

Early Years Capital 2016

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Version Update		
Version	Date	Update
1.0	24/02/16	First Version
2.0	04/03/16	<p>Update: Page 4 <u>I want to rent an additional room in another premises to accommodate the expansion of my service. Can I apply for a grant?</u></p>
3.0	10/03/16	<p>Update: Page 4 <u>I am in the process of relocating premises; can I apply for funding for my new premises?</u></p> <p>Update: Page 5 <u>Can I apply for funding towards a pre-fabricated building under Early Years Capital 2016?</u></p> <p>Update: Page 6 <u>What type of documents will be accepted as evidence to support the application?</u></p>
4.0	15/03/16	<p>Update: Page 4 <u>Am I eligible to apply if I am providing additional ECCE places in September 2016 but not increasing the overall number of child places within my service?</u></p> <p>Update: Page 4 <u>What can be funded under Early Years Capital 2016?</u></p> <p>Update: Page 4 <u>My service operates from rented premises. Can I apply for a grant?</u></p> <p>Update: Page 6 <u>I have a lease with the County Council, Diocese, Parish etc. Can I apply for a capital grant?</u></p> <p>Update: Page 9 <u>What is meant by Value for Money in Appraisal Criteria?</u></p> <p>Update: Page 9 <u>What is meant by Organisation Performance in Appraisal Criteria?</u></p> <p>Update: Page 10 <u>If my application is successful, spend the funding and then I'm unsuccessful in filling the additional ECCE places either fully or partially, what happens?</u></p> <p>Update: Page 10 <u>What period of time does the Early Years Capital 2016 Contract cover?</u></p>

5.0	24/03/2016	<p>Page 8 <u>Am I eligible to apply for different items of works/equipment and if some are considered not eligible will the application be declined?</u></p> <p>Page 8 <u>I am refurbishing an additional ECCE room will items such as: taps, replacing windows, floor covering be eligible for funding? I want to also replace these items in my current ECCE room, will that also be eligible for funding?</u></p> <p>Page 8: <u>Will there be any data published on the Pobal & DCYA websites to provide data for the applicants on ECCE demand?</u></p> <p>Page 9: <u>How do I run a report from Pobal Maps?</u></p> <p>Page 9: <u>The supplier is not VAT registered what do I do?</u></p> <p>Page 10: <u>What are the Procurement Thresholds?</u></p> <p>Page 11: <u>What is the deadline/closing date for completed applications?</u></p> <p>Page 11: <u>Is there a minimum number of additional ECCE places that must be created?</u></p> <p>Page 12: <u>If I am approved, what do I need to report on?</u></p>
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ELIGIBLE APPLICANTS

Who is eligible to apply under Early Years Capital 2016?

Services that have a current contract for ECCE (Free Pre-School Year in Early Childhood Care and Education) with DCYA. Community-based Childcare Services and Private Provider's are eligible to apply for funding.

The eligibility criteria is that an applicant must be going to provide additional ECCE childcare places from September 2016 and have a current contract for ECCE with DCYA.

Who is not eligible to apply under Early Years Capital 2016?

- Services (community or private) which do not have a current contract for ECCE with DCYA.
- Applicants wishing to improve the quality of their facilities or infrastructure without increasing the additional number of ECCE places by September 2016.
- Services only offering Afterschool provision.
- Services seeking a contribution towards a new greenfield site and construction of building.
- Services who require planning permission for capital works to be completed and do not has a planning ref. number at the time of application.

Am I eligible to apply if I am providing additional ECCE places in September 2016 but not increasing the overall number of child places within my service?

No. The Early Years Capital Grant criteria is for the expansion of service provision to increase the number of ECCE places available in the sector. It is not intended to support the decrease of other types of childcare provision - service providers must be in a position to expand their service rather than 'alter' their current service provision.

Multiple Services – are multiple services eligible to apply?

Yes, in cases of service providers with multiple facilities, a maximum of four grant approvals may be permitted per applicant. The applicant must meet the eligibility criteria.

What can be funded under Early Years Capital 2016?

The maximum grant you can apply for is €10,000, applications for greater than €10,000 will not be considered. Contributions towards the total project costs or 100% costs for the following:

- Build costs of an additional room/extension
- Fit-out of an additional room/building/extension
- Refurbishment of room not currently in use including fit-out costs
- Additional indoor play equipment to facilitate the increase in ECCE places
- Where applications is for equipment only, the cost of equipment applied for cannot exceed €5,000, however the total cost of the proposed equipment may exceed this amount.

Applicants applying for a contribution towards their costs e.g. where the total project cost is greater than €10,000 the applicant must confirm that **additional funds (own resources/other funder) are in place to complete the project** e.g. bank statement etc.

What cannot be funded under Early Years Capital 2016?

- New builds
- Outdoor equipment and outdoor furniture such as astroturf, swings, slides or garden furniture
- General repairs and maintenance of existing buildings to maintain current ECCE places and services.
- Expenditure incurred PRIOR to APPROVAL date i.e. before the date on which funding approval is confirmed.
- Any additional non capital costs incurred during the project e.g. rent costs of alternate premises.
- Expenditure not related to the use of the Early Years building.
- Expenditure not spent for the purposes for which it was approved.

