



National Action Plan for Childminding 2021-2028

CHILDMINDING DEVELOPMENT GRANT 2023

Frequently Asked Questions

Closing date for applications Friday 14 July 2023



An Roinn Leanaí, Comhionannais,
Michumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth



government supporting communities

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Frequently Asked Questions

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1. What is the Childminding Development Grant (CMDG)?

The CMDG is a small grant designed to assist existing and potential childminders to enhance the safety and quality of their childminding service. Applicants can apply for any amount up to €1,000 annually.

2. Who can apply for the CMDG?

Any childminder who singlehandedly cares for child/ren in the childminder's own home. Potential childminders can apply for the grant if they intend to commence childminding in their own home in 2023. Those who care for children in the child's home (nannies/au pairs) or parents who employ a person to mind their children at their home are not eligible to apply.

3. I got the grant last year can I apply this year?

The Childminding Development Grant 2023 is a new grant. You can apply for it even if you received the grant in 2022.

4. I applied for the CMDG last year and did not take the full amount, can I apply this year and include the remaining balance?

There are no carry-overs from 2022. A maximum of €1,000 is available per application, per year with no match funding required.

5. Is the funding paid in advance or in arrears?

Successful applicants are paid 75% of the grant in advance. Following submission and approval of the CMDG Expenditure Report and receipts for the full amount granted, the remaining 25% is paid to the childminder.

6. Is matching funding required this year?

No there is no requirement for matching funding this year.

7. I am not a Tusla Registered Childminder, can I avail of the CMDG?

All childminders can apply for the CMDG. You do not need to be a Tusla Registered childminder to apply for the CMDG. Where a childminder is subject to the Childcare Act 1991 (Early Years Services) Regulations 2016 and (Early Years Services) (Registrations of School Age) Regulations 2018, they must register with Tusla.

8. I am a new Childminder starting in September 2023 do I need all the documentation?

Yes, to apply for the grant insurance, Tusla Children First e-learning programme certificate and a Tax Clearance Certificate are required.

9. Do I need to submit quotations with my application?

No, you are not required to submit quotations. You just need to complete the section on the application form which asks you to indicate the area and approximate value of the spend.

10. I am renting my home from a landlord can I avail of the CMDG?

Yes, childminders/potential childminders in rented accommodation can apply if you have your landlord's approval to childmind from the rented accommodation and have the appropriate childminding insurance in the childminder's name for that address.

11. I do not have access to a printer or scanner, how can I apply?

Your local City/County Childcare Committee will support you with all aspects of the application process.

12. My insurance is in date at the time of application but is up for renewal soon after the application submission date?

Childminding insurance must be valid on the date of application. It is the childminder's responsibility to ensure they always have appropriate childminding insurance in place.

13. Can I send screenshots/photos of my application form or supporting documentation to my local City/County Childcare Committee (CCC)?

No, screenshots and photos are not acceptable, please post/scan your application forms and supporting documentation to your local City/County Childcare Committee. Your CCC will be able to help you if you don't have access to a scanner/printer.

14. How will the grant be paid?

Step 1: If your application for the CMDG is approved, you will receive an email from Sligo County Childcare Committee to let you know the total grant approval. This may be less than you applied for if the total national fund is oversubscribed (see Q.15 what happens if the CMDG is oversubscribed? for further information). You **must reply to the email** confirming that you accept the grant amount and the terms and conditions. You will then receive a payment of 75% of the total grant awarded. This will be paid directly into the bank account indicated on your application form.

Step 2: To claim the remaining 25%, you must spend the full amount awarded or the amount you require if that is less than the award. On completing your expenditure, complete the CMDG Expenditure Report and submit this with the receipts for the full grant awarded to Sligo CCC on or before the 27th October 2023 deadline.

Step 3: Sligo CCC appraise your Expenditure Report and check the receipts. Once approved you will receive an email letting you know that the outstanding balance will be paid into your bank account as before.

Example:

Childminder A is awarded €1,000 and receives an initial payment of €750 (75%). Childminder A spends the full grant award of €1,000, then they forward a completed CMDG Expenditure Report and receipts to the value €1,000 to Sligo CCC. Sligo CCC appraise the Expenditure Report and receipts. Sligo CCC confirms that all receipts are eligible expenditure, Childminder A receives the outstanding €250 (25%) into their bank account as before.

