

Childcare Business Grants Scheme Application Guidance Childminder Agency

This guidance is intended for those completing the application form to apply for a Childminder Agency grant from the Childcare Business Grants Scheme.

Please read this guidance before completing the application form.

Frequently Asked Questions are updated regularly and can be found on our website at www.childcarebusinessgrants.com

Introduction to the Scheme

The Childcare Business Grant scheme is part of a number of government reforms aimed at increasing the choice of flexible high quality childcare for working families, in support of the Government commitment to give working parents 30 hours a week of funded childcare. The Government recognises that the availability of good quality, affordable childcare is key to enabling parents to work – both to support their families and to realise their career ambitions. Therefore, this scheme aims to encourage new childminding businesses that are committed to offering the 30 hours funded entitlement in England.

The scheme awards one-off start-up grants of £1,000 for organisations registering on the Early Year Register (EYR) as Childminder Agencies (CMAs).

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.

If you are running an agency which has been registered with Ofsted for longer than 3 months you may not be eligible for a grant.

In order to be eligible you must:

- Be a Childminder Agency (CMA) operating in England
- Be registered with Ofsted on the early years register as a CMA and be able to provide a copy of your certificate with your application
- Be a **NEW** CMA – either have started within 3 months of your registration date 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
- Spend the grant on costs directly related to setting up your CMA and retain proof of how you have spent the grant
- Not have received the Childminder Agency grant before.

Before you start your application you will need:

- Your National Insurance Number
- Your CMA Number as issued by Ofsted
- Electronic version of your Ofsted certificate (scanned or photographed copy) or a photocopy

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

Completing the form

This guidance is designed to give you step by step instructions and help in completing the application form. We recommend you read the instructions in full before starting

your application and refer to it as you complete it. [Guidance on using the online form is included in blue text throughout this document.](#)

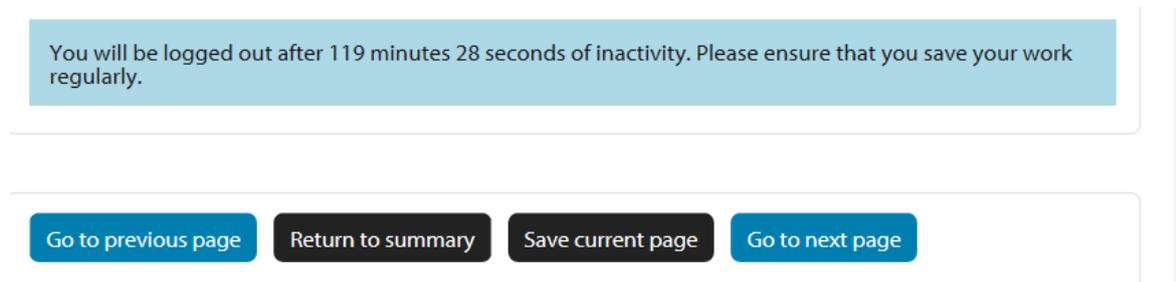
Completing the form online

You can track your progress in the top right hand corner of the application form. It will tell you how many pages out of 9 and what percentage of the application form you have completed.

The Page Summary gives you an overview of the 9 pages you need to complete. The Status column will indicate how far you have got with each section – Not Started, In Progress, Complete.

Click on the Start button in the summary to start a section.

Within any section you can save the current page, go to the next or previous page or return to the summary. The system will log you out after 2 hours of inactivity.



Section 1: Am I eligible to apply?

Question	Guidance
You need to confirm that you meet the eligibility criteria	See page 2 of this guidance

Section 2: Your application

Question	Guidance
Please select the type of childcare business you are.	Childminder Agencies are designed to help increase the number of childminders entering

Question	Guidance
	the profession and deliver improved quality.
Where did you hear about this grant scheme?	Please indicate how you heard about the scheme. If it was more than one place, please choose the most recent.

Section 3: Personal details

Question	Guidance
The contact person should be the nominated person or registered person listed with Ofsted	<p>The application is for a CMA business, which is paid to the person registered with Ofsted or a nominated person.</p> <p>Note that only one grant is available per CMA business.</p> <p>Online form: Your contact details will have been automatically added from your account registration information. Please ensure they are correct and add or update the fields as necessary. To update any field, choose Edit on the right hand side. When you are asked if you want to update your account details you should say yes.</p> <p>Note that name, email address and phone number are mandatory fields.</p>
Title	Please indicate your title.
Name	Please include your full name.
Business Address	Please include your business address.
Date of Birth	<p>Please include your date of birth.</p> <p>Online form: You can type your date of birth as: DD/MM/YYYY or use the calendar icon to find your date of birth.</p>
National Insurance Number	<p>Note that the format is AB123456C.</p> <p>You can find your National Insurance number on your payslip, P60, or letters about</p>

