



Parent & Toddler Group Initiative Grants 2015 Guidelines for Parent & Toddler Groups

Information on grants available:

Applications for funding under this scheme should only be made by Parent & Toddler Groups that are organised on a not for profit basis and involve the participation of parents in the community. Grants will normally range from **€100 to €1,000**. Existing groups can apply for a maximum grant of **€800**. New start up groups may apply for a maximum grant of up to **€1000**.

Funding will be available for:

- Toys, equipment and books
- Training for parents, e.g. paediatric first aid, committee skills, parenting courses
- Children's activities, e.g. arts and crafts, music
- Limited funding will be available towards insurance, rent or minor refurbishment, up to a maximum of 30% of total funding.

Funding will not be available for:

- Groups operating out of private homes
- One off events such as outings, parties and trips
- Groups with a closing balance of €3,000 or more in the previous year
- Groups who received funding in previous years and did not return the Progress Report and receipts for items purchased
- Groups who do not submit evidence of appropriate insurance when making their application

Additional Information:

- P & T Groups should have a Bank Account/Credit Union Account. The money taken at each session, any grants received by the group or money received from fundraising should be paid into the account. It is recommended that spending on the group's behalf should be paid for by cheque/draft. All transactions involving the group's money should be recorded and all receipts kept

- Applications from P & T Groups will only be accepted from groups known to Kildare CCC, new groups should make arrangements to meet a CCC staff representative prior to application deadline
- P & T Groups must submit evidence of appropriate insurance (not applicable to new groups).

Please note: New groups will have to submit evidence of insurance within the first month of receiving the grant.

How to apply:

- Please detach and fill in the attached application form, using clear block writing
- **Please ensure that all sections are completed (Application form, Annual Income & Expenditure Account, Progress Report)**
- Simple financial records are important for groups in receipt of grants as they offer protection for all involved however, newly formed groups do not need to provide a financial record until they are in existence for one year.
- Please ensure the application is signed by 2 committee members.
- Applicants are required to submit up to date bank statement/credit union statement (no older than 2 months) with their application form.
- Forward Evidence of insurance with application
- Forward Evidence of receipts for items purchased with last grant, along with progress report
- Grant Applications will not be recommended if: You do not include adequate information, i.e. all sections of the application form must be completed

Post Approval Information:

- Successful applicants are required to submit receipts as evidence of expenditure
- If a P & T Group wishes to change their approved expenditure, they must apply in writing to Kildare CCC prior to purchasing new item. Kildare CCCs decision will be confirmed in writing
- Successful applicants may receive a support visit from the Kildare CCC

What Kildare County Childcare can do for you?

Kildare County Childcare Committee is available to support anyone wishing to set up a Parent and Toddler group or those currently running one. We can provide information which promotes the provision of a quality service that runs smoothly and conveniently for all the children and parents attending. We can assist you in choosing toys and activities which are developmentally appropriate; encourage adult child interactions or we may be able to put you in contact with relevant agencies or organisations.

Important dates:

- Application forms to be returned by **Friday 4th September 2015**
- Notification of decisions and payment of grants will be made by **23rd October 2015**

This form may be photocopied, if required. Send it to:

Marie Bagnall
Parent & Toddler Grants,
Kildare County Childcare Committee,
Unit 14 Clane Shopping Centre
Clane
Co. Kildare

Phone: (045)861307

Email: info@kildarechildcare.ie

Fax: (045)982411

Website: www.kildarechildcare.ie

REMEMBER

The closing date is 4th September 2015

Please Note:

If you are not the contact person for this P&T Group can you please forward this application to the correct contact person and inform Marie Bagnall on 045-861307 ASAP.

The contact name and mobile phone number, meeting place, days and times contained in this completed application form will be shared by Kildare CCC with parents looking to join a P&T group in your area. So please ensure these details are correct.



APPLICATION FORM

Parent & Toddler Group Initiative Grants 2015

[Please use block letters]

NB Please write name of group as it appears on bank/credit union/post office account.

