

Parent & Toddler Group Initiative Grants 2021

Guidelines for Parent & Toddler Groups

Information on grants available:

Applications for funding under this scheme should only be made by Parent & Toddler Groups that are organised on a not for profit basis and involve the participation of parents in the community. Grants will normally range from **€100 to €1,250**. Existing groups can apply for a maximum grant of **€800**. New start up groups may apply for a maximum grant of up to **€1250**.

Funding will be available for:

- Toys, equipment and books for indoor and outdoor activities
- Storage for equipment
- Training for parents, e.g. paediatric first aid, committee skills, parenting courses
- Children's activities, e.g. arts and crafts, music
- Limited funding will be available towards insurance, rent or minor refurbishment, up to a maximum of 50% of total funding for existing services (this increased maximum to 50% is a once-off measure for 2021 only).
- Limited funding will be available towards insurance or rent, up to a maximum of 70% of total funding for new services.

Funding will not be available for:

- Groups operating out of private homes
- One off events such as outings, parties and trips
- Groups with a closing balance of €3,000 or more in the previous year
- 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 Account. The money taken at each session, any grants received by the group or money received from fundraising should be paid into the account. It is recommended that spending on the group's behalf should be paid for by cheque/draft. 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 _____ CCC, new groups should make arrangements to meet a CCC staff representative prior to application deadline

- **Existing** Groups should submit a copy of appropriate and current insurance (not required for new groups) with their funding application where possible. For 2021 only, existing P & T Groups will be permitted to apply for funding without submitting evidence of insurance at application stage. If the application is successful, applicants must then submit evidence of appropriate insurance within one month of receipt of grant.
- New groups will have to submit evidence of insurance within the first month of receiving the grant.

HSE / HPSC Advice to Parent and Toddler Groups

N.B.: Parent and toddler groups must name/contact details of one of its members who is the named person specifically responsible for compliance with the HSE/HPSC guidance in relation to that group.

- Parent and toddler groups must provide a person specifically responsible for compliance with the HSE/HPSC guidance in relation to that group.
- Parent and toddler groups can provide important support for parents and children but pose a risk of infection if they result in congregation of large groups of parents and children in particular if there is extensive and unstructured interaction between adults and children.
- All meeting of groups of people should take account of Government policy on meetings of groups of people at the Framework Level in place at the time.
- The risk of infection is reduced if parent and toddler group can meet /spend as much time outdoors as possible.
- Groups should keep as small as possible and membership of a group should be stable and consistent from meeting to meeting to the greatest degree practical.
- A system for pods within a group can help limit the spread of infection if infection is introduced.
- The group should have a process for declaration of wellness from parents and children on arrival.
- The group should have a process for recording attendance each day to support contact tracing in the event that a member of the group is diagnosed with infection.
- The group should promote hand hygiene, cough etiquette, and cleaning as above for other childcare settings.
- Parents should observe guidance on distancing and use of cloth face coverings.

Link to full Document [Here](#)

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, Progress Report)**

- 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 statement/credit union statement (no older than 2 months) with their application form.
- Forward Evidence of insurance with application, if available.
- Forward Evidence of receipts for items purchased with 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.

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 _____ CCC prior to purchasing new item. _____ CCCs decision will be confirmed in writing.
- Successful applicants may receive a support visit from the local CCC.

What _____ Childcare Committee Can do for you: Each CCC can add in what they feel is relevant here

_____ Childcare Committee is available to support anyone wishing to set up a parent and toddler group or those currently running one. We can provide information which 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 which are developmentally appropriate; encourage adult child interactions or we may be able to put you in contact with relevant agencies or organisations.

Important dates:

- Application forms to be returned by _____.
- Notification of decisions and payment of grants will be made by _____.

This form may be photocopied, if required. Send it to:

Grants for Parent & Toddler Groups,
_____ City/County Childcare Committee,

Phone:

Email:

Fax:

Website:

REMEMBER

The closing date is 10th September 2021

Please Note:

- **If you are not the contact person for this P&T Group can you please forward this application to the correct contact person and inform _____ on _____ ASAP.**
- **The contact name and mobile phone number, meeting place, days and times contained in this completed application form will be shared by ____ CCC with parents looking to join a P&T group in your area. So please ensure these details are correct.**