Question	Guidance
	<p>tax, pensions and benefits. If you have a personal tax account you can also view it there and print a confirmation letter. If you have lost your number visit https://www.gov.uk/lost-national-insurance-number .</p>
Email	Please provide an email address so that we can contact you in relation to your application and request bank details if approved.
Daytime contact number	Please provide a phone number in case we need to contact you in relation to your application
Local Authority	<p>This information will be used to identify the areas in England where this scheme is being taken up.</p> <p>This information is for monitoring and update purposes. Please enter the LA where your CMA is located.</p> <p>Online form: Type the first few letters of your Local Authority and the form will bring up a number of search results for you to choose the correct one.</p>

Section 4: About your business

Question	Guidance
Has your CMA started trading (and recruiting childminders)?	<p>If you are already trading as a business you are only eligible for this grant within 12 months of the registration date on your Ofsted certificate.</p> <p>From 1st May 2017 if you have been trading</p>

Question	Guidance
	for longer than 3 months then you may not be eligible for this grant scheme.
<p>If you are not yet trading, do you intend to start trading in the next 6 months? Please give the expected start date of your business</p>	<p>If you are not yet trading, you should intend to start your business in the next 6 months, from the date of your grant application.</p> <p>If you do not intend to start trading within this time then you are not eligible for this grant scheme.</p>
<p>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.</p>	<p>This is known as the 30 hours of government-funded childcare for working parents. This funding is designed to help eligible working parents with the cost of childcare, and will be introduced from September 2017. It extends the existing universal entitlement of 15 hours of funded early education a week. More information can be found here.</p> <p>As a CMA you should also be directly encouraging and supporting your registered childminders to offer government funded hours for 2, 3 and 4 year olds, as well as the working parent entitlement.</p>

Section 5: Your local authority

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

Section 6: Your Ofsted registration

Question	Guidance
Please enter the registration date as shown on your Ofsted certificate	

Question	Guidance
CMA Register Number:	In order to be eligible for the grant you will need to provide your CMA Number as issued by Ofsted. This can be found on your registration certificate.
Send a copy of your certificate.	<p>You can send a copy of your certificate in a number of ways:</p> <p>If applying online, you can upload a scanned or photographed version of the full certificate into your application if it is less than 4MB. If it is more than 4MB you will need to email it or send it by post.</p> <p>If you are applying by post, you can send a scanned or photographed version of the full certificate to childcarebusinessgrants@ecorys.com.</p> <p>Alternatively you can send a photocopy of your certificate to Childcare Business Grants Scheme, Ecorys UK, 5th Floor, Queen Elizabeth House, 4 St Dunstan's Hill, London, EC3R 8AD.</p> <p><u>Do NOT send your original certificate as we will be unable to return this to you.</u></p>

Section 7: Payment, claim audits and survey

Payment

Question	Guidance
Bank details	You should complete this section now. However, no payment will be made until

Question	Guidance
	<p>your application has been approved.</p> <p>To enable us to make your grant payment directly into your account, we need to know the account holders name, the account sort code and number and which bank or building society the account is held with.</p> <p>Please double check that the sort code and account number are correct as any errors will mean that your grant payment is delayed.</p> <p>The sort code will have 6 digits with no spaces or dashes. The account number will have 8 digits.</p> <p>You will be paid by BACS to the bank account provided once your application has been approved. It can take up to 4 weeks from approval to the grant being paid to you.</p>

Claim Audits

Question	Guidance
<p>Please confirm that you are aware that your grant payment will be selected for audit</p>	<p>You will be notified of your audit within 12 months of your grant payment. We will require copies of your receipts and records which demonstrate the expenditure you incurred in setting up your agency. You should keep all of this evidence for at least 12 months after receipt of your grant.</p> <p>Note that you will also need to keep this evidence</p>

Question	Guidance
	for tax purposes.
Examples of eligible expenditure	<p>Examples of eligible expenditure may include, but are not restricted to:</p> <ul style="list-style-type: none"> • Registration • Training • The process of establishing the business • Marketing / recruitment of childminders • Advertising to parents

Survey

The Department for Education would like to carry out a survey of grant recipients to understand how you have used the grant and the difference it made to setting up your childcare business. The survey will help also ensure that the scheme focuses on the things that they want it to, and help them to decide the future of the scheme when the time comes. If you do NOT wish to be contacted about the survey, please indicate by ticking the box.

Section 8: Declaration

All statements need to be confirmed by the applicant as read, understood and confirmed to be true. Applications cannot be made without this declaration being completed.

You should also include your name and the date the application was completed and submitted. Hard copy applications require a signature.

Online form: Once you have completed your application form please click 'Save current page' and then click the blue 'Submit Application' button.

If the blue 'Submit Application' button does not appear, please click 'Return to Summary' to see which section of the application is not complete.

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. Do NOT send your original certificate.
- If applying by post, the form is signed and dated.

Still have questions?

Please check the Frequently Asked Questions on our website at

www.childcarebusinessgrants.com

If you can't find what you're looking for please contact our helpline at

childcarebusinessgrants@ecorys.com

0207 444 4268

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