



New Childcare Business Grants Scheme  
February 2017

### Application Form: Childminder Agency

**Please read the Guidance before completing this form.**

If you have any queries or doubts regarding your eligibility, or require assistance in completing the form, please contact us on [childcarebusinessgrants@ecorys.com](mailto:childcarebusinessgrants@ecorys.com) or 0207 444 4268.

Please complete all sections of the application. If you do not do so we will be unable to assess your application.

Please send your completed application form and supporting documentation to:  
Childcare Business Grants Scheme, Ecorys UK, 5<sup>th</sup> Floor, Queen Elizabeth House, 4 St Dunstan's Hill, London, EC3R 8AD.

### Section 1: Eligibility criteria

**This scheme is to encourage the establishment of NEW childcare businesses. If you have been registered with Ofsted for longer than 12 months you are not eligible for a grant.**

**Please note that from 1<sup>st</sup> May 2017 if you have been registered with Ofsted for longer than 3 months you are not eligible for a grant.**

**In order to be eligible you must confirm that you:**

- are a Childminder Agency (CMA) operating in England
- are registered with Ofsted as a CMA on the Early Years Register and be able to provide a copy of your certificate with your application
- are a **NEW** CMA – either have started within 12 months of your registration date (will reduce to 3 months from 1<sup>st</sup> May 2017) or due to start within the next 6 months

- directly encourage and support your registered childminders or providers to offer the 30 hours funded childcare entitlement, either themselves or in partnership with other providers
- will spend the grant on costs directly related to setting up your CMA and retain proof of how you have spent the grant
- have not received the Childminder Agency grant before

**Before you start your application you will need:**

- Your National Insurance Number
- Your Registration Number as issued by Ofsted
- Photocopy of your Ofsted certificate. Do NOT send us your original certificate.

Please complete all sections of the application. If you do not do so we will be unable to assess your application.

**Section 2: Your Application**

Please select the type of childcare business you are:

Childminder Agency (CMA)

Where did you hear about this grant scheme? Please circle

- Local Authority
- Department for Education
- Ofsted
- PACEY
- Friend or colleague
- Sector media
- Internet search
- Other (please specify) \_\_\_\_\_

**Section 3: Personal details**

*The contact person should be the nominated person or registered person listed with Ofsted.*

Title (Please circle):                      Mr / Ms

Forename \_\_\_\_\_ Surname \_\_\_\_\_

Email: \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

**Business Address**

Street \_\_\_\_\_

Town/City \_\_\_\_\_

County \_\_\_\_\_

Post Code \_\_\_\_\_

Local Authority \_\_\_\_\_

Date of Birth \_\_ / \_\_ / \_\_\_\_

National Insurance Number 

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*Note that the format is AB 12 34 56 C*

**Section 4: About your business**

Has your CMA started trading (and recruiting childminders)? Please circle

Yes / No

If yes, please provide the date your CMA started trading: \_\_ / \_\_ / \_\_\_\_

*Please note that if you are already trading as a CMA you are only eligible for this grant if your business started trading within 12 months of your Ofsted registration date. From 1<sup>st</sup> May 2017 this will reduce to 3 months.*

If you are not yet trading, do you intend to start trading in the next 6 months? Please circle

Yes / No

Please give the expected start date of your business: \_\_ / \_\_ / \_\_\_\_

Please confirm that you directly encourage and support your registered

childminders or providers to offer the 30 hours funded childcare entitlement, either themselves or in partnership with other providers

### **Section 5: Your local authority**

This section is not relevant for CMAs and has been excluded.

### **Section 6: Your Ofsted registration**

*In order to be eligible for the grant you will need to provide us with your CMA number and a **copy** of your Ofsted certificate. Do NOT send your original certificate.*

CMA number:

\_\_\_\_\_

### **Section 7: Payment, Claim Audits & Survey**

#### **Payment of your grant**

You should complete this section now. However, no payment will be made until your application has been approved.

Grants for the Childcare Business Grants Scheme are paid by the Bank Automated Clearing System (BACS). This means that the money will be credited directly into your bank account. It can take up to 4 weeks from approval to the grant being paid to you.

To enable us to make your grant payment directly into your account, we need to know the bank account name, the account sort code and number and which bank or building society the account is held with.

Please double check that the sort code and account numbers are correct as any errors will mean that your grant payment is delayed.

|                               |  |
|-------------------------------|--|
| Account Name:                 |  |
| Bank/Building Society Name:   |  |
| Sort Code: e.g. 00-00-00      |  |
| Account Number: e.g. 12345678 |  |

#### **Claim Audits**

We **will** audit your CMA grant. You will be notified of your audit within 12 months of your grant payment. You will need to submit copies of your receipts and records demonstrating the expenditure you incurred setting up your childcare business. You should keep all of this evidence for at least 12 months after receipt of your grant.

Examples of expenditure may include:

- Registration
- Training
- The process of establishing the business
- Marketing / recruitment of childminders
- Advertising to parents

Please tick this box to confirm that you are aware that your grant payment will be selected for audit

## Survey

We would like to contact you again via email some time after you have received your grant. This will help us to understand how you have used it and what difference it made to setting up your CMA. This will help us to ensure that the scheme focuses on the things that we want it to, and also help us to decide the future of the scheme when the time comes.

Please tick this box if you would prefer not to take part in our survey

## Section 8: Declaration

Please tick:

I confirm that the details I have given here are correct to the best of my knowledge.

I understand that providing false information will invalidate my application.

I confirm that I am either running a CMA which started trading in the last 12 months or plan to start trading as a childcare business in the next 6 months

I understand that the grant will not be paid until my application and required documents have been verified

I agree that my details may be shared with relevant statutory bodies (which may include your Local Authority, Ofsted and the Department for Education).

Signature:

Date: \_\_/\_\_/\_\_\_\_\_

Name: (Block Capitals)

### **Checklist**

In order to prevent delays in processing your application, please ensure that:

- All questions have been answered
- You have provided a copy of your registration certificate
- The form is signed and dated