**PLEASE READ THE GUIDANCE FOR APPLICANTS BEFORE COMPLETING THE FORM**

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| **SECTION 1 – APPLICANT DETAILS** |
| **Your Full Name** | **[ ] Mr [ ] Mrs [ ] Ms [ ] Other**  |
| **Business Name:** |  |
| **Your Position:** |       |
| **Home Address of Applicant:**               **Postcode:**      | **Address of Business (if different):**               **Postcode:**       |
| **Tel no:** |       | **Mobile:**       |
| **Email:** |       |
| **Applicant’s preferred language for communications:** | English [ ]  | Welsh [ ]  |
| **Web-site address (if you have one):**       |
| **Social Media Handles:**       |
| **Are you currently established as a business (please tick no more than two options):**[ ] No - Pre-Start [ ] Childminder [ ] Nursery [ ] Playgroup [ ] Out of School Club [ ] Social Enterprise [ ] Sole Trader [ ] Ltd Company[ ] Other (please specify)  |
| **Are you VAT registered?** If so, please tell us your registration number:      |
| **If you are a Ltd Company, please provide your Company Registration Number:**       |

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| **SECTION 2 – BANK DETAILS (required for grant payment)** |
| **Name and Address of Bank:**                   |
| **Account Name:**       |
| **Bank Sort Code:** |      **-**     **-**      | **Bank Account Number:** |       |

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| **SECTION 3 – INSURANCE DETAILS (if applicable)** |
| **Public Liability Provider**      | **Professional Indemnity Provider**       | **Employer Liability Provider**      |
| **Policy No:**     **Expiry:**       | **Policy No:**      **Expiry:**       | **Policy No:**      **Expiry:**       |

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| **Are you registered with Care Inspectorate Wales (CIW)? [ ]** Yes / [ ] NoIf yes, please tell us your registration number:     If no, please provide the date that you have applied:       |

[ ]  **I acknowledge and understand** that all registered childcare settings have to meet the [National Minimum Standards for Regulated Childcare](https://gov.wales/sites/default/files/publications/2019-06/national-minimum-standards-for-regulated-childcare.pdf) for children up to the age of 12 years (please tick)

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| **SECTION 4 – NEW ROLES/BUSINESS DETAILS** |
| **Please provide a brief summary of your business/proposed business (if proposed, intended start date is required):**       |
| **Please tell us about the major barriers that you face in expanding your business to facilitate caring for more children:**      |
| **Please provide details and evidence of the demand or need for childcare places in the area that your business/proposed business will serve:**      |
| **Please provide details and evidence of your current workforce and structure:**      |
| **Please tell us about the proposed new roles: job title, minimum qualifications required, proposed start date/s, number of hours per month (average over a three-month period).**      |

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| **Please tell us about how many childcare places you currently offer, how many will be offered after the grant has been awarded and how the new roles will help you to offer these additional childcare places.**      |

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| **SECTION 5 - DECLARATION** |
| Do you or any of the Partners/Directors/Co-owners/Trustees have an interest in any other business, whether or not in connection with this grant application? *If ‘yes’, please provide full details ………………………………………………………….* | **Yes** [ ]  | **No** [ ]  |
| Have you or any of the Partners/Directors/Co-owners/Trustees been adjudged bankrupt within the last 7 years or has a scheme of arrangement or composition been made with your creditors under the provision of the Bankruptcy Act? Have you or any of the Partners/Directors/Co-owners any outstanding County Court Judgements? *If ‘yes’, please provide full details ………………………………………………………….* | **Yes** [ ]  | **No** [ ]  |
| Have you or any of the Partners/Directors/Co-owners/Trustees ever been convicted of fraud or any other offence involving dishonesty?*If ‘yes’, please provide full details ………………………………………………………….* | **Yes** [ ]  | **No** [ ]  |
| Have you or any of the Partners/Directors/Co-owners/Trustees ever been a Director or substantial share holder in a company which ceased trading or has gone into liquidation or receivership or for which an administrator has been appointed? *If ‘yes’, please provide full details ………………………………………………………….* | **Yes** [ ]  | **No** [ ]  |
| Have you previously received or are currently applying for funding from any EU or public funding programme for this project? *If ‘yes’, please provide full details………………………………………………………......* | **Yes [ ]**  | **No [ ]**  |
| Have you received any financial assistance from the EU or public body for any other project within the last three years? I*f ‘yes’, please provide full details…………………………………………………………..* | **Yes [ ]**  | **No [ ]**  |
| * I, the undersigned, wish to apply for the Business Wales Childcare New Employees Grant.
* I have read and accept the guidance note and privacy statement (Annex A) that accompanies this form.
* I acknowledge that Welsh Government and its appointed contractor will:
* Undertake any credit and other appropriate business checks considered necessary to assess the application
* Take the opportunity to share my details and those of my business as a case study for publicity purposes
* Check the nature and impact of the Grant in the future.
* I declare that the information provided in this application is true and accurate, to the best of my knowledge, and that the giving of a false declaration may result in action by Welsh Government or its appointed contractors against the signatory for recovery of the Grant.
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| **Signed:** |       | **Print Name:** |       |
| **Position in Company:** |       | **Date:** |       |

