

CHILDCARE OFFER CAPITAL GRANT PROGRAMME

SMALL CAPITAL GRANTS SCHEME

APPLICATION FORM

This grant is designed to support childcare settings operating in Rhondda Cynon Taf to deliver the Childcare Offer. 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.

PLEASE NOTE: This application form **MUST** be completed **ELECTRONICALLY**, saved (as a PDF document) and submitted by email to: RCTChildcareGrants@rctcbc.gov.uk
Handwritten application forms or photographs of completed application forms **WILL NOT** be accepted.

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? <i>Evidence will be required</i>	
If no, has the landlord confirmed they are happy for capital works to be undertaken? <i>Evidence will be required</i>	

2. Financial & Bank Details

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?	
Are you registered with the Council to deliver the Childcare Offer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do you currently deliver Childcare Offer places during term time, school holidays or both?	
If no, please state anticipated registration date	
Are you a member of a childcare umbrella organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state which organisation	

4. Childcare Demand

Please provide evidence to demonstrate that there is a demand for **CHILDCARE OFFER** places in the area.

For example:

- How many children currently access the Childcare Offer at the setting?
- Have you been unable to accommodate any children?
- Do you have a waiting list?
- Are there any other providers delivering the Childcare Offer in the area?
- Did the Council's Childcare Sufficiency Audit highlight a need?

BUILDING / REFURBISHMENT WORKS 1:

Description of works:

Please summarise the quotations obtained below, and attach copies of all quotations and contractor questionnaires to your application.

Quotation	Contractor Name	Total Fixed Cost (excl. VAT)	VAT	Total Fixed Cost (incl. VAT)	Agreed Completion Date
1					
2					
3					
4					

Who is your preferred contractor?

Please explain the reason for your decision

BUILDING / REFURBISHMENT WORKS 2:

Description of works:

Please summarise the quotations obtained below, and attach copies of all quotations and contractor questionnaires to your application.

Quotation	Contractor Name	Total Fixed Cost (excl. VAT)	VAT	Total Fixed Cost (incl. VAT)	Agreed Completion Date
1					
2					
3					
4					

Who is your preferred contractor?

Please explain the reason for your decision

Please outline why the investment is required, and describe the positive impact it would have on your setting's ability to deliver Childcare Offer places and the children in your care.

For example, would it enable you to implement CIW recommendations, comply with Health & Safety requirements, increase Childcare Offer places, improve the quality of Childcare Offer places, or offer Childcare Offer places during school holidays?

Where possible, please attach photographic evidence to support your application.

Please ensure that you address each element of works / equipment requested in your response.

6. Additional Information

All applicants are required to submit the following information:

- Business plan, including 2 year cash flow projection
- Last three 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 there are at least five years remaining on the current agreement?		
4	If your premises are leasehold/rented, have you attached evidence that the landlord is happy for capital works to be undertaken?		
5	If you are applying for funding for building or refurbishment works, have you attached at least two like-for-like quotations from reputable contractors for each element of works?		
6	If you are applying for funding for building or refurbishment works, have you attached a completed contractor questionnaire for each contractor providing a quotation?		
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

Your information will be processed by Rhondda Cynon Taf County Borough Council under the Data Protection Act 2018, in line with our legal responsibilities to secure sufficient Childcare as outlined in The Childcare Act 2006. Personal information will be treated as confidential, but may be shared with the Grants Panel to assess your application, Welsh Government and when required by law.

The Council is committed to keeping your personal information safe and secure and keeping you informed about how we use your information.

To learn about how your privacy is protected, please visit the Council's privacy notice here:
www.rctcbc.gov.uk/EN/Council/DataProtectionandFreedomofInformation/DataProtection/Howweuseyourpersonalinformation/FAQsHowpersonalinformationisused.aspx

