

## Application deadline

The deadline for applications to Pobal is **3pm (15:00 hrs) on Friday 9<sup>th</sup> March 2018**

No applications will be accepted beyond this date and time. Unfinished applications will not be processed.

Please start your online application as soon as possible, to ensure that any requests for assistance can be provided in time for you to submit your application. **Technical support will not be guaranteed beyond Wednesday 7<sup>th</sup> March.**

**Applications are invited under the following:**

- **Strand 1:** EY Expansion/New
- **Strand 2:** EY Essential Building Maintenance
- **Strand 3:** EY Natural Outdoor Play Area
- **Strand 4:** SAC Expansion/New
- **Strand 5:** SAC Essential Building Maintenance & Quality

**For more information on the Early Years and School Age Childcare Capital go to the Pobal website page**

**Contact:**  
**Your local City/County Childcare Committee**  
Or

**Pobal Online Support Team**  
Email support: [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie)  
Phone support: 015117222  
Opening Hours: 08.00-17.00 Mon-Fri

# Department of Children and Youth Affairs

## Early Years and School Age Childcare Services



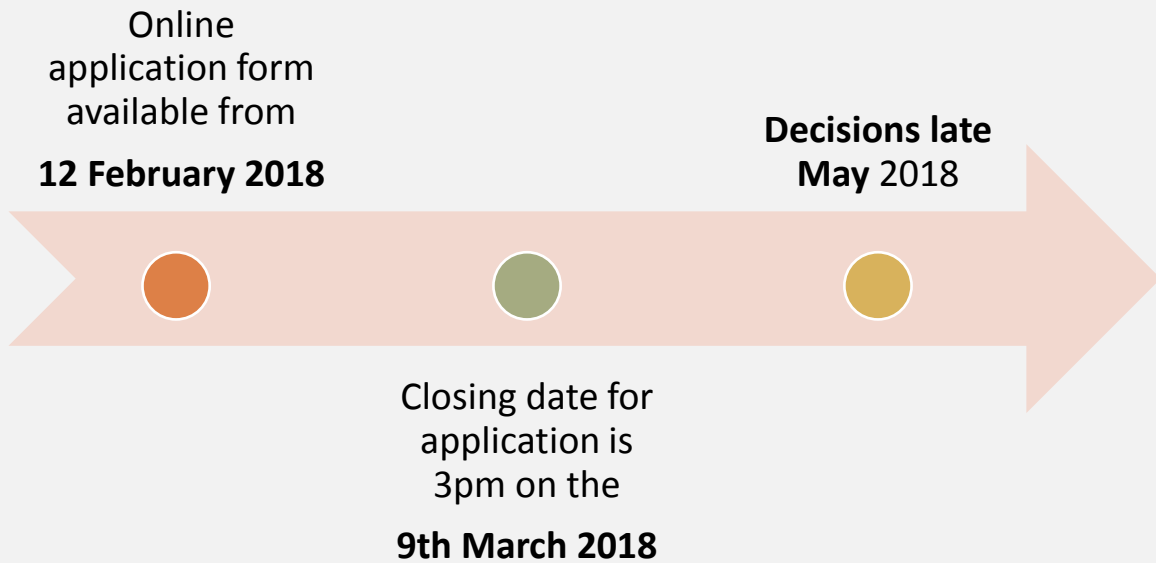
## Capital Grants 2018

*“Expanding and improving early years and school age facilities for the community”*

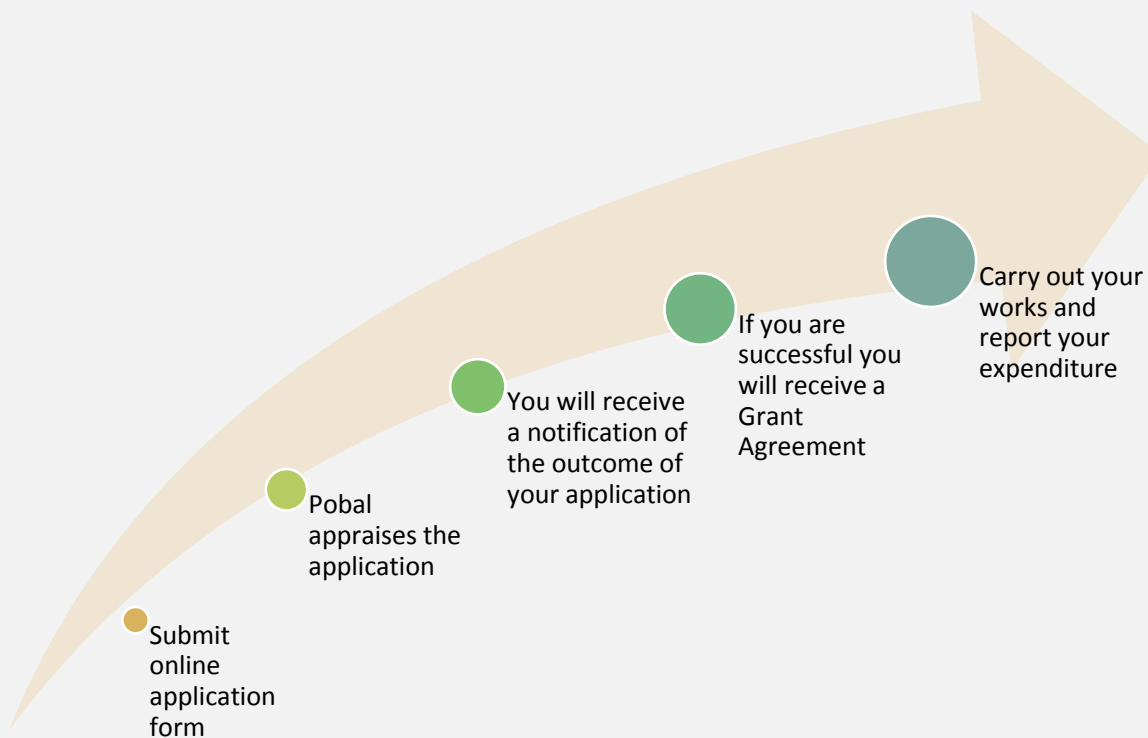
January 2018

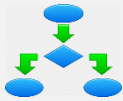


## Key Dates



## The Application Process





## IMPORTANT THINGS TO NOTE ABOUT THE APPLICATION PROCESS

1. Applications can only be made using **the online application form** available via the Pobal Programmes Implementation Platform (PIP) system.
2. The online system will open on the **12th February 2018** and automatically close **at 3pm on the 9th March 2018**.
3. Only applications at the status of “submitted” on the online application system **at 3pm on the 9th March** will be eligible for consideration.
4. Hard copies of your application form **will not be accepted** by e-mail, post or in person to any of the Pobal offices or City/County Childcare Committee offices.
5. You must complete **one application form per facility**.

**Facility:** For the purpose of the capital programme, this means the physical environment in which an early years or school age service is or will be provided i.e. the setting, the premises, including rest, play, kitchen, physical accessibility features of the building, storage and sanitary facilities. The applicant must provide a DCYA reference number for each facility (building/setting) and must make a separate application for funding for each facility. An applicant can apply for funding under the different strands for the same facility.

**Service:** For the purpose of the capital programme, service refers to:

- (a) Level of service available (hours, number of days per week, including during and/or outside of school terms) ;
- (b) The age-group catered for by the service e.g. under 1, 1 to 3 year olds, ECCE or school age children or all age groups or combination thereof;
- (c) The type of services offered e.g. a specific programme of activities, the provision of the Aistear and/or Síolta, the provision of meals, the provision of transport;
- (d) The quality of staffing i.e. suitably qualified with relevant experience and the staffing arrangements for the various age group(s).

Funding is available for capital works or purchasing equipment. **Funding is not available for programme(s) of activities nor staffing.**

6. The online application form will allow you to apply for funding in respect of capital works or equipment in respect of an early years **and/or** school age **service(s)** at your facility under all funding strands, providing you and your project meet the basic requirements for each strand.

7. To access the application form you must have a valid Department of Children and Youth Affairs reference number (**DCYA Ref number**) for the facility and service which is the subject of the application.
8. Applicants who **offer early years and/or school age services in multiple facilities** may apply for funding in respect of each facility. However there are limits to the number of applications that will be considered as follows:
  - **Strand 1 EY Expansion/New and Strand 4 SAC Expansion/new** . Applicants with multiple facilities may submit a maximum of **five** applications in total under these strands.
  - **Strand 3 Natural Outdoor Play Area** . Applicants with multiple facilities may submit a maximum of two applications under this strand.
9. **Applicants who provide wraparound services in terms of early years and school age services** may apply for funding under all strands which they are eligible. For example, Strand 1 EY Expansion/New and Strand 4 SAC Expansion/New. The applicant must apply for funding on the same application form.
10. **Private early years or school age childcare services** are eligible to apply under the following strands: **Strand 1 EY Expansion/New; Strand 3 EY Natural Outdoor Play Area; Strand 4 SAC Expansion/New.**
11. **Community early years or school age childcare services** are eligible to apply under all funding strands providing they meet the basic requirements under each strand.
12. The online application form will contain mandatory questions and/or requests you to attach specific documents. You will only be able to submit your application when you have answered all mandatory questions and attached all the documents required.

