improve the value of a property or equipment that has a resale value.

Priority will be given to funding applications which would enable settings to:

- Implement CIW recommendations;
- Comply with Health & Safety requirements;
- Comply with COVID safety measures;
- Accommodate children with additional physical or learning needs.

Examples of eligible expenditure are included below.

Please note: Childminders operating from domestic premises are not eligible to apply for numbers 6 and 7 in the list below.

1. Adaptations to the setting to improve access, particularly for children with specified physical needs;
2. The provision of bespoke equipment/furniture which will enable a provider to accommodate a child with additional physical or learning needs;
3. Improving the outdoor facilities of a setting, to ensure children have access to a safe, secure environment in which to play;
4. Replacing damaged, unsafe or worn equipment or furniture which could potentially pose a health and safety risk;
5. IT equipment for use by the setting only, provided it can be clearly shown that this is needed in order to deliver Childcare Offer places, e.g. completion of claims. This could include laptops, printers, etc. Funding will not be granted for the purchase of tablets;
6. Replacing/repairing fixtures and fittings such as toilets, kitchen facilities, windows, doors, etc;

7. General refurbishment, including painting, replacing carpets, etc;

Please note:

- All work must be completed by reputable contractors, and in accordance with planning and building regulations. Contractors must hold appropriate public liability insurance cover, have an appropriate Health and Safety Policy Statement and, where applicable, be a member of a government-approved Competent Person Scheme. Contractors will be required to complete a questionnaire at application stage to confirm that they meet these requirements.
- If the childcare setting is located on an RCT site (e.g. school, community centre), all works must be completed under the direction of the relevant Council department.

4. What can't be funded?

- The purchase of toys, books, plastic outdoor play equipment, clothing and consumables, such as paper and cleaning materials;
- Brand new items required as part of a childcare setting's initial set up arrangements;
- Staff costs, such as wages, training, travel and subsistence;
- Utility bills, such as gas, electric, rates;
- The provision of WiFi;
- Insurance costs, e.g. buildings insurance, employer's liability insurance, etc.

5. Application & Assessment Process

All applications received by the deadline below will be discussed and decisions to award funding made at a dedicated Grant Panel meeting.

Applications must be completed electronically, saved (as a pdf document) and submitted by email to: RCTChildcareGrants@rctcbc.gov.uk.

Handwritten applications, or photographs of completed applications, will not be accepted.

Application Deadline
Friday 5 th November 2021

All applications will be assessed consistently against the stated eligibility criteria and funding priorities to ensure that the limited funding available is allocated to those applications which will have the most positive impact on delivery of the Childcare Offer in RCT.

6. Payment Process

Payment will be made by BACS transfer to the business bank account stated in the application. Payment will usually only be made at the end of a project, on receipt of a completed grant claim form from the applicant. This grant claim form must include:

- Original itemised invoice(s) from the supplier(s)/contractor(s), including only those works/equipment explicitly approved in the grant offer letter;
- Bank statements to evidence payment(s) being made to the supplier(s)/contractor(s). Please note: credit cards must not be used to pay for goods or services for which grant funding has been approved;
- Relevant documentation to confirm that all statutory requirements, such as planning permission and building regulations, have been satisfied;
- Photographic evidence that works have been completed and/or equipment has been received.
- A brief summary outlining the positive impact the grant has had on the delivery of Childcare Offer places at the setting.