



Dublin City

CHILDCARE COMMITTEE LTD

COISTE CÚRAIM LEANAÍ CHATHAIR BHAILE ÁTHA CLIATH

Dublin City Childcare Committee  
Ocean House  
Arran Quay  
Dublin 7

Email: [info@dccc.ie](mailto:info@dccc.ie) Phone: 01 873 3696

## Childminding Development Grant Form



### Part 1 – Applicant Details

Name: \_\_\_\_\_

Address (address where the childminding takes place):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Address for correspondence (if different to above):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Insurance Policy Number (relevant to the childminding service):** Childminders may have insurance covering the children they mind included in ordinary household insurance or they may have taken out a special childminding insurance policy.

\_\_\_\_\_

*Please enclose a photocopy of the insurance certificate*

## Part 2 – Childminding Experience

**Please briefly outline your experience of minding children?** *Information about your experience will not be used in deciding if you get a grant. It is asked for only to help the DCCC and Childcare Directorate to plan supports for childminding.*

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**Have you completed or are planning to complete in 2015 any of the following training courses with Dublin City Childcare Committee or College? (Please tick)**

**\*Quality Awareness Programme (QAP)**

**Date:** \_\_\_\_\_ **place:** \_\_\_\_\_ **tutor:** \_\_\_\_\_

**\*Children First: Child protection and Welfare training**

**Date:** \_\_\_\_\_ **place:** \_\_\_\_\_ **tutor:** \_\_\_\_\_

**\*\*Have you completes Voluntary Notification?**

**Date:** \_\_\_\_\_ **Childminder's Advisor:** \_\_\_\_\_

**Other Childminding/Childcare Courses**

**If you ticked other, please give details:**

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The government only allow grants to be paid to childminders who have completed a Quality Awareness Programme Course, (QAP); or who have Voluntarily Notified, as per the National Guidelines for Childminders, (OMCYA, 2008), to either the Childminders' Advisory Services or the Childcare Committee. The QAP is a free, 15 hour, childminding course put on by City and County Childcare Committees. Childminders notified to the Pre-school Officer are required to have recently completed a QAP to get a childminding grant.

\*\* To get more information on how to Voluntarily Notify please contact Dublin City Childcare Committee for a Voluntary Notification Pack or go to [www.childcareonline.ie](http://www.childcareonline.ie)



## Part 4 – Details of Your Childminding Service

Number of children in your care: \_\_\_\_\_

Will this grant aid in increasing a number of children in your care? \_\_\_ Yes \_\_\_ No

If you answered “Yes”, please indicate the number of increased places: \_\_\_\_

Childminders who mind 4 or 5 unrelated pre-school children must notify their local Pre-school Officer and are then inspected on unannounced visits to ensure they comply with the Pre-school Regulations, (OMC, 2006). Any childminder applying for the grant who is minding more than 3 unrelated pre-school children, at any one time, will not have their grant application approved unless they have notified their Pre-school Officer.

Are you required to notify the Health Service Executive’s Pre-school Officer?

Yes  No

Childminders will only be awarded the full grant money if they commit to operate as a childminder for 2 years. People applying for the grant who agree to work as childminders for a shorter time can only receive part of €1000, e.g. a commitment for 1 year will reduce the maximum grant available to €500.

**I agree to work as a childminder for at least 2 years, minding at least 1 full time child and one part time child, or 3 part time children, or 2 full time children as well as any children of my own.**

\_\_\_\_\_  
*Please sign*

**Or**

**I agree to work as a childminder for at least \_\_\_\_ months, minding at least 1 full time child and one part time child, or, 3 part time children or 2 full time children as well as any children of my own.**

\_\_\_\_\_  
*Please sign*

***I hereby confirm that I have read the eligibility criteria as outlined in this document and declare that the information and documentation supplied in this application is true. I hereby undertake to supply such further information as might be required for evaluation purposes. Information provided will be used only for the purposes registered by the Dublin City Childcare Committee Company Ltd. under the Data Protection Act 1988/2008. This includes evaluation of applications for grant assistance as well as the appraisal, monitoring and promotion of the National Childcare Investment Programme by the Dublin City Childcare Committee Ltd. and the Department of Children and Youth Affairs, Pobal and their agents.***

\_\_\_\_\_  
*Please sign*

\_\_\_\_\_  
*Date*

**Steps to getting your grant**

1. Check if any home insurance you already have covers minded children. If home insurance does cover them but this is not clear on the policy ask for a letter from the insurance company, include a photocopy with your application. If your household insurance company would cover the number of children you mind for a larger premium compare the difference to the cost of a special childminding insurance policy. If necessary take out a childminding insurance policy.
2. Decide what you would find helpful to buy, maybe window shopping, online browsing or using catalogues. Perhaps you need safety equipment like smoke alarms, booster car seats or baby reins. Large equipment like climbing frames, sand trays, high chairs and slides are great investments. What about a child size bed, table or sofa? Do you need safer surfacing under a swing? Would the children, and you as a self-employed person, benefit from a computer?
3. Send in your form with a photocopy of your **insurance certificate, your QAP and Children First certificates**. If you have **Voluntarily Notified** as a childminder, include a photocopy of that certificate or ask for it to be checked on Childminders' advisory records.
4. **Wait until you get a letter confirming that you will get the grant before you shop!**
5. Buy the things on the list. If prices and availability have changed go ahead and get similar things to those you listed. **Don't lose your receipts!** Send in your receipts to

**Childminding Development Grant, Dublin City Childcare Committee, Ocean House, Arran Quay,**

**Dublin, 7**

6. Expect to wait a couple of weeks until your cheque comes for 90% of the money you spent. Don't forget you will need a bank account in your own name to cash or lodge this cheque.

**Send the application form and accompanying documents to:**

**CMDG  
Dublin City Childcare Committee  
Ocean House  
Arran Quay  
Dublin 7**

**[info@dccc.ie](mailto:info@dccc.ie) Phone: 01 873 3696**