



## **Childcare Business Grants Scheme Application Guidance Childminder/Childcare Provider on Domestic Premises**

**This guidance is intended for those completing the application form to apply for a Childminder or Childcare Provider on Domestic Premises 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](http://www.childcarebusinessgrants.com)**

### **Introduction to the Scheme**

The Childcare Business Grants 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 the following one-off start-up grants to new childcare businesses:

- A universal award of £300 for new childminders or childcare providers on domestic premises registered on the Early Years Register (EYR) across England;
- Introducing a locality supplement of £200 to the universal award, providing a total grant of £500. This will be paid to new childminders within certain local authorities

(LA) where there are low numbers of childminders, and the LA has been highlighted as facing challenges around rurality and disadvantage.

The local authorities eligible for this locality award from **4<sup>th</sup> April 2018** are:

Birmingham  
Cambridgeshire  
Cheshire East  
Cheshire West and Chester  
Cornwall  
Cumbria  
Derbyshire  
Devon  
Dorset  
Durham  
Essex  
Gloucestershire  
Hampshire  
Kent  
Kingston Upon Hull, City of  
Lancashire  
Leeds  
Leicestershire  
Lincolnshire  
Norfolk  
North Yorkshire  
Northamptonshire  
Northumberland  
Nottinghamshire  
Oxfordshire  
Plymouth  
Somerset  
Staffordshire  
Suffolk  
Wiltshire

- £1,000 for childminders or childcare providers on domestic premises registered on the EYR who will be looking after children with special educational needs or disabilities (SEN/D).

## Eligibility criteria

**From 1<sup>st</sup> May 2017, if you have been registered with Ofsted or a CMA for longer than 3 months you will not be eligible for a grant.**

### **In order to be eligible you must:**

- Be a Childminder or a Childcare Provider on Domestic Premises in England
- Be registered with Ofsted or a CMA on the **Early Years Register** and be able to provide a copy of your certificate with your application
- Be a **NEW** business. This means:
  - You must have been registered with Ofsted/CMA for less than 3 months<sup>1</sup>
  - AND
  - Have already started your business (this cannot be before your Ofsted/CMA registration date)
  - OR
  - If you have not yet started your business you must plan to do so within 6 months of your application date
- Plan to offer the 30 hours funded childcare entitlement for 3- and 4-year-olds yourself or in partnership with other providers and are registered with your Local Authority to do so
- Spend the grant on costs directly related to setting up your childminding business and retain proof of how you have spent the grant
- Not have received a grant under the Childcare Business Grants scheme before
- Not be a private nursery, after school club or other type of provider.

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

- Your National Insurance Number
- Your Early Years Registration Number as issued by Ofsted or the CMA
- Electronic version of your certificate (scanned or photographed copy) or a photocopy
- If you are registered with a CMA you need their Ofsted registration number.

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

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<sup>1</sup> Up to 30<sup>th</sup> April 2017 this was 12 months

## 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.

You will be logged out after 119 minutes 28 seconds of inactivity. Please ensure that you save your work regularly.

Go to previous page

Return to summary

Save current page

Go to next page

### 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
<p>Please select the type of childcare business you are.</p>	<p>This can be found on your Ofsted/CMA registration certificate.</p> <p>The grant for Childminders and Childcare Providers on Domestic Premises is the same grant and for the same amount (£300).  <b>(£500 in certain LA's)</b></p> <p>This question will help us to identify the types of providers applying for the grant and enable DfE to make informed decisions in the future.</p> <p>A registered <u>childminder</u> is someone who takes care of children who are not their own in a home (usually the childminder's own) with up to 2 other people.</p> <p>A <u>childcare provider on domestic premises</u> is a registered childminder who cares full time for children in someone's home with at least 3 other people.</p> <p>Further information on the different types of registered childcare providers can be found at <a href="https://www.gov.uk/register-childminder-childcare-provider/what-to-register-as">https://www.gov.uk/register-childminder-childcare-provider/what-to-register-as</a></p>
<p>Do you wish to apply the higher rate of grant because you will be providing care for children with special educational needs or disabilities (SEN/D)?</p>	<p>Providing care for children with SEN/D will require extra resources for you as a childminder including possibly making adaptations to your business premises.</p>

Question	Guidance
	<p>The higher rate grant (£1,000) is intended to cover the additional costs paid by you to enable you to care for children with SEN/D.</p> <p>It is expected that someone applying for the higher rate SEN/D grant will have made a business decision to look after children with SEN/D. All higher rate SEN/D grants will be audited and you will be required to submit evidence of relevant expenditure. If acceptable evidence is not provided then the money will be claimed back.</p> <p>Note that <b>all</b> grants to childminders for children with SEN/D will be audited.</p>
<p>Please provide details of your business decision to look after children with SEN/D.</p>	<p>To demonstrate your business decision to look after children with SEN/D please include details of:</p> <ul style="list-style-type: none"> <li>• The experience you have had with looking after children with SEN/D and why this has made you decide to look after children with SEN/D within your new childcare business.</li> <li>• What SEN/D specific training you have attended or plan to attend.</li> <li>• How you are promoting or intending to promote your business to parents of SEN/D children</li> <li>• What are the actual or anticipated needs of your child/ren with SEN/D are and what you need to purchase to enable you to look after these SEN/D children. This</li> </ul>