1. Name of Group:-

2. Address of Group:-
NB Please write name of venue where your group meets weekly.

3. Name and details of two contact people (preferably committee members) (please include address, phone/mobile & email for each):-

<p>Name:</p> <p>Address:</p>	<p>Name:</p> <p>Address:</p>
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4. Contact name and number for the group: _____
Note: This number will be made publically available

5. Amount of grant being sought from City/Childcare Committee (to a limit of €1,000 new groups: €800 existing groups)

6. Detailed breakdown of costings for grant being sought:-(Example: €1,000 being sought; €200 toys, €200 insurance, €200 training, €200 rent, €200 equipment)

7. Annual cost of running the group:-

8. How often does the group take place? **(Please include day and time for our records)**

9. Do you charge participants? Yes ___ No ___
If yes, what is the charge per session?

10. Do you pay an annual rent for premises?
If yes, how much and to whom is rent paid?

11. Details of funding received in the past year:-
(e.g. CCC, HSE, local fundraising, other)

Funding Agency	Amount €

12. If funding was received from KCCC
in 2014 have you returned your Progress Report?
(If 'NO' please forward this Report immediately)

YES NO

13. Details of unsuccessful funding applications in the past
Year:
(please give reason):

Funding Agency	Reason

14. What other agencies have you applied to for future
funding?

Funding Agency

15. When was the Parent & Toddler Group formed?

16. On average how many adults attend the group each week?

17. On average how many children attend the group each week?

18. How many people are involved in the committee?

19. Name of the Insurance Company & Insurance Number **(Please enclose copy of Insurance)**

Annual Income and Expenditure Account 2014

(Newly formed groups do not need to provide a financial record until they are in existence for one year)

NAME OF GROUP:

TIME PERIOD:

Opening Balance in Account:

€ _____

Income 2014

Parent & Toddler Fees 2014	
Fundraising 2014	
Grants Rec'd in 2014	
Kildare County Childcare Committee	
HSE	
Other (please specify)	

Total

€ _____

Expenditure 2014

Rent	
Heating	
ESB	
Insurance	
Telephone	
Toys and Equipment	
Snacks - tea & coffee	
Activities (please specify)	
Training	
Other items	

Total

€ _____

Closing Balance:

€ _____

Signed: _____
Treasurer/Committee Member

Date: _____

PROGRESS REPORT 2014/2015

Name of Group:

Amount of funding Allocated:

1. Please give breakdown on how the funding was spent:
(Example: €150 insurance, €75 books; €150 toys)

2. Describe the benefits the grant made to the group

3. Any additional information which may be of relevance.

Signed (Chairperson or committee member)

Date _____

Please return completed form by <Insert Date>

To: Parent & Toddler Grants
Kildare County Childcare Committee,
Unit 14 Clane Shopping Centre
Clane
Co. Kildare

**N.B. APPLICATIONS WILL NOT BE CONSIDERED IF ALL SECTIONS OF THE FORM
HAVE NOT BEEN COMPLETED**

DATA PROTECTION DECLARATION

As soon as you contact Kildare County Childcare Committee we will create a computer record in your group's name. Information that you provide is added to your record.

The information you provide may be used for the following purposes:

- CCC database and directory of services
- Recording queries and information and advice given
- Processing of funding applications
- Compiling statistical information to help us improve our services and share information with the Department of Children and Youth Affairs and Pobal.

To give you an example of disclosure: Kildare County Childcare Committee is required to give funded groups names and certain other data to the Department of Children and Youth Affairs and Pobal. The Department and Pobal, in turn, observe strict rules of disclosure that are registered with the Office of the Data Protection Commissioner. Kildare County Childcare Committee will adhere to its data protection policy.

***Disclaimer:** This information is provided to KCCC as part of a funding application. Although every effort has been made to ensure the accuracy of all information published, Kildare County Childcare Committee cannot accept any liability or responsibility for any errors or omissions. Kildare County Childcare Committee will bear no liability or responsibility, direct or indirect, for use or misuse, of any information in this application for funding.*

I have read and understood the above statement and consent to the use and disclosure of data and information as outlined above.

Signature _____

Position _____

Date _____