

# Parent & Toddler Group Initiative Grants 2017

## 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 DCCC, 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).  
**Recommendation:** set a criteria that 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: They 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 Dublin CCC prior to purchasing new item. DCCCs decision will be confirmed in writing
- Successful applicants may receive a support visit from the local CCC

### **What Dublin City Childcare Can do for you:**

Dublin City Childcare 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 30<sup>th</sup> June 2017.
- Notification of decisions and payment of grants will be made by 21<sup>st</sup> July 2017 .

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

**Grants for Parent & Toddler Groups,  
Dublin City Childcare Committee,  
Ocean House  
Arran Quay  
Dublin 7**

Phone: 018733696

Email: [Roisin@dccc.ie](mailto:Roisin@dccc.ie)

Fax: 01 8734488

Website: [childcareonline.ie](http://childcareonline.ie)

<b>REMEMBER</b>	<b>The closing date is 30<sup>th</sup> June 2017</b>
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**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 Roisin on 01 8733696 ASAP.**
- **The contact name and mobile phone number, meeting place, days and times contained in this completed application form will be shared by DCCC with parents looking to join a P&T group in your area. So please ensure these details are correct.**

- **The DCCC Board of Management, as grantee adheres to and promotes the adherence to the four statement of principles as outlined in circular 13/2014.**

<p style="text-align: center;"><b>Clarity</b></p> <p>Understand the purpose of and the conditions of the funding and the outputs required</p> <p>Apply funding only for the business purposes for which they were provided</p> <p>Apply for funding drawdown only when required for business purposes</p> <p>Seek clarification from the grantor where necessary – on the use of funds, governance and accountability arrangements.</p>	<p style="text-align: center;"><b>Governance</b></p> <p>Ensure appropriate governance arrangements are in place for;</p> <p>Oversight and administration of funding</p> <p>Control and safeguarding of funds from misuse, misappropriation and fraud</p> <p>Accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding.</p> <p>Accounting for the amount and source of the funding, its application and outputs/outcomes.</p>
<p style="text-align: center;"><b>Value for Money</b></p> <p>Be in a position to provide evidence on</p> <p style="text-align: center;">Effective use of funds</p> <p>Value achieved in the application of funds</p> <p>Avoidance of waste and extravagance</p>	<p style="text-align: center;"><b>Fairness</b></p> <p>Manage public funds with the highest degree of honesty and integrity</p> <p>Act in a manner which complies with relevant laws and obligations (e.g tax, minimum wages)</p> <p>Procure goods and services in a fair and transparent manner</p> <p>Act fairly, responsibly and openly in your dealings with your Grantor.</p>

**APPLICATION FORM**

## Parent & Toddler Group Initiative Grants 2017

[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):-

Name:	Name:
Address:	Address:
Phone:	Phone:
Mobile:	Mobile:
Email:	Email:

Name:	Name:
Address:	Address:
Phone:	Phone:
Mobile:	Mobile:
Email:	Email:

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)

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7. Annual cost of running the group:-

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

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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 DCCC  
in 2016 have you returned your Progress Report?  
(If 'NO' please forward this Report immediately)  
NO

YES

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)**

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