**Parent & Toddler Group Initiative**

**Grants 2024**

**Guidelines for Parent & Toddler Groups**

**Information on grants available:**

Applications for funding under this scheme should only be made by P&T Groups that are organised on a not-for-profit basis and involve the participation of parents/guardians to include recently arrived parents and children from Ukraine and other countries in the community. Grants will normally range from **€100 to a total maximum of €1,300**. New start up groups may apply for a grant of up to **€1,000;** existing P&T Groups can apply for up to **€800.**

There is also a maximum of **€300** available to operate/establish Buggy Walking Groups[[1]](#footnote-2). Groups are advised to contact Donegal County Childcare Committee (DCCC) for further information in respect of this additional funding option (as the maximum allowable funding is €1,300, new groups who are applying for €1,000 are eligible to apply for this additional amount).

**Funding will be available for:**

* Toys, equipment and books for indoor and outdoor activities, including children’s refreshments.
* Storage for equipment.
* Training for parents, e.g. paediatric first aid, committee skills, parenting courses, facilitated sessions,
* Promotional Leaflets including any required translations.
* Children’s activities, e.g. arts and crafts, music.
* Limited funding will be available towards insurance or rent, up to a maximum of **50%** of total funding for existing services.
* Limited funding will be available towards insurance or rent, up to a maximum of **70%** of total funding for new services.
* An amount of up to €300 is available for the establishment of buggy walking groups. It is envisaged that these groups, once established, will involve groups of parents/guardians and children meeting for organised walks on a regular basis (a minimum of 6 walking sessions) in their local community.

**Funding will not be available for:**

* Groups operating out of private homes.
* One off events such as outings, parties and trips.
* P&T Groups with a closing balance of €3,000 or more in the previous year (except where a P&T Group can provide a signed declaration that the funding available to the P&T group is under €3,000).
* Groups who received funding in previous years and did not return the Progress Report and receipts for items purchased.

**Additional Information:**

* P&T Groups should have a Bank Account/Credit Union or Post Office Account. The money taken at each session, any grants received by the group or money received from fundraising should be paid into the account. Spending on the group’s behalf should be paid for by cheque/draft or electronic means. All transactions involving the group’s money should be recorded and all receipts kept.
* Applications from P&T Groups will only be accepted from groups known to Donegal County Childcare Committee (DCCC). New P&T groups should arrange to meet a DCCC staff representative prior to application deadline.
* **Existing P&T Groups must submit evidence of appropriate insurance with their application.** New P&T Groups should submit evidence of insurance within the first month of receiving the grant.

**HSE / HPSC Advice to Parent and Toddler Groups**

P&T Groups must familiarise themselves with the latest public health advice.

**How to Apply:**

* Please detach and fill in the attached application form, using clear block writing.
* **Please ensure that all sections are completed (Application form, Annual Income & Expenditure Account).**
* Simple financial records are important for groups in receipt of grants as they offer protection for all involved. However, newly formed groups do not need to provide a financial record until they are in existence for one year.
* **Please ensure the application is signed by 2 committee members.**
* Applicants are required to submit up to date bank statements/credit union or post office statement (reflecting the groups closing balance as at 31st December 2023) with their application form.
* Forward evidence of insurance with application for existing P&T Groups. For newly formed groups, if insurance is not available, evidence must be submitted within one month of the application being completed.
* P&T groups who received funding in 2023 must have submitted evidence of receipts for items purchased with the last grant, along with progress report.
* **Grant applications will not be recommended if they do not include adequate information, i.e. all sections of the application form must be completed. All supporting documents must be included with the application, i.e, Bank statement/credit union or post office statement and a copy of the group’s insurance.**

**Post Approval Information:**

* Successful applicants are required to submit receipts as evidence of expenditure and comply with any funding conditions as set out in the Grant Agreement letter.
* If a P&T Group wishes to change their approved expenditure, they must apply in writing to Donegal County Childcare Committee prior to purchasing new item. DCCCs’ decision will be confirmed in writing.
* Successful applicants may receive a support visit from their local Donegal County Childcare Committee.

**What Donegal County Childcare Committee can do for you:**

Donegal County Childcare Committee is available to support anyone wishing to set up a P&T Group or those currently running one. We can provide information that promotes the provision of a quality service that runs smoothly and conveniently for all the children and parents attending. We can assist you in choosing toys and activities that are developmentally appropriate; encourage adult child interactions or we may be able to put you in contact with relevant agencies or organisations.

**Important date:**

* Application forms to be returned by: **Friday 19th April 2024**

If required, this form may be photocopied.