**Please start your online application as soon as possible**, to ensure that any requests for assistance can be provided in time for you to submit your application.

## What can I apply for

The Capital programme in 2018 will invest in capital works and equipment which will contribute to ensuring that all children will have the opportunity in their local area to participate equally in improved Early Years and School Age Childcare services. It will invest in age appropriate facilities which will be a welcoming and safe environment and promote the health and wellbeing of all children.

The Capital Programme 2018 will be delivered under **five strands**:

- Strand 1: EY Expansion/New
- Strand 2: EY Essential Building Maintenance
- Strand 3: EY Natural Outdoor Play Area
- Strand 4: SAC Expansion/New
- Strand 5: SAC Essential Building Maintenance & Quality

Eligible activities and indicative costs for each strand are outlined in Table 1 below.



## What are the priorities for 2018

Priority will be given to applications which:

- **Clearly demonstrate the need** for one or more of the following:-
  - additional capacity in their service, particularly creating additional capacity for 0-3 year olds;
  - setting up a service where there is clear demand but currently no service and in a location which meets the needs of parents/guardians
  - for the essential repairs and maintenance by providing independent evidence of the need for these works
- **Clearly demonstrate value for money**, for example, in the number of additional places to be created to meet current and future demand, the impact on the quality of the service for the children attending and the suitability and cost of the proposed services procured.
- Provide **services which are open all year round i.e. during school holidays, staff training days, particularly in relation to applications from school age childcare services**
- Provide evidence that they **have available a suitable outdoor play area** or access to suitable outdoor play areas
- Operate in areas of disadvantage or sparsity.

**TABLE 1 CAPITAL 2018  
SUMMARY OF STRANDS**

<b>Strand</b>	<b>Objective</b>	<b>What type of activities are eligible</b>	<b>Basic Requirements for all applicant</b>	<b>Indicative eligible costs</b>	<b>How much can I apply for</b>
<b>Strand 1 EY Expansion or New</b>	To support the expansion of an early years service or to set up a new early years facility where demand is currently not being met at a local level.	<p>Expand or reconfigure your existing early years service and/or facility to facilitate additional children</p> <p align="center"><b>Or</b></p> <p>Relocate to new premises in order to provide more childcare places and meet the increased demand</p> <p align="center"><b>Or</b></p> <p>Set up a new early years service to meet demand</p>	<p>Have a valid DCYA Reference Number for the facility which is the subject of the Strand 1 application</p> <p>You must not have received funding for the same facility under EYC 2017, Strand 1</p> <p>The <b>minimum</b> number of additional places that you intend to create as part of the works funding under EY Strand 1 2018 must be as follows:</p> <ul style="list-style-type: none"> <li>➤ 3 new places for 0-1yr old</li> <li><b>Or</b></li> <li>➤ 5 new places 1-3yrs old</li> <li><b>Or</b></li> <li>➤ 11 new places for ECCE</li> </ul>	<p>Alterations and refurbishment works associated with the creation of additional places for 0-3 year olds and/or ECCE.</p> <p>New build costs associated with the creation of additional places for 0-3 year olds or increased ECCE capacity</p> <p>The purchase of a prefabricated structure to create additional places for 0-3 year olds and/or ECCE.</p> <p>Fit-out costs to create additional places for 0-3 year olds.</p> <p>Fit-out costs for additional ECCE places.</p> <p>Additional play equipment to facilitate the increase in 0-3 or ECCE places</p>	<p>Minimum grant is €20,000</p> <p>Maximum grant is €50,000</p> <p>The application must be for capital works. Equipment costs are eligible and the cost of this equipment must be between €3,000 and €5,000.</p>
<b>Strand 2 EY Essential</b>	To contribute to improving the facilities	Improvements in facilities to meet	Existing community owned early years services only can	Improvements in facilities such as toilet, kitchen, storage, heating,	Minimum grant is €10,000

**TABLE 1 CAPITAL 2018  
SUMMARY OF STRANDS**

<b>Strand</b>	<b>Objective</b>	<b>What type of activities are eligible</b>	<b>Basic Requirements for all applicant</b>	<b>Indicative eligible costs</b>	<b>How much can I apply for</b>
<b>Building Maintenance</b>	of community services by contributing to the costs of essential building repairs and to contribute to the overall sustainability of the community service	inspection recommendations and/or to meet safety and security requirements  Essential building repairs  Equipment <u>to improve quality</u> of the service provided	apply.  You must have a valid DCYA reference number for the facility which is the subject of the Strand 2 application.  If applicable, the works or equipment applied for must be different from those funded under EYC Strand 2 in 2017.	electrical, gas and water which are necessary to meet inspection recommendations.  Essential building repairs in relation to the roof, windows, toilet facilities and kitchen facilities, electrical, gas and water works, which are recently arisen and are not documented in any inspection reports.  Improvements to facilities which are necessary to meet fire safety and compliance requirements and regulations and security requirements.  Replacement of buildings' fixtures and fittings which have reached the end of their lifespan.  Essential equipment which the applicant can demonstrate will improve the quality of their service and are appropriate and suitable e.g. replacing furniture such as soft chairs, cots, replacing play and work equipment	Maximum grant is €20,000
<b>Strand 3 Natural</b>	To create a new natural outdoor play	<b>Natural outdoor play spaces</b> containing	You must have a valid DCYA	<ul style="list-style-type: none"> <li>Natural shade – Trees, hedging, willow structures</li> </ul>	Minimum grant is €3,000

**TABLE 1 CAPITAL 2018  
SUMMARY OF STRANDS**

<b>Strand</b>	<b>Objective</b>	<b>What type of activities are eligible</b>	<b>Basic Requirements for all applicant</b>	<b>Indicative eligible costs</b>	<b>How much can I apply for</b>
<b>Outdoor Play Area</b>	area that will facilitate children's ability to learn about risk, exploration and challenge and are constructed using natural products including planting for all seasons.	mainly natural materials such as plants (trees, shrubs, vines, ground covers), stones, water, dirt piles, fallen trees, hollowed-out logs, and a multitude of other natural elements designed to encourage hands-on manipulation and discovery.	Reference Number for the facility which is the subject of the Strand 3 application  The service must not have received funding for a natural outdoor play area in 2017  Service size of 0-50 children	<ul style="list-style-type: none"> <li>• Canvas sun shelters, tents, tunnels, parachutes canopies etc.</li> <li>• A variety of hard and soft surfaces</li> <li>• Sand or bark chippings or compost</li> <li>• Bird boxes and feeders</li> <li>• Natural planting / growbags/ window boxes/ hanging baskets</li> <li>• Trellis</li> <li>• Flower beds/ compost</li> <li>• Tree rope swings &amp; traversing walls</li> <li>• Ride, balance and steer wheeled toys, stilts and buggies.</li> <li>• Tree stumps for balance and coordination</li> <li>• Tools for digging, planting, woodworking</li> <li>• Sensory gardens</li> <li>• Enclosed areas – e.g., dens, tunnels, boxes</li> <li>• Comfortable seating – benches, logs, cushions</li> <li>• Fixed seating – benches, treehouses</li> <li>• Flexible seating – bean bags, rugs, cushions</li> <li>• Natural areas – Trees to sit under, willow domes</li> <li>• Nature trails with replicas of animals along the way</li> </ul>	Maximum grant is €7,000
<b>Strand 4 SAC Expansion</b>	The expansion of an existing service or to set up a new School	Expand or reconfigure your existing school age facility to facilitate	Services who apply may be standalone or part of an Early Year's service.	Minor building works  Painting/decorating	Minimum grant is



**TABLE 1 CAPITAL 2018  
SUMMARY OF STRANDS**

<b>Strand</b>	<b>Objective</b>	<b>What type of activities are eligible</b>	<b>Basic Requirements for all applicant</b>	<b>Indicative eligible costs</b>	<b>How much can I apply for</b>
<b>or new Service</b>	Age Childcare facility were demand is currently not being met at a local level and where no duplication/displacement will occur.	<p>additional children</p> <p align="center">Or</p> <p>Relocate to new premises in order to provide more school age places and meet the increased demand</p> <p align="center">Or</p> <p>Set up a new school age childcare service to meet demand</p>	<p>You must have a valid DCYA Reference Number for the facility which is the subject of the Strand 4 application</p> <p>Not received funding under SAC 2017, Strand A</p> <p>In relation to relocation and expansion the minimum number of new places to be created is <b>8</b></p> <p>In relation to the setting up of a new school age service the minimum number of places to be created is <b>11</b></p>	<p>Age-appropriate* furniture</p> <p>Kitchen equipment, including cookers, fridges, microwaves</p> <p>Computer equipment/games</p> <p>Storage facilities</p> <p>Age-appropriate* equipment for indoor and outdoor play</p> <p>*Equipment and furniture must be appropriate for the developmental level of the children using the service”.</p>	<p>€3,000</p> <p>Maximum grant is €20,000</p> <p>The application must be for capital works; equipment can be included for €3,000 to €5,000</p>
<b>Strand 5 SAC Essential Building</b>	To contribute to improving the facilities provided by	Improvements in facilities and/or to meet safety and security	Must be an existing community early years service with a DCYA reference number for the	Improvements in facilities such as toilet, kitchen, storage, heating, electrical, gas and water which	Minimum grant is €2,000