Question	Guidance
	could include training, resources, equipment or adaptations to your home and garden.
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
<p>The contact person should be either:</p> <ul style="list-style-type: none"> <li>• If a childminder – the childminder themselves</li> <li>• If a childcare provider on domestic premises – the nominated person or registered person with Ofsted or the CMA.</li> </ul>	<p>The grant application is for a business, which is paid to the business owner or a nominated person. If you are a childminder this will be yourself. If you are a provider of childcare on domestic premises, this should be you as the person who is registered or someone that you have nominated as the contact for registration purposes.</p> <p><b>Note that only one grant is available per business.</b></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, phone number and home address are mandatory fields.</p>

Question	Guidance
Title	Please indicate your title.
Name	Please include your full name.
Address	Please include your home address.
Email	Please provide an email address so that we can contact you in relation to your application.
Daytime contact number	Please provide a day time phone number in case we need to contact you in relation to your application.
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 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 <a href="https://www.gov.uk/lost-national-insurance-number">https://www.gov.uk/lost-national-insurance-number</a> .</p> <p>Online form: Please enter your number without spaces.</p>
<p>Is the main childminding premise different to the address given above?</p> <p>If yes, please provide the address.</p>	<p>You may be running your business from a different address to your home. If this is the case, please include this address.</p> <p><u>The grant application is per business.</u> If you are working from someone else's home and you are both applying for a grant you will need to provide evidence that you are separate businesses in order to both be eligible for a grant.</p>



## Section 4: About your business

Question	Guidance
<p>Have you already started your childcare business?</p> <p>If yes, please provide the date your business started trading</p>	<p>If you are already trading as a business you are only eligible for this grant if you started trading within 3 months of the registration date on your Ofsted certificate.</p>
<p>If you are not yet trading, do you intend to start a childcare business in the next 6 months?</p> <p>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 you intend to offer the 30 hours funded childcare entitlement for 3- and 4-year-olds yourself or in partnership.</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 <a href="#">here</a>.</p> <p>Local authorities have a statutory duty in regard to childcare, and can offer useful advice and information regarding the situation in your area. Please check with your local authority.</p>

## Section 5: Your Local Authority

Question	Guidance
<p>What is the name of the local authority in which the main domestic premises of the childminding business is located?</p>	<p>This information will be used to identify the areas in England where this scheme is being taken up. If you do not know who your Local Authority is you can find this by entering your business premises postcode at <a href="https://www.gov.uk/find-local-council">https://www.gov.uk/find-local-council</a>.</p> <p>This may show a number of results, such as your County and Borough Council. You should include in the form the Council responsible for education – this is usually the County Council.</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>
<p>Please confirm that you have contacted your local authority</p>	<p>You should not apply for this grant until you have contacted your Local Authority. You should ask about the need for additional childcare provision in your area and the availability of the required training courses together with what other support the Local Authority can offer you in setting up your business and working in partnership if you are interested in this.</p>
<p>Please confirm that you have registered with your local authority to offer funded hours of early education (including the new 30 hours entitlement from September 2017)</p>	<p>This is a requirement of the grant scheme.</p>

## Section 6: Your Ofsted/CMA registration

Question	Guidance
Please enter the registration date as shown on your Ofsted/CMA certificate.	Enter the registration date as shown on your Ofsted/CMA certificate.
Are you registered with Ofsted or a CMA?	<p>If you are registered with Ofsted please provide your Early Years Register number.</p> <p>If you are registered with a CMA, please provide your CMA's Ofsted number <u>and</u> the number that the CMA gave you when you registered with them.</p>
Send a copy of your Ofsted/ CMA registration certificate.	<p>You can send a copy of your certificate in a number of ways:</p> <p><a href="#">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.</a></p> <p>If you are applying by post, you can send a scanned or photographed version of the full certificate to <a href="mailto:childcarebusinessgrants@ecorys.com">childcarebusinessgrants@ecorys.com</a>.</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	<p>You should complete this section now.</p> <p>However, no payment will be made until 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><b>Please double check that the sort code and account number are correct as any errors will mean that your payment is delayed.</b></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 may/will be selected for audit</p>	<p>If you receive a standard (£300 or £500) grant your claim <b>may</b> be selected for a post-payment audit.</p> <p>If you receive a grant for caring for children with SEN/D (£1,000) then you <b>will</b> be audited.</p> <p>You will be notified of your audit within 6 months of your grant payment. You will need to submit copies of your receipts and records demonstrating the expenditure you incurred in setting up your childcare business. You should keep all of this evidence for at least 12 months after receipt of your grant.</p> <p>The grant must be spent <u>within 3 months</u> of receipt.</p> <p>Note that you will also need to keep this evidence for tax purposes.</p>
<p>Examples of eligible expenditure</p>	<p>Examples of eligible expenditure may include, but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Training costs</li> <li>• Health check costs</li> <li>• Disclosure and Barring Service costs</li> <li>• Ofsted/CMA registration costs</li> <li>• Equipment costs</li> <li>• Insurance costs</li> <li>• Other associated costs</li> </ul>

## **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.

### **Section 9: Equality Information**

The Government is keen to ensure that these grants are accessible to all. To help us monitor this, we would be grateful if you would complete this section. It will have no bearing on your application and is optional. Information provided will be treated as strictly confidential and will be used for statistical purposes only. It will not be published or used in any way which allows any individual to be identified.

[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](http://www.childcarebusinessgrants.com)

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

[childcarebusinessgrants@ecorys.com](mailto:childcarebusinessgrants@ecorys.com) or telephone 0207 444 4268 between 10am and 4pm. (Office open Monday to Friday, excluding public holidays)

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