



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 Carlow CCC, 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 Carlow CCC prior to purchasing new item. Carlow CCCs decision will be confirmed in writing.
- Successful applicants may receive a support visit from the local CCC.

What Carlow County Childcare Can do for you:

Carlow County 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 5pm on Thursday 1st June 2017.
- Notification of decisions and payment of grants will be made by Carlow County Childcare Committee's Board of Management.

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

**Grants for Parent & Toddler Groups,
Carlow County Childcare Committee,
Enterprise House,
O'Brien Road,
Carlow**

Phone: 059-9140244

Email: info@carlowccc.ie

REMEMBER

The closing date is 5pm on Thursday 1st June 2017.

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 Carlow CCC on 059-9140244 ASAP.**
- **The contact name and mobile phone number, meeting place, days and times contained in this completed application form will be shared by Carlow CCC with parents looking to join a P&T group in your area. So please ensure these details are correct.**