**TABLE 1 CAPITAL 2018  
SUMMARY OF STRANDS**

<b>Strand</b>	<b>Objective</b>	<b>What type of activities are eligible</b>	<b>Basic Requirements for all applicant</b>	<b>Indicative eligible costs</b>	<b>How much can I apply for</b>
<b>Maintenance and Quality</b>	community services by contributing to the costs of essential building repairs and to contribute to the overall sustainability of the community service	requirements Essential building repairs Equipment <u>to improve quality</u> of the service provided	facility which is the subject of the Strand 5 application  The works or equipment applied for must be different from those funded under SAC for 2017	are necessary to meet health and safety regulations.  Essential building repairs in relation to the roof, windows, toilet facilities and kitchen facilities, electrical, gas and water works  Equipment which the applicant can demonstrate to improve quality of the service	Maximum grant is €5,000



## What you need to do in advance of making an application



**Ensure you have a valid DCYA reference number for the facility for which the grant application will relate to.**

**i To access the online application form you must have a valid DCYA reference number.**

New early years and/or school age childcare services must apply to DCYA for a reference number in advance of making an application under Capital 2018.

For existing early years services your current DCYA reference number must match the facility address which is the subject of the application.

If you are relocating your existing services you must apply to DCYA for a new reference number for your new facility.

Your local City/County Childcare Committee will assist you in your application for a DCYA reference number.



**Consider if you need planning permission for the planned improvements to your facilities.** The application form will require you to provide the following information:

**i** A planning permission number from your local authority

**Or**

A planning permission decision date

**Or**

An explanation why planning is not required – gather any letters, e-mails from your local authority or architect to confirm planning is not required



**If you do not own the premises where your early years service and/or school age service is located or where you plan to relocate, you will need to get permission from the owner to carry out improvements.**

**i** Download the “*Owner’s Permission Template*” from the Pobal website, complete the template, including the obtaining the owner’s signature and attach to the online application form.



**If you do not own your premises have copy of your lease/rental agreement ready for attaching to the application form.**

**i** Your current lease agreement/rental agreement must be up to the **30<sup>th</sup> September 2021** or beyond this date. If you do not have an agreement in place up 30<sup>th</sup> September 2021 or no agreement, download the “*Lease Agreement Template*” from the Pobal website. Ask your property owner to complete and sign the template and attach to the online application form.



**If you are applying for essential maintenance and repairs under Strand 2 EY Essential Maintenance or Strand 5 SAC Essential Maintenance and Quality you must have an independent report to attach to your application form to evidence the need for the maintenance and/or repair works.**

**The following reports are acceptable:**

- Architect Report
- Engineer Report
  - BER
  - TUSLA Inspection Report
- HSE Inspection Report
- Mechanical/Electrical/Building specialist report




**Where the essential works are as a direct result of a recent crisis event** e.g. your roof is damaged due to a storm, you must seek a report from an appropriate professional person or organisation/company. The report must clearly list the repairs necessary, including any industry standards which the works must comply with. In these cases you must attach photographs as well as the report. **The report and photographs must be attached to your online application form. Photographs on their own are not acceptable in place of a report.**

**Quotations or building estimates are not acceptable in place of a report.**



**Determine the costs of your project.**

 Seek one detailed quotation or tender for each item or service that you intend to purchase for your project. Items of a similar nature e.g. storage units and chairs or related to the one service or piece of work e.g. removing an interior wall and fit out may be included in the one quotation or tender document. Ensure that all items are individually detailed and costed. If your application is successful you will be required to undertake a procurement process for all items or services in accordance with public procurement guidelines.

Refer to our factsheet on procurement.

N.B. Please ensure that there is no conflict of interest in your procurement. Please refer to our factsheet on conflict of interest.

**If the total cost of the project is greater than amount of grant** that you can apply for you must provide evidence of having the money to pay for the additional costs (e.g. a bank statement, loan agreement or letter of offer from another funder). This evidence must be attached to your online application form.



### Does your new school age service involve a partner/(s).

You are required to attach a copy of your **partnership agreement** or **details of your partnership arrangements and the date by which the partnership agreement will be in place.**

If you do not have an agreement attached to your application, you will be asked to submit this at a later date should your application be successful.



### CHECKLIST OF ESSENTIAL ITEMS

#### ✓ Quotations and tenders

#### If applicable:

- ✓ Planning permission
- ✓ Lease or rental agreement
- ✓ Independent report to evidence essential repairs
- ✓ Owner's permission
- ✓ Partnership agreement (Strand 4 SAC New/Expansion)

### KEY DEFINITIONS

**Early Years Services:** For the purpose of this grant programme refer to registered Pre-School Service i.e. as outlined in the Child Care Act 1991 ( Early Years Services) regulations 2016 and are currently in contract with DCYA for one of more of the following programmes

- Early Childhood Care and Education (ECCE)
- Affordable Childcare Scheme
- Community Childcare Subvention Programme (CCS)
- Community Childcare Subvention Programme Plus (CCSP)
- Community Childcare Subvention Resettlement (CSSR)
- Community Childcare Subvention Resettlement **Transition (CSSR-T)**
- Training and Employment Childcare (TEC)



**School age childcare service:** For the purposes of this grant programme is “childcare which encompasses a wide range of non-scholastic, safe, structured programme for school going children aged from 4-12 years in a formal setting. The service operates out of normal school hours i.e. before school, after school and during school holidays, excluding weekends. The same children attend the service on a regular basis and access to the service is a clearly defined agreement between the parent/guardian.

## FACTSHEET

### STRAND 1 EY EXPANSION/NEW

<b>OVERALL OBJECTIVES AND PRIORITIES</b>	<p>The purpose of the funding under this strand is to support the <b>expansion of an early years service or to set up a new early years facility where demand is currently not being met at a local level</b> and where no displacement or duplication will occur in the local area.</p> <p>This can be achieved in a number of ways:</p> <ol style="list-style-type: none"> <li>a. By expanding or remodelling a current building to accommodate additional children</li> <li>b. By relocating the entire early years service to new premises to allow the expansion and accommodate additional children</li> <li>c. By setting up a new facility in an area. Applicants may be a new service provider (community or private) or an existing service provider who wants to add a new facility to their portfolio of services.</li> </ol> <p><b>Priority</b> will be given to those applicants who will increase the number of child places for <b>0-3 year olds</b> and those who are creating additional capacity in areas of disadvantage.</p> <p><b>The grant limit for equipment will be between €3,000 and €5,000.</b></p> <p>Applications may be for capital works only. Applicants <u>cannot apply for equipment only.</u></p> <p>Service providers who own or manage <b>multiple facilities</b> may apply to increase/create Early Years Services and/or School Age Services in different facilities to a <b>maximum of 5 applications</b>. However the number of applications funded will be dependent on the level of applications received and funding available and at the discretion of DCYA.</p> <p><b>Wraparound service providers</b> i.e. who provide early years and school age services currently, can apply for funding under Strand 1 EY Expansion/New service and Strand 4 SAC Expansion/New Service to facilitate them to increase the capacity of both their early years and school age services. Applicants will be required to provide separate budgets for the Early Years and School Age Childcare services and Pobal will check for duplication of funding, as part of the appraisal process.</p>
<b>ADDITIONAL CAPACITY</b>	<p>There are a <b>minimum number of additional places</b> which an applicant is required to create in in each age group, in order to be considered for funding.</p> <p><b>Applicants must create:</b></p> <ul style="list-style-type: none"> <li>• a minimum of 3 places for (0-1year) and/or</li> <li>• a minimum of 5 places for (1-3years); and/or</li> <li>• a minimum of 11 places for ECCE</li> </ul> <p><b>The application requires each applicant to provide the number of additional children</b> that will be accommodated in the facility by age-group. This question <b>is not seeking the</b> number of children already registered in your early years service nor the number of vacant places. Please enter the number additional individual child places your services will create in 2018 as a direct result of the project outlined in your application.</p>
<b>WHO IS NOT ELIGIBLE TO APPLY</b>	<p><b>Applicants who do not have a valid DCYA reference number for the facility</b> which is the purpose of the application. If you do not have a DCYA reference number you will not be able to access the online application form.</p> <p><b>Applicants who received funding for the same facility in 2017 from DCYA</b> i.e. if you received funding under EYC Strand 1 in 2017 for the same facility, you will not be able to</p>

## FACTSHEET

### STRAND 1 EY EXPANSION/NEW

apply for funding Strand 1 EY Expansion/New.