15. What happens if the Childminding Development Grants are oversubscribed?

If the CMDG funding is oversubscribed, i.e., the total amount of applications is larger than the funding available, all successful applicants will receive an equal percentage of the grant amount applied. An equal percentage will be awarded to each successful applicant.

16. What can I spend the grant on?

The Childminding Development Grant can be spent on toys, childcare equipment, safety equipment, outdoor toys and play equipment, toys and equipment to support inclusion and equipment for activities to support STEAM (Science, Technology, Engineering, Arts & Maths) opportunities in your childminding setting. If unsure of any large spend items, please link in with your local CCC for guidance.

Eligible expenditure (This is not an exhaustive list)
Outdoor Play Equipment: Sand box; water tray; swing sets, climbing frames, slides, outdoor play equipment etc.
Toys & Books: Developmentally and culturally appropriate toys and books e.g., ride on toys; building blocks; books; dress-up; teddys/dolls/figurines; music; imaginative play items; jigsaws, board games; Arts & Crafts materials and supplies etc.

<p>Childcare & Safety Equipment: Pram; buggy; car seat; cot; high chair; child size table & chairs; stairgate; fire blanket; fire extinguisher; smoke alarm; socket covers; cupboard locks; first aid kit; blind cord safety clips etc.</p>
<p>Supporting Inclusion: Sensory toys & equipment e.g., black out tent; theraputty; chewlery; weighted blanket; trikes & ride on toys; fidget toys; move and sit cushions, sensory garden etc.</p>
<p>STEAM (Science/Technology/Engineering/Arts/Mathematics):</p> <p>Science : Light box, microscope, télescope etc.</p> <p>Technology: Coding Kits; robot kit; robotic arms; snap electric circuits; cameras; hydraulics, etc.</p> <p>Engineering: Toolbox; stem construction kit; Lego; Lego technic; magnets; etc.</p> <p>Arts: Music & Literature; musical instruments; easels; painting tools and accessories; playdough accessories; arts and crafts supplies, speakers; lights etc. arts and crafts supplies.</p> <p>Mathematics: Magnet tiles; IQ puzzle games; mathematic games; Rubik's cubes/tower; measuring equipment etc.</p>

17. What is ineligible expenditure?

Grant funds cannot be spent on capital items such as adaptations to the home or outdoor area.

Therefore, alterations to the home, replacing doors / windows, painting, and decorating areas of the home or outdoor area, outdoor area surfacing, fencing etc. are not eligible.

It is recommended that you consult your local CCC if you intend spending large amounts of money on specific items to make sure it is acceptable.

It is also ineligible expenditure if you use the grant to part-pay for an item. No item purchased with the Childminding Development Grant can cost more than the total amount awarded.

<p>Ineligible expenditure (This is not an exhaustive list)</p>
<p>Minor adaptations or capital works such as: outdoor surfacing, outdoor fencing; minor works to the house or outdoor area; painting/decorating/flooring etc.</p> <p>Trampolines; Bouncy Castles; Swimming Pool</p> <p>Subscriptions; memberships and registrations</p> <p>Baby walkers</p> <p>Travel cots and/or travel cot mattress</p> <p>Games consoles</p> <p>Second hand items</p> <p>Any items that would be considered for home use only and not childminding use e.g. IT equipment; T.V. etc.</p> <p>Insurance and/or other business expenses</p>

Training and Continuous Professional Development Courses

Any item that costs more than the total grant awarded i.e., part-payment for any item

18. What happens if I do not spend all the grant money I was awarded?

If you do not spend all the grant allocated to you, you simply return the unspent funds to Sligo CCC. If you have spent the 75% paid in advance and no longer need all or part of the remaining 25%, indicate that on the Expenditure Report.

In each of the following examples the childminder was awarded the full €1000 grant and received the initial payment of €750 in advance and all expenditure has been deemed eligible.

Example 1: Childminder spent €750 and no longer needs the outstanding €250 (25%). The childminder submits their CMDG Expenditure Report and receipts to value of €750 and informs Sligo CCC they no longer require outstanding €250. No further action is required.