Please send completed applications to:

**Grants for Parent & Toddler Groups,**

**Donegal County Childcare Committee,**

**Unit 4B, Riverside Retail & Office Park, Neil T. Blaney Road,**

**Letterkenny, Co. Donegal F92 XH2X**

**Or**

**Email:** [**info@donegalccc.com**](mailto:info@donegalccc.com)

Phone: 074 91 23442

Website: [www.donegalchildcare.com](http://www.donegalchildcare.com)

|  |  |
| --- | --- |
| **Checklist** | * **The closing date is Friday 19th April 2024.** * **Have you completed all sections of the Application Form?** * **Have you enclosed a copy of the group’s insurance?** * **Have you enclosed a copy of the group’s bank statement / credit union or post office account statement?** * **Has two members of your group signed the application?** |

**Please Note:**

* If you are not the contact person for this Parent & Toddler Group can you please forward this application to the correct contact person and inform Donegal County Childcare Committee by calling 074 91 23442 or email [info@donegalccc.com](mailto:info@donegalccc.com) before 19th April 2024.
* The contact name and mobile phone number, meeting place, days and times contained in this completed application form will be shared by Donegal County Childcare Committee with parents looking to join a Parent & Toddler Group in your area and also on DCCC website. Please ensure these details are correct.

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| ***APPLICATION FORM*** |

**Parent & Toddler Group Initiative Grants 2024**

[Please use block letters]

1. **Name of Group: -**

***NB. Please write name of group as it appears on bank/credit union/post office account.***

1. **Address of Group: -**

***NB. Please write name of venue where your group meets weekly*.**

1. **Name and details of two contact people (preferably committee members) (please include address, phone/mobile & email for each): -**

**Name:**

**Address:**

**Phone:**

**Mobile:**

**Email:**

**Name:**

**Address:**

**Phone:**

**Mobile:**

**Email:**

1. **Contact name and number for the group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: This number will be made publicly available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Do you plan to run a buggy walking group**

**with a minimum of 6 sessions? Yes No**

1. **What actions do you intend taking to achieve the goals of this year’s P&T Grant regarding the inclusion of newly arrived families from the Ukraine and other countries?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Amount of grant being sought from CCC (to a limit of**

**€**

**€1,000 new groups: €800 existing groups)?**

**8.. Amount of grant being sought from City/Childcare**

**€**

**Committee for Buggy Walking Group (to a limit of €300)**

**9. Detailed breakdown of costings for grant being sought: - *(Example: €950 being sought;***

***€150 toys, €200 insurance, €200 training, €200 rent, €150 equipment, €50 children’s refreshments)***

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**10. Annual cost of running the group?**

**€**

**11. How often does the group sessions take place? *(Please include day and time for our records)***

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**12. Do you charge participants? Yes / No**

**€**

**If yes, what is the charge per session?**

**13. Do you pay an annual rent for premises? Yes / No**

**€**

**If yes, how much rent is paid?**

**To whom is rent paid?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding Agency**

**Amount €**

**14. Details of funding received in the past year: -**

**(e.g. CCC, HSE, local fundraising, other)**

**15. If funding was received from Donegal County Childcare Committee**

**in 2023 have you returned your Progress Report and receipts?**

**(If ‘NO’ please forward these immediately) Yes No**

**16. Details of unsuccessful funding applications**

**Funding Agency**

**in the past year:**

**Please give reason:**

**Reason**

**Funding Agency**

**17. What other agencies have you applied to for**

**funding/future funding?**

**18. When was the Parent & Toddler Group formed?**

**19. On average how many adults attend the group each week?**

**20. On average how many children attend the group each week?**

**21. How many people are involved in the committee?**

**22. Name of the Insurance Company & Insurance Number.**

**(Please enclose copy of Insurance)**

**23. If your P&T group is part of a larger organisation (e.g. FRC), please tick the box opposite indicating whether the organisation is registered with the Charities Regulator and is compliant with the Charities Regulator Governance Code.**

**Yes No**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annual Income and Expenditure Account 2023**

**(Newly formed groups do not need to provide a financial record until they are in existence for one year)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF GROUP:** |  |  |  |  |
|  |  |  |  |  |
| **TIME PERIOD:** |  |  |  |  |
|  |  |  |  |  |
| **Opening Balance in Account:** |  | **€** |  |  |
|  |  |  |  |  |
| Income 2023 |  |  | Expenditure 2023 |  |
|  |  |  |  |  |
| Parent & Toddler Fees 2023 |  |  | Rent |  |
| Fundraising 2023 |  |  | Heating |  |
| Grants Rec'd in 2023 |  |  | ESB |  |
| Donegal County Childcare Committee |  |  | Insurance |  |
| HSE |  |  | Telephone |  |
| Other (please specify) |  |  | Toys and Equipment |  |
|  |  |  | Snacks - tea & coffee |  |
|  |  |  | Activities (please specify) |  |
|  |  |  | Training |  |
|  |  |  |  |  |
|  |  |  | Other items |  |
|  |  |  |  |  |
| **Total** | € |  | **Total** | € |
|  |  |  |  |  |
|  |  |  |  |  |
| **Closing Balance:** |  | **€** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_ | | Signed: | Date: |
| Treasurer/Committee Member |  |  | Committee Member |  |

1. . Buggy Walking Groups are organised social walks for parents, guardians, and their babies and toddlers. They provide a range of benefits including social interaction, physical activity and emotional, peer support. Buggy Walk Groups aim to give support to parents and guardians and their young children, allowing them to chat to each other, get exercise and fresh air and make friends in their local community. Groups are expected to be inclusive of all newcomers, where possible, but some groups may for example only be able to concentrate on new and expectant mums and recently arrived parents and children from Ukraine and other countries. [↑](#footnote-ref-2)