#### HOW MUCH GRANT CAN I APPLY FOR

**The minimum grant that you can apply for is €20,000 and the maximum grant that you can apply for is €50,000.**

The application must be for capital works. Equipment costs are eligible and the cost of this equipment must be between €3,000 and €5,000. The total grant awarded for capital and equipment will not exceed €50,000 under this strand.

#### PROGRAMME REQUIREMENTS

##### Requirements as part of the application process

**Where the applicant is not the owner of the property which is the subject of the application the applicant must:**

- **Provide evidence of the owner's permission to carry out the project proposed**  
A template has been provided for services to complete and attach to the application form.
- **Confirm a rental agreement/lease agreement/management agreement is in place for the facility up to 30<sup>th</sup> September 2021.** Where this agreement is not in place or not up to 30<sup>th</sup> September 2021, the applicant must provide an agreement from the owner that an agreement will be put in place. A template has been provided for services to complete and attach to the application form.

**Where the applicant is making an application with a third party(s);** the applicant must provide details of the partnership arrangement and a copy of the agreement (if available). If the agreement is not available at the time of application, the applicant will be required to provide this as a condition of funding.

**All applicants must:**

- **Provide evidence of Planning permission or an explanation why planning permission is not required for the project.** Planning permission number and/or planning permission decision date or expected decision date.  
**Or**  
Provide an explanation as how the works are outside of the planning regulations. Applicants have the facility to attach a letter from their architect, engineer or other professional to support this explanation.
- **Provide a quotation for each cost applied for under each Strand.** The quotation must include the net amount, the VAT amount and the total cost.
- **Be tax compliant.** As part of your DCYA registration you will be required to provide your Tax Registration Number (TRN) and Tax Clearance Access Number (TCAN). Applicants who are not tax compliant will not receive an offer of funding.
- **Declare their Value Added Tax (VAT) status.** For those registered for VAT, the grant requested and the amount awarded will be net of VAT.
- **Provide evidence having the additional funds to pay for the total cost of the project where the cost is greater than the amount of grant applied for under this strand.** The applicant will be required to provide evidence of own funds to complete the project. For example, bank statement verifying the additional funds or a letter of offer of funding or contract from another funder or loan agreement

##### Requirements post approval of your application

**Where applicable, applicants will be required to:**

## FACTSHEET

### STRAND 1 EY EXPANSION/NEW

	<ul style="list-style-type: none"> <li>• <b>Provide evidence of planning permission if not provided with the application.</b></li> <li>• Provide your rental/lease/property management agreement if not provided with your application</li> <li>• Provide a copy of partnership arrangement if not provided with your application.</li> <li>• Comply with any other conditions outlined in decision on your funding.</li> <li>• To provide early years services for a <b>minimum of 3 years post completion</b> of the capital works</li> </ul> <p><b>All successful applicants must:-</b></p> <ul style="list-style-type: none"> <li>• <b>Comply with public procurement guidelines.</b> Applicants are required to retain all relevant documentation, which may be subsequently requested by Pobal or checked at audit or verification visit by Pobal or other appointed representatives of DCYA.</li> <li>• <b>Ensure that there are no conflicts of interest</b> in relation to the procurement of goods and services.</li> <li>• All grants must be expended and reported to Pobal no later than the <b>30<sup>th</sup> November 2018</b></li> </ul>
<b>ELIGIBLE COSTS</b>	<p><b>Below are examples of costs that would be considered eligible under this Strand. This is not an exhaustive list.</b></p> <ul style="list-style-type: none"> <li>• Alterations and refurbishment works associated with the creation of additional places for 0-3 year olds and/or ECCE.</li> <li>• New build costs associated with the creation of additional places for 0-3 year or increased ECCE capacity</li> <li>• The purchase of a prefabricated structure to create additional places for 0-3 year olds and/or ECCE.</li> <li>• Fit-out costs to create additional places for 0-3 year olds.</li> <li>• Fit-out costs for additional ECCE places.</li> <li>• Additional play equipment to facilitate the increase in 0-3 or ECCE places</li> </ul>
<b>INELIGIBLE COSTS</b>	<p><b>Below are examples of costs that are considered ineligible under this Strand. This is not an exhaustive list.</b></p> <ul style="list-style-type: none"> <li>• Retrospective cost i.e. costs which have been incurred prior to approval of the grant applied for</li> <li>• Costs for general maintenance and repairs which do not clearly demonstrate how they contribute to creating additional capacity in a service or creating a new service.</li> <li>• General office equipment</li> <li>• Retrospective costs i.e. costs that have been incurred prior to the approval date of the application</li> <li>• Salary and overhead costs</li> <li>• Redundancy costs</li> <li>• Penalties/interest</li> <li>• Professional fees e.g. architect, engineer, garden designers</li> <li>• Equipment only under Strand 1</li> <li>• Insurance</li> <li>• Vehicle maintenance costs</li> </ul>
<b>SELECTION CRITERIA</b>	<p><b>Each application under this strand will be considered against the following selection criteria.</b></p>



## FACTSHEET

### STRAND 1 EY EXPANSION/NEW

Selection Criterion
Meeting the strand priorities(need)
Value for money
Capacity of the organisation
Quality and Achievability of proposal
Deprivation

#### **Meeting the strand priorities (need)**

The criterion will assess how the project proposed **meets the objectives** of the Strand 1 and **the overall need for the project proposal** i.e. in terms of the need for the expansion or new facilities or relocation. We will consider the quality of the evidence in the application form and type of information, reports, analysis and data provided by the applicant to support the need. We will consider how the evidence and analysis of need correlates with Pobal and City/County Childcare Committee data and information. In additions we will consider how the capital works and equipment requested directly contributes to meeting the need identified and achieving the priorities of the strand.

#### **Value for Money**

This criterion will assess the eligibility, justification and reasonableness for each of the costs applied for. Applicants are required to provide one quotation or tender for each cost as evidence of the reasonableness of the costs outlined. The appraisal will consider the cost effectiveness of the works and/or equipment to meet the needs identified. We will also take account of the potential impact in terms of the additional places and/or improvements relative to the quality of the facilities/services to be provided

#### **Capacity of the organisation**

**For existing early years services** we will consider the following information:

- (a) Any relevant compliance, audit or verification findings (this will be based on the information available as at end of 2017).
- (b) Companies Registration Organisation check on Vision.net.
- (c) Performance against current/previous grant agreements with Pobal/DCYA.
- (d) Issues of concern and/or sustainability issues that Pobal or DCYA or the relevant City/County Childcare Committee are currently aware of.

**For applicants new to DCYA and Pobal**, this will be based on governance and financial management arrangements provided in the application form.

#### **Quality and achievability of proposal**

This criterion will assess the overall quality of the proposal such as, the quality, coherence, level and relevance of the information provided in the application form. How well has the applicant been able to address the requirements of the programme, some of which will impact on their ability to achieve the project within the timeframe of the programme e.g. planning permission. We will give consideration to the overall readiness and achievability of the project within the specified timeframe.

#### **Deprivation**

We will use the Pobal Haase Index to award score based on the electoral area in which the facility is located.

## FACTSHEET

### STRAND 1 EY EXPANSION/NEW

#### DECISION MAKING AND REVIEW

Pobal will make recommendations to the Department of Children and Youth Affairs, who will then make the final decision on the applications. Applicants will be ranked by score and funding will be allocated based on ranking and the funding available.

All unsuccessful applicants, including those deemed ineligible, will have the opportunity to have the original decision on their application reviewed. Unsuccessful applicants will be provided with guidelines for this process with their decision. There is no guarantee that those whose applications are successful on review will receive funding.

## FACTSHEET

### STRAND 2: EY Essential Building Maintenance

#### OVERALL OBJECTIVES AND

This strand aims to improve facilities run by community based early years services by contributing to the costs of essential building repairs and to contribute

## FACTSHEET

### STRAND 2: EY Essential Building Maintenance

<b>PRIORITIES</b>	to the overall sustainability of the community childcare service. <b>In particular improvement(s) necessary to meet inspection recommendations and/or health and safety standards will be considered.</b>
<b>ESSENTIAL REPAIRS AND MAINTENANCE</b>	<p>All children require an appropriate, comfortable and relaxed environment. It is important the buildings and facilities providing early years services continue to be fit for purpose and are energy efficient, accessible, age appropriate and can accommodate all children.</p> <p>Funding will be provided to “community” /”not for profit” services to meet requirements identified via inspections undertaken e.g. TUSLA, HSE, BER Advisors or to address essential repairs and/or healthy and safety issues which have arisen recently e.g. roofing, heating, windows, flooring, sanitary and general plumbing.</p> <p>The programme will invest in capital works and equipment which will contribute to improving the quality, accessibility of these services. It will invest in age appropriate facilities which will be welcoming and safe environment and promote the health and wellbeing of all children.</p>
<b>WHO IS NOT ELIGIBLE TO APPLY</b>	<p><b>Private Early Years service providers</b></p> <p><b>Applicants who do not have a valid DCYA reference number for the facility</b> which is the purpose of the application. If you do not have a DCYA reference number you will not be able to access the online application form</p> <p><b>Applicants who received funding for the same purpose in 2017 from DCYA under the Early Years Capital 2017 programme i.e. EYC 2017 Strand 2.</b></p>
<b>HOW MUCH GRANT CAN I APPLY FOR</b>	The maximum grant an applicant can apply for is <b>€20,000</b> . The minimum grant available is <b>€10,000</b> .
<b>ELIGIBILITY REQUIREMENTS</b>	<p>To be eligible for consideration of funding, applicants under this Strand must provide at <b>least one</b> of the following advisory reports to support the application</p> <ul style="list-style-type: none"> <li>• Architects report</li> <li>• Engineers report</li> <li>• BER</li> <li>• TUSLA Inspection Report</li> <li>• HSE Inspection Report</li> <li>• Mechanical/Electrical/Building specialist report</li> </ul> <p><b>Where the essential works are as a direct result of a recent crisis event</b> e.g. your roof is damaged due to a storm, you must seek a report from an appropriate professional person or organisation/company. The report must clearly list the repairs necessary, including any industry standards which the works must comply with. In these cases you must attach photographs as well as the report. <b>The report and photographs must be attached to your online application form.</b></p> <p><b>Quotations or building estimates will not be accepted in place of a report.</b></p> <p>Applications which do have an appropriate report as outlined above, will be deemed ineligible and not considered for funding.</p>

