



CHILDCARE & EARLY YEARS CAPITAL GRANT PROGRAMME

SMALL CAPITAL GRANTS SCHEME 2023/24

APPLICATION FORM

This grant is designed to support childcare settings operating in Rhondda Cynon Taf. Funding is available for small-scale essential capital works or the purchase of capital equipment. Full details of the grant, including eligibility criteria and funding limits, can be found in the “*Guidance for Applicants*” document.

IMPORTANT NOTE:

Handwritten application forms or photographs of completed application forms **WILL NOT** be accepted. This application form **MUST** be completed **ELECTRONICALLY**, and submitted by email to:

RCTChildcareGrants@rctcbc.gov.uk by **Friday 30th June 2023**

1. Contact & Premises Details

Setting Name	
Contact Name	
Position	
Premises Address	
Postcode	
Contact Telephone Number	
Contact Email Address	
Do you own the freehold of the property?	<input type="checkbox"/> Yes: Owned Outright <input type="checkbox"/> Yes: Mortgaged <input type="checkbox"/> No
If NO, how long is left on the current leasehold/rental agreement?	
If NO, has the landlord confirmed they are happy for capital works to be undertaken? Please submit a letter from the landlord stating that if the application is successful, they are happy to approve the proposed works	

2. Financial & Bank Details

IF this application is successful, we will pay the Grant funds by bank transfer into the named business bank account stated below. Payment will only be made at the end of a project, on receipt of a completed grant claim form, along with invoices/receipts from the suppliers/contractors that evidence payment by the applicant.

Bank Account Name	
Sort Code	
Account Number	
Are you registered for VAT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide VAT registration number	

3. About the Childcare Setting

What type(s) of childcare provision does the setting operate? Please tick **ALL** that apply.

<input type="checkbox"/>	Day Nursery	<input type="checkbox"/>	Playgroup	<input type="checkbox"/>	Wraparound Care	<input type="checkbox"/>	Childminder
<input type="checkbox"/>	Cylch Meithrin	<input type="checkbox"/>	Holiday Care	<input type="checkbox"/>	After / Out of School Childcare		

What is the language of the setting?	
Are you registered with Care Inspectorate Wales (CIW)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide your CIW registration number	
If no, are you in the process of registering with CIW?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state anticipated registration date	
How many places are you registered for/do you anticipate you will be registered for?	
Based on your current staffing levels, on average what is the maximum number of children you can accommodate each day?	
Are you a commissioned/approved provider to deliver Flying Start?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you registered on the Welsh Government national system to deliver the Childcare Offer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you registered with the Council to deliver Foundation Learning? <small>Previously named Foundation Phase Nursery</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a member of a childcare umbrella organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state which organisation	
Are you registered with the Council's Family Information Service (FIS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you confident that you will be able to deliver Welsh Government funded childcare schemes for the next five years? <small>Welsh Government funded schemes would include Flying Start, Childcare Offer and/or Foundation Learning</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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4. Childcare Demand

Please outline why the investment is required and describe the positive impact it would have on the services you deliver, and how the funding would improve the experience for the children in your care.

You may wish to consider including the following examples:

- Enable you to implement CIW recommendations.
- Strengthen your Welsh Medium provision.
- Improve links with local school/community hubs.
- Offer childcare places during school holidays.
- Comply with Health & Safety requirements.
- Increase childcare places.
- Improve the quality of childcare places.

Please ensure that you address each element of works / equipment requested in your response and where appropriate, **please attach photographic evidence to support your application.**

5. Funding Request

Please outline in the table below a summary of the capital works or equipment you would like to apply for funding for. Only requests for works/equipment appearing in this table will be considered.

Small Capital Building/Refurbishment Works PLEASE NOTE: You may apply for a MAXIMUM of TWO elements of building / refurbishment works	Net Cost (excl. VAT)	VAT	Gross Cost (incl. VAT)
	£	£	£
	£	£	£
Sub Total	£	£	£
Small Capital Equipment PLEASE NOTE: You may apply for a MAXIMUM of SIX elements of equipment	Net Cost (excl. VAT)	VAT	Gross Cost (incl. VAT)
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Sub Total	£	£	£
TOTAL COST OF CAPITAL WORKS & EQUIPMENT	£	£	£

PLEASE NOTE: If you are able to reclaim the VAT element, you are only eligible to apply for funding equivalent to the net cost of the works/equipment, i.e. the cost excluding VAT.

Please confirm if you are able to reclaim the VAT element	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please confirm the TOTAL AMOUNT of funding you are requesting	£

5.1 Small Capital Building/Refurbishment Works

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.

For any building or refurbishment works, you will need to provide evidence that you have obtained **AT LEAST TWO** like-for-like, itemised quotations from reputable contractors. All contractors providing quotations must complete the 'Contractor Questionnaire' to confirm that they comply with our minimum standards.

They must:

- Hold appropriate public liability insurance cover;
- Have an appropriate Health and Safety Policy Statement;
- Where applicable, be a member of a government-approved Competent Person Scheme.

Examples of Competent Person Scheme related works include:

Work	Competent Person Scheme
Replace windows / external doors	FENSA registered installer or equivalent
Gas works	Gas Safe registered contractor or equivalent
Electrical work	NICEIC registered contractor or equivalent
Solar Panel Installations	MCS Certified

6. Additional Information

The information listed below **MUST** be submitted with your application:

- Business plan
- Last 3 months' bank statements
- Most recent annual audited accounts

7. Checklist

Please confirm "yes" or "n/a" to the following statements:

		Yes	N/A
1	Have you completed all sections of this application form?		
2	Have you attached photographic evidence to support your application?		
3	If your premises are leasehold/rented, have you attached evidence that the landlord is happy for capital works to be undertaken?		
4	If you are applying for funding for building or refurbishment works, have you attached at least two like-for-like quotations from reputable contractors?		
5	If you are applying for funding for building or refurbishment works, have you attached a completed contractor questionnaire for each contractor providing a quotation?		
6	If you are applying for funding for equipment, have you included the webpage links for the equipment?		
7	Have you attached all requested documentation as set out in Section 6 – Additional Information?		
8	Have you retained a copy of this application, including all supporting evidence, for your records?		

8. Data Protection



MAE EICH DATA O BWYS www.rctcbc.gov.uk/diogeludata
YOUR DATA MATTERS www.rctcbc.gov.uk/dataprotection

The information you provide on this form will only be used for the purposes of applying for funding through the Small Capital Grant Scheme.

To learn more about how the Childcare Development processes personal information, please visit our service privacy notices here

<http://www.rctcbc.gov.uk/serviceprivacynotice>.

9. Associations

Are you (or anyone within your organisation) related to, or do you have a personal association with, a Councillor, Chief Officer, or Project Officer dealing with this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you (or does anyone within your organisation) have an interest/shareholding in any of the companies supplying quotations for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered 'YES' to either question, please provide full details below:	

10. Declaration by Applicant

I confirm that to the best of my knowledge, the information provided in this application (including any supporting information and evidence) is true and accurate. Where applicable, I confirm that the Management Board or equivalent of the organisation are aware and in support of this application.

Signature		Position	
Name		Date	

Click button below to save form then please email to:
RCTChildcareGrants@rctcbc.gov.uk

SUBMIT

Mae'r ddogfen hon ar gael yn Gymraeg

This document is also available in Welsh

Mae croeso i chi gyfathrebu â ni yn y Gymraeg
You are welcome to communicate with us in Welsh