Example 2: Childminder spent €600 and therefore has €150 of unspent grant funding and does not need the outstanding €250 (25%). The childminder submits their CMDG Expenditure Report and receipts for €600 and informs Sligo CCC they no longer require the outstanding €250 and makes arrangements with Sligo CCC to return the unspent amount of €150.

Example 3: Childminder spent €850 and only needs €100 of the outstanding €250 (25%). The childminder submits their CMDG Expenditure Report and receipts for €850 and informs Sligo CCC they only require a further €100. Sligo CCC will pay the required outstanding balance.

19. I applied for €1,000 but only received €800, can I swap around or change the items I wish to purchase?

The only requirement is that you ensure the items you purchase are on the eligible expenditure list. You can choose what you spend the money on within those limits, even if you put something different on your application form. You do not have to get permission to make changes. If in doubt, contact your CCC for advice and support. The balance of your grant payment is dependent on your Expenditure Report and the accompanying receipts, therefore both amounts must match.

20. On the application form, I indicated I wanted to spend €100 on toys but I need to spend €120, is that OK?

There is some flexibility for the childminder on which area/s they spend the grant after approval. However, all items purchased must be within the amount of the full grant awarded and must be eligible items. If you have any queries on spending, please contact your local CCC.

21. I want to enclose the outdoor play area with a fence, can I use the CMDG?

No this is not an eligible spend. Minor adaptations to the home or outdoor area are not allowable expenditure in the CMDG this year, so items such as alterations to the home, replacing doors/windows, painting, and decorating areas of the home or outdoor area, outdoor area surfacing, fencing etc. are not eligible. It is recommended that you consult your local CCC if you intend spending large amounts of money on specific items to check their eligibility before purchasing or if you have any questions about eligible expenditure.

22. What happens if I spend money on an ineligible item?

When your Expenditure Report is checked, if Sligo CCC deem any items ineligible, they will contact you directly to inform you. Depending on the amount of ineligible expenditure the following will apply:

If the ineligible spend is less than the outstanding payment of 25%, Sligo CCC will deduct the ineligible spend from the outstanding 25% and pay the balance to the applicant.

Example: Childminder A is awarded €1,000. They received the initial payment of €750. They submit their CMDG Expenditure Report and receipts to the value of €1,000. An item to the value of €100 is deemed ineligible. Sligo CCC deduct the €100 from the outstanding balance and the childminder receives €150. The total grant received by the childminder is €900.

If the ineligible expenditure represents more than the remaining 25% of the grant, Sligo CCC will retain the 25% and the applicant will be required to repay the balance.

Example: Childminder B is awarded €1,000. They received the initial payment of €750. They submit their CMDG Expenditure Report and receipts to the value of €1,000. An item to the value of €400 is deemed ineligible. The childminder does not receive the outstanding €250 and must repay €150 of the initial payment. The total grant received by the childminder is €600.

23. I disagree with Sligo CCC about an ineligible expenditure item, can I appeal?

If you disagree with the decision of Sligo CCC regarding ineligible expenditure, you have 5 working days from receipt of the notice of ineligible expenditure to appeal the decision in writing (by email is

sufficient). You should set out your reasons for the item/payment to be considered eligible for grant payment. The appeal board consisting of the National Childminding Coordinator, the CCC Childminding Lead and the Manager of Sligo County Childcare Committee, will examine the appeal and respond within 10 working days of receipt.

24. What if I do not get my Expenditure Report in by the closing date of 27th October 2023?

If you do not submit your Expenditure Report on time, you will forfeit the remaining 25% payment and may be asked to return the initial 75% payment. You do not have to wait for the closing date to submit your report and receipts, we would recommend sending it all in as soon as you have spent the grant awarded.

25. When can I spend the grant money?

You can only use receipts from the date of your grant approval to the closing date of 13th of October 2023, so you can only spend the grant money within those dates. As well as submitting the receipts with your Expenditure Report, it is advisable to keep copies of the receipts submitted in case you need these for future reference.

26. I bought a swing set in February 2023; is this eligible?

No, you cannot include this spend in the CMDG as it was purchased before you received approval for the grant award.