## FACTSHEET

### STRAND 2: EY Essential Building Maintenance

#### PROGRAMME REQUIREMENTS

#### Requirements as part of the application process

**Where the applicant is not the owner of the property which is the subject of the application, the applicant must:**

- **Provide evidence of the owner's permission to carry out the project proposed**

A template has been provided for services to complete and attach to the application form.

- **Confirm a rental agreement/lease agreement/management agreement is in place for the facility up to 30<sup>th</sup> September 2021.** Where this agreement is not in place or not up to 30<sup>th</sup> September 2021, the applicant must provide an agreement from the owner that an agreement will be put in place. A template has been provided for services to complete and attach to the application form.

**Where the applicant is making an application with a third party(s);** the applicant must provide details of the partnership arrangement and a copy of the agreement (if available). If the agreement is not available at the time of application, the applicant will be required to provide this as a condition of funding.

**All applicants must:**

- **Provide evidence of Planning permission or an explanation why planning permission is not required for the project.** Planning permission number and/or planning permission decision date or expected decision date.

**Or**

Provide an explanation why planning permission is not required.

Applicants have the facility to attach a letter from their architect, engineer or other professional to support this explanation.

- **Provide a quotation for each cost applied for under each Strand.** The quotation must include the net amount, the VAT amount and the total cost.
- **Be tax compliant.** As part of your DCYA registration you will be required to provide your Tax Registration Number (TRN) and Tax Clearance Access Number (TCAN). Applicants who are not tax compliant will not receive an offer of funding.
- **Declare their Value Added Tax (VAT) status.** For those registered for VAT, the grant requested and the amount awarded will be net of VAT.
- **Provide evidence having the additional funds to pay for the total cost of the project where the cost is greater than the amount of grant applied for under this strand.** The applicant will be required to provide evidence of own funds to complete the project. For example, bank statement verifying the additional funds or a letter of offer of funding or contract from another funder or loan agreement

#### Requirements post approval of your application

**Where applicable, applicants will be required to:**

- Provide evidence of planning permission if not provided with the application.
- Provide your rental/lease/property management agreement if not provided with your application

## FACTSHEET

### STRAND 2: EY Essential Building Maintenance

- Provide a copy of partnership arrangement if not provided with your application.
- Comply with any other conditions outlined in decision on your funding.

**All successful applicants must:-**

- **Comply with public procurement guidelines**
- Applicants are required to retain all relevant documentation, which may be subsequently requested by Pobal or checked at audit or verification visit by Pobal or other appointed representatives of DCYA.
- **Ensure that there are no conflicts of interest** in relation to the procurement of goods and services.
- All grants must be expended and reported to Pobal no later than the 30<sup>th</sup> November 2018
- To provide early years services for a **minimum of 3 years post completion** of the capital works

#### ELIGIBLE COSTS

**Below are examples of costs that will be considered. This is not an exhaustive list.**

- Improvements in facilities such as toilet, kitchen, storage, heating, electrical, gas and water which are necessary to meet inspection recommendations.
- Essential building repairs in relation to the roof, windows, toilet and kitchen facilities, electrical, gas and water works which are recently arisen and are not documented in any inspection report.
- Improvements to facilities which are necessary to meet fire safety and compliance requirements and regulations.
- Improvements to facilities to meet safety and security requirements
- Purchase of essential equipment to improve quality of the service, for example kitchen appliances.

#### INELIGIBLE COSTS

**Below are examples of costs that will not be considered. This is not an exhaustive list.**

- Improvements in facilities not required in order to meet inspection recommendations.
- Non-essential building repairs i.e. cosmetic works
- Costs not supported by an advisory report and/or photographs and quotes.
- Retrospective cost i.e. costs which have been incurred prior to approval of the grant applied for
- General office equipment
- Retrospective costs i.e. costs that have been incurred prior to the approval date of the application
- Salary and overhead costs
- Redundancy costs
- Penalties/interest
- Professional fees e.g. architect, engineer, garden designers
- Insurance
- Vehicle maintenance costs

## FACTSHEET

### STRAND 2: EY Essential Building Maintenance

#### SELECTION CRITERIA

**Each application under this strand will be appraised against the following:**

<b>STRAND 2 EY ESSENTIAL BUILDING MAINTENANCE</b>
<b>Selection Criterion</b>
<b>Meeting the strand priorities(need)</b>
<b>Quality and Achievability of proposal</b>
<b>Value for money</b>
<b>Capacity of the organisation</b>

#### **Meeting the strand priorities (need)**

The criterion will assess how the project proposed **meets the objectives** of the Strand 2 and **the overall need for the project proposal** i.e. in terms of the need for the works or equipment. We will consider the quality of the evidence in the application form and type of information and report (s) provided by the applicant to support the need. We will consider how the capital works and equipment requested directly contribute to meeting the need, achieving the priorities of the strand, including the project's contribution to the overall sustainability of the service.

#### **Quality and achievability of proposal**

This criterion will assess the overall quality of the proposal such as, the quality, coherence, level and relevance of the information provided in the application form. How well has the applicant been able to address the requirements of the programme, some of which will impact on their ability to achieve the project within the timeframe of the programme e.g. planning permission. We will give consideration to the overall readiness and achievability of the project within the specified timeframe

#### **Value for Money**

This criterion will assess the eligibility, justification and reasonableness for each of the costs applied for. Applicants are required to provide one quotation or tender for each cost as evidence of the reasonableness of the costs outlined. The appraisal will consider the cost effectiveness of the works and/or equipment to meet the needs identified.

#### **Capacity of the organisation**

We will consider the following information:

- (a) Any relevant compliance, audit or verification findings (this will be based on the information available as at end of 2017).
- (b) Companies Registration Organisation check on Vision.net.
- (c) Performance against current/previous grant agreements with Pobal/DCYA.
- (d) Issues of concern and/or sustainability issues that Pobal or DCYA or the relevant City/County Childcare Committee are currently aware of

#### DECISION MAKING AND REVIEW

Pobal will make recommendations to the Department of Children and Youth Affairs, who will then make the final decision on the applications. Applicants will be ranked by score and funding will be allocated based on ranking and the funding available.

All unsuccessful applicants, including those deemed ineligible, will have the opportunity to have the original decision on their application reviewed. Unsuccessful applicants will be provided with guidelines for this process with their decision. There is no guarantee that those whose applications are successful on review will receive funding.

## FACTSHEET

### STRAND 3 EY Natural outdoor play area

<b>OVERALL OBJECTIVES AND PRIORITIES</b>	<p>The purpose of the funding under this strand is to create a new natural outdoor play area that will facilitate children’s ability to learn about risk, exploration and challenge. The outdoor play area must be constructed using natural products including planting for all seasons.</p> <p>Priority will be given to applications which demonstrate that the creation of a “natural” outdoor play area which will contribute to improving the quality of their early years services and have a positive impact on the environment.</p>
<b>NATURAL OUTDOOR PLAY AREAS</b>	<p><b>Natural outdoor play spaces</b> containing mainly natural materials such as plants (trees, shrubs, vines, ground covers), stones, water, dirt piles, fallen trees, hollowed-out logs, and a multitude of other natural elements designed to encourage hands-on manipulation and discovery.</p> <p>Good natural outdoor play spaces do not rely on expensive equipment, yet provide opportunities for children to do things in different ways and on a different scale than indoors, providing freedom to explore, use their senses and be physically active.</p> <p>Every outdoor space will be different, and will have limitations that need to be worked within. Services need to consider the spaces available to them and how to make the most of them with the resources available.</p>
<b>WHO IS NOT ELIGIBLE TO APPLY</b>	<p><b>Applicants who do not have a DCYA reference number for the facility</b> which is the purpose of the application. If you do not have a DCYA reference number you will not be able to access the online application form</p> <p><b>Applicants who received funding for the same purpose in 2017 from DCYA under the Early Years Capital 2017 programme i.e. EYC 2017 Strand 3.</b></p>
<b>WHAT IS THE VALUE OF THE GRANT I CAN APPLY FOR</b>	<p>The maximum grant an applicant can apply for is <b>€7,000</b>. The minimum grant available is <b>€3,000</b>.</p>
<b>ELIGIBILITY REQUIREMENTS</b>	<p>Applicant must have <b>50 or fewer</b> individual children registered on PIP as at <b>31<sup>st</sup> January 2018</b>.</p> <p>The costs applied for must in keeping with the concept of a natural outdoor space as outlined in the applicant guidelines.</p>
<b>PROGRAMME REQUIREMENTS</b>	<p><b><u>Requirements for the application process</u></b></p> <p><b>Early Years service providers who have multiple facilities will be restricted to two applications due to the limited budget available.</b></p> <p><b>Be tax compliant.</b> As part of your DCYA registration you will be required to provide your Tax Registration Number (TRN) and Tax Clearance Access Number (TCAN). Applicants who are not tax compliant will not receive an offer of funding</p> <p><b>Declare their Value Added Tax (VAT) status.</b> For those registered for VAT, the grant requested and the amount awarded will be net of VAT.</p>