***Please send your scanned, signed and dated copy to:*** Childcaregrant@businesswales.org.uk

**If you need help with the application, please speak with your local Business Wales team or call us on 03000 6 03000. Live chat is also available** [www.businesswales.gov.uk](http://www.businesswales.gov.uk)

**ANNEX A**

**Business Wales Childcare New Employees Grant – Privacy Statement**

In order to be considered for the Childcare New Employees Grant and receive Business Wales support, we are required to collect information from you. This information will include personal information and relevant business information which will enable us to provide you with the appropriate advice and information. Failure to provide us with this information will preclude you from being eligible for the Grant and accessing the service.

Your privacy is important to Business Wales and in line with General Data Protection Regulations (GDPR) we have developed a Privacy Notice that ensures that your personal data will be processed fairly and lawfully and in a transparent manner.

The lawful bases for processing data, will be Welsh Governments **Public task.** The processing of data is necessary for Business Wales to deliver this grant and has a clear basis in law.

This is in line with Article 6(1)(e) of the General Data Protection Regulation 2016 and based upon our official authority under Section 60 (1) (a) of Government of Wales Act. Where Welsh Government has the powers to undertake actions they consider appropriate to achieve the promotion or improvement of the economic wellbeing of Wales. Where special category data is provided by users it is under condition given at Article 9(2) (a) of the GDPR (Regulation EU 2016/679).

**Please take a moment to familiarise yourself with our privacy practices.**

**Why we collect and process the data collected**

In order to be considered for a Childcare New Employee Grant and receive Business Wales support, we are required to collect information from you. This information will include personal information and relevant business information which will enable us to provide you with the appropriate advice and information. Failure to provide us with this information will preclude you from being eligible for the Grant and accessing the service.

Welsh Government will be the Data Controller for the personal data you provide in your Childcare New Employee Grant. In line with our public task the data provided will be used to assess your Grant Application and award funding if you are successful.

Information collected includes name, address, contact information and information about your business. To receive Business Wales support, we will also ask for demographic information which helps us to target the right demographic groups for business support. Applicants have the option of “Prefer not to say”.

If you are not successful in your application, we will write to you with an outline of the reasons why and how you can re-apply for the funding (should you wish to).

**Who will have access to your data:**

The collected information will be accessible by the system technical administrators who support the I.T. system.  System technical administrators will not use your details in any way.

The information collected for the purpose of Business Wales support is shared with the following organisations for the purposes listed below:

* By contractors delivering the Business Wales service that provide support to beneficiaries;
* By approved social research organisations, to carry out research, analysis or equal opportunities monitoring of the Business Wales service;
* EC (European Commission) and European Funds Audit Team (EFAT) who will take samples of our data to ensure we are following the correct processes

**What we do with it**

* To monitor and report on the number of individuals and enterprises taking part in projects and the number of people from different groups being supported (e.g. different ages, genders and ethnicities).
* Please note that research organisations/evaluators will only contact a sample of individuals and/or enterprises. If you are contacted to take part in any research/evaluation about your experience on the project the purpose of the interview or survey will be explained to you and you will be given the option to say yes or no to taking part. Your contact details will only be used for approved research and will be deleted once this approved research is complete.

**How long are your details kept?**

We are required under State aid legislation to keep your personal data for a minimum of 10 years after the project ends after which time it will be securely destroyed.

**Your rights**

Under the data protection legislation, you have the right:

* to access the personal data the Welsh Government holds on you;
* require us to rectify inaccuracies in that data
* to (in certain circumstances) object to or restrict processing
* for (in certain circumstances) your data to be ‘erased’
* to lodge a complaint with the Information Commissioner’s Office (ICO) who is our independent regulator for data protection

The contact details for the Information Commissioner’s Office are:

Customer Contact

Wycliffe House

Water Lane

Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

**Website:** [**www.ico.org.uk**](http://www.ico.gov.uk/)

For help with any of the above rights, please contact our Business Wales Helpline **03000 6 03000**or use the contact form on <https://businesswales.gov.wales/contact-us>

**The Freedom of Information Act and your Information**

The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by public bodies, including the Welsh Government. The information you provide us may be the subject of a freedom of information request by another member of the public. We would consult with you to seek your views before responding to such a request.

**For further information on your information rights, please get in touch with:**

Data Protection Officer

Welsh Government

Cathays Park

CARDIFF
CF10 3NQ

Email address: DataProtectionOfficer@gov.wales