



CHILDCARE & EARLY YEARS 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 and early years settings operating in Rhondda Cynon Taf.

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

- strengthen the Welsh Medium provision;
- increase the number of Childcare Offer, Flying Start and/or Foundation Learning places they are able to offer;
- improve the quality of the facilities they offer to children in receipt of the Childcare Offer, Flying Start and/or Foundation Learning.

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

| | |
|--|---------|
| Childminders | £10,000 |
| Childcare providers registered for 15 or fewer | £10,000 |
| Childcare providers registered for 16 to 29 places | £15,000 |
| Childcare providers registered for 30+ places | £20,000 |

2. Who can apply?

In order to be eligible to apply, a childcare and early years 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 prepared to commit to offer childcare via a Welsh Government funded programme for a minimum of five years from the Grant payment date;
- Acknowledge the investment it has received in any promotional material issued to parents.

- Agree to be bound by the terms and conditions of the grant.

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

- Commitment to deliver childcare during both the full day, term time and the 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;
- Accommodate children with additional physical or learning needs.

Examples of eligible expenditure are included in the table below.

| Eligible Expenditure | Available to Childminders | Available to Settings |
|--|---------------------------|-----------------------|
| Adaptations to the setting to improve access, particularly for children with specified physical needs | Yes | Yes |
| Bespoke equipment/furniture which will enable a provider to accommodate a child with additional physical or learning needs | Yes | Yes |
| Improving the outdoor facilities of a setting, to ensure children have access to a safe, secure environment in which to play and learn in all weathers | Yes | Yes |
| Replacing damaged, unsafe, or worn equipment or furniture which could potentially pose a health and safety risk | Yes | Yes |
| IT equipment for use by the setting only, provided it can be clearly shown that this is needed in order to deliver Childcare places, e.g. completion of claims. This could include laptops, printers, tablets up to the value of £500 | Yes | Yes |
| Equipment/adaptations to ensure that services can operate in a way that will reduce the spread of infections e.g. additional handwashing facilities, improvements to internal areas to increase ventilations, room partitioning and storage facilities | Yes | Yes |
| Improving the energy efficiency of a setting to reduce energy costs e.g. solar panel installation | Yes | Yes |
| Replacing/repairing fixtures and fittings such as toilets, kitchen facilities, windows, doors, etc | No | Yes |
| General refurbishment, including painting, replacing carpets, etc | No | Yes |

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 list below, by no means exhaustive, identifies the types of equipment and expenditure that do not fall within the funding criteria.

- Any expenditure relating to the Project which has been incurred for work already undertaken, commitment to contracts (including down payments), or equipment/work materials that have been purchased or ordered prior to the date of the Grant Offer Letter;
- Vehicles, such as minibuses or cars;
- Any type of air conditioning unit/system;
- The purchase of toys, books, plastic outdoor play equipment, clothing, and consumables, such as paper and cleaning materials;
- Artificial grass;
- Brand new items required as part of a childcare setting's initial set up arrangements;
- Any large external fixed container used for storage, such as shipping containers;
- Staff costs, such as wages, training, travel, and subsistence;
- Staff equipment, such as office furniture;
- Childcare setting running costs, such as utility bills, such as gas, electric, Wi-Fi and business rates;
- 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.

| Application Deadline |
|-----------------------------|
| Friday 18th October 2024 |

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 childcare 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 places at the setting.