## FACTSHEET

### STRAND 3 EY Natural outdoor play area

**Provide evidence having the additional funds to pay for the total cost of the project where the cost is greater than the amount of grant applied for under this strand.** The applicant will be required to provide evidence of own funds to complete the project. For example, a bank statement verifying the additional funds or a letter of offer of funding or contract from another funder or loan agreement

#### **Requirements post approval of your application**

**All successful applicants must:-**

- **Comply with public procurement guidelines.**
- Applicants are required to retain all relevant documentation, which may be subsequently requested by Pobal or checked at audit or verification visit by Pobal or other appointed representatives of DCYA.
- **Ensure that there are no conflicts of interest** in relation to the procurement of goods and services.
- All grants must be expended and reported to Pobal no later than the 30<sup>th</sup> November 2018
- To provide early years services for a **minimum of 3 years post completion** of the capital works

#### **ELIGIBLE COSTS**

**Examples of costs that will be considered. This is not an exhaustive list.**

- Natural shade – Trees, hedging, willow structures
- Plants – Trees, shrubs, vines and ground covers
- Canvas sun shelters, tents, tunnels, parachutes canopies etc.
- A variety of hard and soft surfaces e.g. to facilitate playing ball, cycling; slopes and puddles; short and long grass, bare earth and mud; gravel, rocks and stones; leaf litter; undulating ground
- Natural Grass
- Growing gardens
- Gravel/ clay/ large rocks/stones
- Mounds
- Sand/ bark chippings/compost/mulch
- Bird boxes and feeders
- Natural planting / growbags/ window boxes/ hanging baskets
- Trellis
- Flower beds/ compost
- Tree rope swings & traversing walls
- Ride, balance and steer wheeled toys, stilts and buggies.
- Tree stumps for balance and coordination
- Hollowed out logs
- Mud Kitchens
- Tools for digging, planting, woodworking
- Sensory gardens
- Reflective pools
- Enclosed areas – e.g., dens, tunnels, boxes
- Comfortable seating – benches, logs, cushions
- Fixed seating – benches, treehouses
- Flexible seating – bean bags, rugs, cushions
- Natural areas – Trees to sit under, willow domes



## FACTSHEET

### STRAND 3 EY Natural outdoor play area

<b>INELIGIBLE COSTS</b>	<ul style="list-style-type: none"> <li>Nature trails with replicas of animals along the way</li> </ul> <p><b>Examples of costs that will not be considered. This is not an exhaustive list.</b></p> <ul style="list-style-type: none"> <li>Improvements in facilities</li> <li>Non-essential building repairs i.e. cosmetic works</li> <li>Costs not directly related to the development and provision of a natural outdoor play area.</li> <li>Retrospective cost i.e. costs which have been incurred prior to approval of the grant applied for</li> <li>Permanent construction projects</li> <li>Rubber matting, wet pour, grass matting and safety surfacing</li> <li>Plastic toys and equipment including plastic swings and slides</li> <li>Non-natural fencing</li> <li>Non –natural shade for example awning, parasols etc.</li> <li>Consumables, such as card, paints and chalks</li> </ul>										
<b>SELECTION CRITERIA</b>	<p><b>Each application under this strand will be considered against the following criteria.</b></p> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <tr style="background-color: #D95319; color: white;"> <th colspan="2">STRAND 3 EY NATURAL OUTDOOR PLAY AREA</th> </tr> <tr style="background-color: #F4C48E;"> <th colspan="2">Selection Criterion</th> </tr> <tr style="background-color: #D9E1F2;"> <th colspan="2">Capacity of the organisation</th> </tr> <tr style="background-color: #D9E1F2;"> <th colspan="2">Outdoor learning</th> </tr> <tr style="background-color: #D9E1F2;"> <th colspan="2">Deprivation</th> </tr> </table> <p><b>Capacity of the organisation</b> We will consider the following information:</p> <ol style="list-style-type: none"> <li>a) Any relevant compliance, audit or verification findings (this will be based on the information available as at end of 2017).</li> <li>b) Companies Registration Organisation check on Vision.net.</li> <li>c) Performance against current/previous grant agreements with Pobal/DCYA.</li> <li>d) Issues of concern and/or sustainability issues that Pobal or DCYA or the relevant City/County Childcare Committee are currently aware of.</li> </ol> <p><b>Outdoor learning</b> We will consider how the outdoor space will be used to have a positive impact on children’s wellbeing and development as per the pre-school curriculum of Aistear and Siolta.</p> <p><b>Deprivation</b> We will use the Pobal Haase Index to award score based on the electoral area in which the facility is located</p>	STRAND 3 EY NATURAL OUTDOOR PLAY AREA		Selection Criterion		Capacity of the organisation		Outdoor learning		Deprivation	
STRAND 3 EY NATURAL OUTDOOR PLAY AREA											
Selection Criterion											
Capacity of the organisation											
Outdoor learning											
Deprivation											
<b>DECISION MAKING AND REVIEW</b>	<p>Pobal will make recommendations to the Department of Children and Youth Affairs, who will then make the final decision on the applications. Applicants will be ranked by score and funding will be allocated based on ranking and the funding available.</p> <p>All unsuccessful applicants, including those deemed ineligible, will have the opportunity to have the original decision on their application reviewed. Unsuccessful applicants will be provided with guidelines for this process with their decision. There is no guarantee that those whose applications are successful on</p>										

FACTSHEET	
STRAND 3 EY Natural outdoor play area	
	review will receive funding.

FACTSHEET	
STRAND 4 SAC EXPANSION/NEW	
OVERALL OBJECTIVES AND PRIORITIES	<p>The purpose of the funding under this strand is to support the <b>expansion of an existing service or to set up a new School Age Childcare facility where demand is currently not being met at a local level</b> and where no duplication/displacement will occur. Services may be standalone or part of an Early Years service.</p> <p><b>Priority</b> will be given in the appraisal to facilities located in areas of disadvantage and in suitable locations for parents and children with age appropriate outdoor play areas* e.g. within a school premises or near a school premises or transport is provided to address this issue in relation to after school services. <b>Priority</b> will also be given to applicants who provide school age services outside of the school term i.e. during school holidays and in-service days</p> <p>Where appropriate schools and community groups may partner with private or community service providers to meet that demand.</p> <p>Service providers who own or manage <b>multiple facilities</b> may apply to increase/create Early Years Services and/or School Age Services in different facilities to a <b>maximum of 5 applications</b>. However the number of applications funded will be dependent on the level of applications received and funding available and at the discretion of DCYA.</p> <p><b>Wraparound service providers</b> i.e. who provide early years and school age services currently, can apply for funding under Strand 1 EY Expansion/New service and Strand 4 SAC Expansion/New Service to facilitate them to increase the capacity of both their early years and school age services. Applicants will be required to provide separate budgets for the Early Years and School Age Childcare services and Pobal will check for duplication of funding, as part of the appraisal process.</p> <p><b>*Age appropriate outdoor area for school aged services i.e. sufficient space to undertake physical activities such as</b> football, cycling, running, participation in group/small team games.</p>
ADDITIONAL CAPACITY	<p>There are a <b>minimum number of additional places</b> which an applicant is required to create in order to be considered for funding.</p> <p>In relation to relocation and expansion of an <b>existing school age service</b> the minimum number of new places to be created is <b>8</b></p> <p>In relation to the setting up of a <b>new school age service</b> the minimum number of places to be created is <b>11</b></p>
WHO IS NOT ELIGIBLE TO APPLY	<p><b>Applicants who do not have a DCYA reference number for the facility</b> which is the purpose of the application. If you do not have a DCYA reference number you will not be able to access the online application form.</p> <p><b>Applicants who received funding for the same facility in 2017 from DCYA</b> under School Age Childcare Capital grant.</p>
HOW MUCH	<p><b>The minimum grant that you can apply for is €3,000 and the maximum grant that</b></p>

