

BUSINESS WALES CHILDCARE START UP GRANT

GUIDANCE NOTES FOR APPLICANTS

This is a grant to provide financial assistance for those who are setting up a childminding business in Wales.

PURPOSE

The purpose of the Grant is to encourage new childminders into the sector and create additional flexible childcare places throughout Wales. The grant will offer some financial assistance to help with some of the costs associated with starting a childminding business.

BUSINESS WALES

Business Wales provides tailored support to start-up, micro and small and medium sized businesses in Wales and can help those working in the Childcare sector. The service can help you understand what your needs are and provide tailored support packages including access to online tools, workshops, specialist advisers and mentors. In addition to working with you on a business diagnostic and action plan, our advisers can also provide targeted financial advice and access to an online financial toolkit specifically designed for the Childcare sector.

To find out more, please call our Helpline on 03000 6 03000 or speak with your local Business Wales team. Live chat is also available on www.businesswales.gov.wales. To qualify for this grant you must have registered for Business Wales support.

Welsh Government's Economic Contract

The Welsh Government's Economic Action Plan drives change in policy and delivery to create an economy of inclusive growth that boosts our wealth and wellbeing, and narrows inequalities. The Economic Contract frames a new relationship with business based upon the principle of public investment with a social purpose to help businesses respond to the challenges of the future.

WHO CAN APPLY?

Applicants, based in Wales, looking to provide childcare for children from birth up to the age of 12 years within a domestic premises that is not the child's own home for more than 2 hours per day for financial reward.

Childminders can offer full day care and part-time care including before and afterschool provision, provision during school holiday, funded education places and free childcare places.

WHAT CAN BE FUNDED AND HOW MUCH CAN YOU APPLY FOR?

Eligible costs could include (please note this list is not exhaustive):

- Registration Fees
- DBS Check
- Training e.g. childminder pre-registration training, First Aid, Health & Safety etc
- Specialist Equipment
- Modifications to domestic premises.

The maximum Start Up Grant available is £500.

Please note - any expenditure that occurs before the date of the grant award will be ineligible.

HOW TO APPLY

The applicant must register with the [Business Wales](#) service by contacting 03000 6 03000 and then submit an application form to apply for the Childcare Start Up Grant. The Childcare Start Up Grant is open to applications from 30th September 2019 up to 31st March 2020 (subject to funds remaining available). Please send your scanned, signed and dated copy to Childcaregrant@businesswales.org.uk

GUIDANCE ON COMPLETING THE FORM

Section 1 – Applicant Details

This part asks for information about you ‘the applicant’. If you are intending to set up a childminding business, please tick the Pre-Start option.

Section 2 – Bank Details

Please provide details about where you would like the grant to be paid.

Section 3 – Insurance Details (if applicable)

Please provide details about any insurance policies that you may have in place.

Section 4 -Proposed Business Details

This section asks for information about the proposed business details and what the Start Up Grant will be used for. Please tell us what the money will be spent on (including a breakdown of costs) and how this will help you with starting a childminding facility.

For VAT registered businesses, the Grant can only be paid **exclusive of VAT**

For those who are developing their business and have not yet started trading, please note, you will be required to be registered with Care Inspectorate Wales (CIW).

All registered childcare settings have to meet the National Minimum Standards for Regulated Childcare for children up to the age of 12 years and have to comply with Childminding and Daycare Regulations Wales.

Please provide detail of what barriers you have to starting the childminding business and how this Grant will help you overcome them.

We will also need to know if there is demand for additional childcare provision. You may wish to contact your Local Authority to discuss whether the Childcare Sufficiency Assessment shows there is a need for additional childcare provision in your area. Alternatively, you may share a waiting list or show those parents who have committed to using your new business.

Section 5 - Declaration

It is important that you read and understand the conditions associated with this Grant application. If you agree to the conditions and you can confirm that the information provided in the application is true and accurate, then you must insert your signature and the date in the boxes provided. The application must be signed and dated by the person who has financial authority within the organisation / business.

For clarity, your business must have started trading before the grant can be paid. Should you business cease to trade within the first six months after its start trading date, we may require repayment of all or part of the grant.

Should you need further space to give full details, please provide this separately.

WHAT HAPPENS AFTER THE APPLICATION IS RECEIVED?

Grant applications will normally be acknowledged within five working days of receipt. Decisions on Grants will be made normally within ten working days of acknowledging receipt of the application.

Decisions on applications will be made based on the information provided in the application form and information checks that are conducted from financial and other business source data. If the information or application is incomplete, then processing time will start from receipt of a full application.

To apply for the grant, you should ensure you include evidence of what you intend to spend the grant on. This could include quotes/bookings for:

- Registration Fees
- DBS Check
- Training e.g. childminder pre-registration training, First Aid, Health & Safety etc
- Specialist equipment
- Modifications to domestic premises.

If funding is awarded you will receive a letter notifying you of the award of the Grant. This money will be held until start your business and make your claim.

To claim the funding, you will need to evidence that your business has started, and you will need to complete a self-declaration confirming the money has been spent in line with the costs noted on your original application. Payments will then be made in a single instalment normally within five working days of receipt of the self-declaration. Please note, the provision of this Grant is at the discretion of the Welsh Government and is subject to applicants meeting the eligibility criteria and the availability of funding.

Approximately six months after the Grant has been paid to you, our Business Wales team will contact you to ask some follow-up questions. They will want to hear about how things are going with the creation of your business and if they can provide any additional support from the Service.

If your application is unsuccessful, you will receive a letter outlining the reason[s] why and recommendations for further support. It will also contain details of how you may take this matter further should you wish to do so.

CONTACT DETAILS

If you need help with your application, please speak with your local Business Wales team or call our Helpline on 03000 6 03000. Live chat is also available on www.businesswales.gov.wales. Alternatively, you can write to the Childcare Grant Administrator, Business Wales, Bocam Park, Unit 14/15 Oldfield Road, Pencoed, Bridgend CF35 5LJ.

GRANT REPAYMENT

Applicants should note that the Welsh Government or its appointed contractors may require repayment of the grant in full or part if the funds are not used for the purposes stated on the application form. By signing the application form, you, the applicant, is entering into an agreement as such and this may be enforced by requesting proof of spend, post grant award.