27. I did not spend the total grant amount and I have submitted my Expenditure Report and receipts. I have found something that I can spend the rest of the grant on, can I buy it?

No. Make sure that you have purchased everything that you want/need before submitting your Expenditure Report and receipts. Once you have submitted them you cannot make any further purchases, even if you had money left unspent. We would encourage you to submit your Expenditure Report and receipts as soon as you can – do not wait for the deadline – make sure you have bought everything that you need.

28. What happens if I have a receipt with some items for the CMDG and some items are not part of the CMDG?

Please cross out the items on the receipt that are personal items and leave the new balance of the receipt for the CMDG visible and legible.

29. What supporting documentation must I submit with my application?

- Evidence of appropriate childminding insurance. Please submit a copy of the schedule

of insurance which clearly shows that childminding is covered on the policy. Also please ensure that your insurance is in date at the time of application.

- Copy of your Tusla Children First E-Learning Programme certificate which must be dated within last 3 years. If you have not completed this training or your certificate is out of date, click on the link below to complete it before submitting your application:

<https://www.tusla.ie/children-first/children-first-e-learning-programme/>

- Current Tax Clearance Certificate in your name

30. How do I get my Tax Clearance Certificate?

To process your application and ensure you meet the tax compliance criteria you must submit a current Tax Clearance Certificate in your own name. Please note, if you are jointly assessed with your husband/partner the certificate may be issued in your husbands/partner's name. **For this application the Tax Clearance Certificate must be in your name.** Tax Clearance Certificates can be requested by contacting your local Revenue office or online at www.ros.ie or www.mygovid.ie

Please follow the steps below to apply for a current Tax Clearance Certificate.

- Log into MyAccount on ROS.ie or login to MyGovID
- Scroll down to the bottom of the page and there is an option for Tax Clearance
- On the next screen, review your details on screen and click 'next'
- On the next screen, you are asked 'Reason for Tax Clearance Certificate' - select 'Grant'
- You are then asked, 'Type of Grant'- select 'Other' and insert 'Childminding Development Grant' in the box provided
- Scroll down to the second question. 'Are you currently a member of any partnerships?' Choose your answer and click 'next'
- Read the summary page
- Tick the declaration at bottom and submit
- Tax Clearance Certificate with Tax Reference Number and Tax Clearance Access Number is issued straight away with option to print or save cert.

31. Is the grant tax free?

No, the grant is not tax free. The grant should be included as part of your income on your tax return (Form 11). You may be eligible for the Childcare Service Relief, in which case if the grant plus the childminding income does not exceed the €15,000 max gross allowed, then it is included with the exempted income on the Form 11 and not taxed.

You may be able to deduct your expenses and claim assets as capital allowances. For further guidance contact your accountant or Local Enterprise Office.

32. When will my application be approved and when should I expect to receive the initial payment?

The table below sets out the dates for submission of applications and Expenditure Reports. When you receive your grant approval, the payment may take a couple of days to appear in your bank account. However, you can begin to purchase items from the date you receive the grant approval.

33. What is the timeline for the CMDG?

Tuesday 13 June 2023	Launch Childminding Development Grant
Friday 14 July 2023	Closing date for submission of application forms to local City/County Childcare Committee 5pm
Approvals and Payments from Monday 28 August 2023	Approval letters will issue via email and payments will be made to successful applicants, on receipt of their confirmation of acceptance of award.
Friday 13th October	Expenditure deadline
Friday 27th October	Final deadline for expenditure Reports, however, expenditure reports can be submitted at any time prior to the deadline
Week beginning 13th November	Approval of final outstanding grant sum and issue of payments will begin. Notice of any outstanding 25% payments to issue
Appeals Process (After the Expenditure Report)	Applicate disagrees with the eligible expenditure decision. Applicant has 5 working days to submit a written request for review. The Appeals panel has 10 working days to respond.
To be noted:	Application forms can be submitted to Sligo CCC prior to the deadline
	Expenditure Reports can be submitted prior to the deadline of 27 October.
	Outstanding 25% payments can be made on receipt and appraisal of Expenditure Reports - prior to guideline of 13 November