## FACTSHEET

### STRAND 4 SAC EXPANSION/NEW

<b>GRANT CAN I APPLY FOR</b>	<p><b>you can apply for is €20,000.</b></p> <p>The application must be for capital works. Equipment costs are eligible and the cost of this equipment must be between €3,000 and €5,000. The total grant awarded for capital and equipment will not exceed €20,000 under this strand.</p>
<b>PROGRAMME REQUIREMENTS</b>	<p style="text-align: center;"><b><u>Requirements as part of the application process</u></b></p> <p><b>Where the applicant is not the owner of the property which is the subject of the application the applicant must:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide evidence of the owner’s permission to carry out the project proposed</b> A template has been provided for services to complete and attach to the application form.</li> <li>• <b>Confirm a rental agreement/lease agreement/management agreement is in place for the facility up to 30<sup>th</sup> September 2021.</b> Where this agreement is not in place or not up to 30<sup>th</sup> September 2021, the applicant must provide evidence of a commitment from the owner that an agreement will be put in place. A template has been provided for services to complete and attach to the application form.</li> </ul> <p><b>Where an applicant is including the cost of a vehicle the following rules will apply:</b></p> <ul style="list-style-type: none"> <li>• Only <b>community owned school aged services</b> are eligible to apply for this cost; Early Years services with no school age services are not eligible to apply;</li> <li>• Vehicles must be <b>new</b> i.e. (people carrier/minibus), second hand vehicles are ineligible;</li> <li>• <b>50% of the cost of the vehicle is eligible, the remainder from must come from the applicants own funds. The applicant must provide evidence of this additional funding with their application.</b></li> <li>• <b>Vehicle costs will be awarded in exceptional circumstances</b> based on clear evidence of need, including the evidence that the applicant has exhausted all options including an exploration with local community/rural transport service, as a suitable or alternative option(s).</li> </ul> <p><b>All applicants must:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide evidence of Planning permission or an explanation why planning permission is not required for the project.</b> Planning permission number and/or planning permission decision date or expected decision date. <b>Or</b> Provide an explanation as how the works are outside of the planning regulations. Applicants have the facility to attach a letter from their architect, engineer or other professional to support this explanation.</li> <li>• <b>Provide a quotation for each cost applied for under each Strand.</b> The quotation must include the net amount, the VAT amount and the total cost.</li> <li>• <b>Be tax compliant.</b> As part of your DCYA registration you will be required to provide your Tax Registration Number (TRN) and Tax Clearance Access Number (TCAN). Applicants who are not tax compliant will not receive an offer of funding.</li> <li>• <b>Declare their Value Added Tax (VAT) status.</b> For those registered for VAT, the grant requested and the amount awarded will be net of VAT.</li> <li>• <b>Provide evidence having the additional funds to pay for the total cost of the project where the cost is greater than the amount of grant applied for under this strand.</b> The applicant will be required to provide evidence of own funds to complete the project. For example, bank statement verifying the additional funds or a letter of offer of funding or contract from another funder or loan agreement</li> </ul>

## FACTSHEET

### STRAND 4 SAC EXPANSION/NEW

#### Requirements post approval of your application

**Where applicable, applicants will be required to:**

- **Provide evidence of planning permission if not provided with the application.**
- Provide your rental/lease/property management agreement if not provided with your application.
- Provide a copy of partnership arrangement if not provided with your application.
- Comply with any other conditions outlined in decision on your funding.
- To provide school age childcare services for a **minimum of 3 years post completion** of the capital works.
- If applicable a new vehicle funded through this programme must be held for at least 6 years and used for the purpose of the afterschool service i.e. this will be a condition of funding.
- A condition of funding will be that vehicles must only be used for the transport of children for the afterschool service.

**All successful applicants must:-**

- **Comply with public procurement guidelines.** Applicants are required to retain all relevant documentation, which may be subsequently requested by Pobal or checked at audit or verification visit by Pobal or other appointed representatives of DCYA.
- **Ensure that there are no conflicts of interest** in relation to the procurement of goods and services.
- All grants must be expended and reported to Pobal no later than the **30<sup>th</sup> November 2018**

#### **ELIGIBLE COSTS**

**Below are examples of costs that would be considered eligible under this Strand. This is not an exhaustive list.**

- Alterations and refurbishment works
- Purchase of prefabricated structures
- Fit out costs
- Age appropriate equipment\*
- Storage equipment
- Essential repairs to buildings and facilities
- Replacement of buildings fixtures and fittings

**\*Age appropriate equipment i.e.** equipment which meets the needs of children and facilitates age appropriate programme of activities, group activities, own time and relaxation. For example for school age services, gaming equipment, computers, sofas, etc., would be considered eligible.

#### **INELIGIBLE COSTS**

**Below are examples of ineligible costs. This is not an exhaustive list.**

Costs for general maintenance and repairs which do not clearly demonstrate how they contribute to creating additional capacity in a service or creating a new service.

- General office equipment
- Retrospective costs i.e. costs that have been incurred prior to the approval date of the application
- Salary and overhead costs
- Redundancy costs
- Penalties/interest
- Professional fees e.g. architect, engineer, garden designers
- Equipment only under Strand 4
- Insurance

## FACTSHEET

### STRAND 4 SAC EXPANSION/NEW

- Vehicle maintenance costs

#### SELECTION CRITERIA

**Each application under this strand will appraised against the following:**

STRAND 4 SAC Expansion/New
Selection Criterion
Meeting the strand priorities(need)
Value for money
Capacity of the organisation
Quality and Achievability of proposal
Deprivation

#### **Meeting the strand priorities (need)**

The criterion will assess how the project proposed **meets the objectives** of the **Strand 4** and **the overall need for the project proposal** i.e. in terms of the need for the expansion or new facilities or relocation, including the location of any new facilities, the outdoor space and accessibility for parents and children. We will consider the quality of the evidence in the application form and type of information, reports, analysis and data provided by the applicant to support the need. We will consider how the analysis of need correlates to the actual services/facilities to be provided. We will consider how the capital works and equipment requested directly contribute to achieving the priorities of the strand.

#### **Value for Money**

This criterion will assess the eligibility, justification and reasonableness for each of the costs applied for. Applicants are required to provide one quotation or tender for each cost as evidence of the reasonableness of the costs outlined. The appraisal will consider the cost effectiveness of the works and/or equipment to meet the needs identified. We will also take account of the potential impact in terms of the additional places and/or improvements relative to the quality of the facilities/services to be provided

#### **Capacity of the organisation**

**For existing school age services** we will consider the following information:

- a) Any relevant compliance, audit or verification findings (this will be based on the information available as at end of 2017).
- b) Companies Registration Organisation check on Vision.net.
- c) Performance against current/previous grant agreements with Pobal/DCYA.
- d) Issues of concern and/or sustainability issues that Pobal or DCYA or the relevant City/County Childcare Committee are currently aware of.

**For applicants new to DCYA and Pobal**, this will be based on governance and financial management arrangements provided in the application form.

#### **Quality and achievability of proposal**

This criterion will assess the overall quality of the proposal such as, the quality, coherence, level and relevance of the information provided in the application form. How well has the applicant been able to address the requirements of the programme, some of which will impact on their ability to achieve the project within the timeframe of the programme e.g. planning permission. We will give consideration to the overall readiness and achievability of the project within the specified timeframe.

#### **Deprivation**

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### STRAND 4 SAC EXPANSION/NEW

	<p>We will use the Pobal Haase Index to award score based on the electoral area in which the facility is located.</p>
<b>DECISION MAKING AND REVIEW</b>	<p>Pobal will make recommendations to the Department of Children and Youth Affairs, who will then make the final decision on the applications. Applicants will be ranked by score and funding will be allocated based on ranking and the funding available.</p> <p>All unsuccessful applicants, including those deemed ineligible, will have the opportunity to have the original decision on their application reviewed. Unsuccessful applicants will be provided with guidelines for this process with their decision. There is no guarantee that those whose applications are successful on review will receive funding.</p>

## FACTSHEET

### STRAND 5: SAC Essential Building Maintenance and Quality

<b>OVERALL OBJECTIVES AND PRIORITIES</b>	<p>The aim of the funding under this strand is to contribute to improving the facilities provided by community services for school age children by contributing to the costs of essential building repairs and to contribute to the overall sustainability of</p>
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## FACTSHEET

### STRAND 5: SAC Essential Building Maintenance and Quality

	<p>the service.</p> <p><b>Priority</b> will be given to applications that:</p> <ul style="list-style-type: none"> <li>• provide age appropriate outdoor space for school age children</li> <li>• Provide school age services outside of the school term i.e. school holidays and in-service days</li> <li>• Provide services in disadvantaged areas</li> </ul>
<p><b>ESSENTIAL REPAIRS AND MAINTENANCE</b></p>	<p>All children require an appropriate, comfortable and relaxed environment. It is important the buildings and facilities providing early years services continue to be fit for purpose and are energy efficient, accessible, age appropriate and can accommodate all children.</p> <p>Funding will be provided to “community” /”not for profit” services to meet requirements identified via inspections undertaken by TUSLA, HSE, BER etc. or to address essential repairs and/or healthy and safety issues which have arisen recently e.g. roofing, heating, windows, flooring, sanitary and general plumbing.</p> <p>The programme will invest in capital works and equipment which will contribute to improving the quality, accessibility of these services. It will invest in age appropriate facilities which will be welcoming and safe environment and promote the health and wellbeing of all children.</p> <p><b>Improvements in facilities</b> such as toilet, kitchen, storage, heating, electrical, gas and water which are necessary <b>to meet health and safety regulations.</b></p> <p><b>Essential building repairs</b> in relation to the roof, windows, toilet facilities and kitchen facilities, electrical, gas and water works.</p> <p><b>Purchase of equipment, including age appropriate equipment,</b> to improve quality of the service.</p>
<p><b>WHO IS NOT ELIGIBLE TO APPLY</b></p>	<p><b>Private Early Years and/or School Age Childcare Service providers are not eligible to apply.</b></p> <p><b>Applicants who do not have a DCYA reference number for the facility</b> which is the purpose of the application. If you do not have a DCYA reference number you will not be able to access the online application form</p> <p><b>Applicants who received funding for the same purpose in 2017 from DCYA</b></p>
<p><b>HOW MUCH GRANT CAN I APPLY FOR</b></p>	<p>The maximum grant an applicant can apply for is <b>€2,000</b>. The minimum grant available is <b>€5,000</b>.</p>
<p><b>ELIGIBILITY REQUIREMENTS</b></p>	<p>To be eligible for consideration of funding, applicants under this Strand must provide at <b>least one</b> of the following advisory reports to support the application:</p> <ul style="list-style-type: none"> <li>• Architects report</li> <li>• Engineers report</li> </ul>

## FACTSHEET

### STRAND 5: SAC Essential Building Maintenance and Quality

- BER
- TUSLA Inspection Report
- HSE Inspection Report
- Mechanical/Electrical/Building specialist report

**Where the essential works are as a direct result of a recent crisis event** e.g. your roof is damaged due to a storm, you must seek a report from an appropriate professional person or organisation/company. The report must clearly list the repairs necessary, including any industry standards which the works must comply with. In these cases you must attach photographs as well as the report. **The report and photographs are attached to your online application form.**

**Quotations or building estimates will not be accepted in place of a report.**

Applications which do have an appropriate report attached as outlined above, will be deemed ineligible and not considered for funding.

### PROGRAMME REQUIREMENTS

#### Requirements as part of the application process

**Where the applicant is not the owner of the property which is the subject of the application the applicant must:**

- **Provide evidence of the owner's permission to carry out the project proposed**

A template has been provided for services to complete and attach to the application form.

- **Confirm a rental agreement/lease agreement/management agreement is in place for the facility up to 30<sup>th</sup> September 2021.** Where this agreement is not in place or not up to 30<sup>th</sup> September 2021, the applicant must provide evidence from the owner that an agreement will be put in place. A template has been provided for services to complete and attach to the application form.

**Where the applicant is making an application with a third party(s);** the applicant must provide details of the partnership arrangement and a copy of the agreement (if available). If the agreement is not available at the time of application, the applicant will be required to provide this as a condition of funding.

Schools or community groups must include details of the School Age Childcare provider with whom they have an arrangement in place or will put in place to deliver the afterschool service in 2018/19 and 2019/2020 **school years. This should be included in the partnership questions on the application form.**

**All applicants must:**

- **Provide evidence of Planning permission or an explanation why planning permission is not required for the project.** Planning



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### STRAND 5: SAC Essential Building Maintenance and Quality

permission number and/or planning permission decision date or expected decision date.

**Or**

Provide an explanation as how the works are outside of the planning regulations. Applicants have the facility to attach a letter from their architect, engineer or other professional to support this explanation.

- **Provide a quotation for each cost applied for under each Strand.** The quotation must include the net amount, the VAT amount and the total cost.
- **Be tax compliant.** As part of your DCYA registration you will be required to provide your Tax Registration Number (TRN) and Tax Clearance Access Number (TCAN). Applicants who are not tax compliant will not receive an offer of funding.
- **Declare their Value Added Tax (VAT) status.** For those registered for VAT, the grant requested and the amount awarded will be net of VAT.
- **Provide evidence having the additional funds to pay for the total cost of the project where the cost is greater than the amount of grant applied for under this strand.** The applicant will be required to provide evidence of own funds to complete the project. For example, bank statement verifying the additional funds or a letter of offer of funding or contract from another funder or loan agreement

#### Requirements post approval of your application

**Where applicable, applicants will be required to:**

- **Provide evidence of planning permission if not provided with the application.**
- Provide your rental/lease/property management agreement if not provided with your application
- Provide a copy of partnership arrangement if not provided with your application.
- Comply with any other conditions outlined in decision on your funding.

**All successful applicants must:-**

- **Comply with public procurement guidelines.** Applicants are required to retain all relevant documentation, which may be subsequently requested by Pobal or checked at audit or verification visit by Pobal or other appointed representatives of DCYA.
- **Ensure that there are no conflicts of interest** in relation to the procurement of goods and services.
- All grants must be expended and reported to Pobal no later than the 30<sup>th</sup> November 2018
- To provide school age childcare services for a **minimum of 3 years post completion** of the capital works

#### ELIGIBLE COSTS

**Below are examples of costs that will be considered. This is not an exhaustive list.**

Improvements in facilities such as toilet, kitchen, storage, heating, electrical, gas

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### STRAND 5: SAC Essential Building Maintenance and Quality

and water which are necessary to meet health and safety regulations.

Essential building repairs in relation to the roof, windows, toilet facilities and kitchen facilities, electrical, gas and water works.

Equipment, including age appropriate equipment\* which the applicant can demonstrate to improve quality of the service.

**\*Age appropriate equipment i.e.** equipment which meets the needs of children and facilitates age appropriate programme of activities, group activities, own time and relaxation. For example for school age services, gaming equipment, computers, sofas, etc., would be considered eligible.

#### INELIGIBLE COSTS

**Below are examples of costs that will not be considered. This is not an exhaustive list.**

- Improvements in facilities not required in order to meet inspection recommendations.
- Non-essential building repairs i.e. cosmetic works.
- Costs not supported by an advisory report and/or photographs and quotes.
- Retrospective cost i.e. costs which have been incurred prior to approval of the grant applied for.
- General office equipment.
- Retrospective costs i.e. costs that have been incurred prior to the approval date of the application.
- Salary and overhead costs.
- Redundancy costs.
- Penalties/interest.
- Professional fees e.g. architect, engineer, garden designers
- Insurance.
- Vehicle maintenance costs.

#### SELECTION CRITERIA

**Each application under this strand will be appraised against the following criteria.**

STRAND 5 SAC ESSENTIAL BUILDING MAINTENANCE & QUALITY
Selection Criterion
Meeting the strand priorities(need)
Quality and Achievability of proposal
Value for money
Capacity of the organisation

**Meeting the strand priorities (need)**

The criterion will assess how the project proposed **meets the objectives** of the

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### STRAND 5: SAC Essential Building Maintenance and Quality

Strand 5 and **the overall need for the project proposal** i.e. in terms of the need for the works or equipment. We will consider the quality of the evidence in the application form and type of information and report (s) provided by the applicant to support the need. We will consider how the capital works and equipment requested directly contribute to meeting the need, achieving the priorities of the strand, including the project's contribution to the overall sustainability of the service.

#### **Quality and achievability of proposal**

This criterion will assess the overall quality of the proposal such as, the quality, coherence, level and relevance of the information provided in the application form. How well has the applicant been able to address the requirements of the programme, some of which will impact on their ability to achieve the project within the timeframe of the programme e.g. planning permission. We will give consideration to the overall readiness and achievability of the project within the specified timeframe

#### **Value for Money**

This criterion will assess the eligibility, justification and reasonableness for each of the costs applied for. Applicants are required to provide one quotation or tender for each cost as evidence of the reasonableness of the costs outlined. The appraisal will consider the cost effectiveness of the works and/or equipment to meet the needs identified.

#### **Capacity of the organisation**

We will consider the following information:

- a) Any relevant compliance, audit or verification findings (this will be based on the information available as at end of 2017).
- b) Companies Registration Organisation check on Vision.net.
- c) Performance against current/previous grant agreements with Pobal/DCYA.
- d) Issues of concern and/or sustainability issues that Pobal or DCYA or the relevant City/County Childcare Committee are currently aware of

### DECISION MAKING AND REVIEW

Pobal will make recommendations to the Department of Children and Youth Affairs, who will then make the final decision on the applications. Applicants will be ranked by score and funding will be allocated based on ranking and the funding available.

All unsuccessful applicants, including those deemed ineligible, will have the opportunity to have the original decision on their application reviewed. Unsuccessful applicants will be provided with guidelines for this process with their decision. There is no guarantee that those whose applications are successful on review will receive funding.