Can a service that is not currently participating in ECCE apply for capital funding?

No, one of the conditions of funding is that the service has an existing ECCE (Free Pre-School Year in Early Childhood Care and Education) contract.

Can Childminders apply?

Childminders can apply if they are currently providing an ECCE contract.

Can services that are applying to participate in a DCYA programme for the first time from September 2016 apply for capital funding?

No, such services are not eligible to apply. Services must have an existing ECCE contract with DCYA at the time of making an Early Years Capital application.

I am in the process of relocating premises; can I apply for funding for my new premises?

Yes, as long as you have an existing ECCE contract, if your service is relocating to a new premises and providing additional ECCE childcare places from September 2016 then you are eligible to apply for fit-out/refurbishment costs and the application will transfer with your updated/renewed contract following the move.

I want to rent an additional room in another premises to accommodate the expansion of my service. Can I apply for a grant?

Yes. You will need to notify/register with Tusla and also get a new DCYA Contract and reference number for the new premises. However, as long as you have an existing ECCE contract you can apply for the Capital grant if your service is renting/leasing a room in another premises to provide additional ECCE childcare places from September 2016. You will need to have a lease agreement in place that covers the term of your contract from the date of receipt

of your final payment and you will also need to obtain a letter of permission from your landlord if you intend to undertake any work that will alter the premises.

Can I apply for funding towards a pre-fabricated building under Early Years Capital 2016?

Yes, you are eligible to apply but only if you are going to be in a position to provide **additional ECCE childcare places from September 2016** and you can demonstrate that the pre-fabricated building is necessary to achieve this. If this is the case, you can apply for a **contribution towards the costs of providing a pre-fabricated building.** If your application is successful you will be required to submit evidence of full planning permission and own funding, prior to receipt of your first payment. Note a planning ref. number is required at the time of application.

If I was declined funding under Childcare Capital 2013, Capital 2014 or EYC15, can I apply again?

Yes, you are eligible to apply once you are providing additional ECCE Childcare Places by September 2016.

My service operates from rented premises. Can I apply for a grant?

Yes, but you will need a lease agreement that covers the term for your contract (2 years) from the date of receipt of your final payment. You also need to obtain a letter of permission from your landlord if you intend to undertake any work that will alter the premises. (*See below Approval & Contract*).

I have a lease with the County Council, Diocese, Parish etc. Can I apply for a capital grant?

Yes, as long as the lease period covers the term for your contract (2 years) from the date of receipt of your final payment and you have obtained written permission as above.

ELIGIBLE WORK

TUSLA has recommended that I upgrade my existing play equipment. Can I apply for this under Early Year Capital 2016?

No, replacement of existing equipment is not eligible under Early Years Capital 2016.

Can I apply to replace/repair the safety surfacing/rubber matting of my outdoor play area?

No, repairs/maintenance works are not eligible under Early Years Capital 2016.

Can I apply for Professional Fees under Early Year Capital 2016?

Professional fees are not eligible as part of the grant amount requested however, they can form part of the total project costs which will be met by the applicant.

How should I pay my Contractors/Suppliers?

All payments must appear on your bank statement. **No cash payment will be reimbursed even if receipted.**

I received funding for equipment under EOCP/NCIP. Can I apply in 2016 to upgrade this equipment?

No, replacement of existing equipment is not eligible under Early Years Capital 2016.

Am I eligible to apply for different items of works/equipment and if some are considered not eligible will the application be declined?

In such scenarios the application will be appraised and should the application meet all the selection criteria and scores highly enough to be considered eligible for funding those items which are considered to be ineligible will not be included in the grant amount. Applicants should read the applicant guidelines which outlines what type of costs are eligible for consideration for funding under this programme call.

I am refurbishing an additional ECCE room will items such as: taps, replacing windows, floor covering be eligible for funding? I want to also replace these items in my current ECCE room, will that also be eligible for funding?

Improvements to an **existing** ECCE room is **NOT** eligible – only works **directly related to a net increase in ECCE places** will be considered.

SUPPORT DOCUMENTATION & QUOTES

What type of documents will be accepted as evidence to support the application?

Applicants must describe how they have identified the need for the additional ECCE places. Your response may include reference(s) to current published statistics, independent reports, surveys or questionnaires at a local or county level for example. Copies or extracts from such surveys or statistical analysis may be attached if relevant. You may also attach any reports highlighting the need for the capital works for equipment. Please note that applicants must clearly describe how the works or equipment are relevant and relate directly to the provision of additional ECCE places.

Will there be any data published on the Pobal & DCYA websites to provide data for the applicants on ECCE demand?

There will be no additional data published on the Pobal or DCYA website.

How do I run a report from Pobal Maps?

Please see attached [User Guide](#) for details on how to use Pobal Maps. Socio-demographic data from Pobal maps can be used if you feel it will support your application but it not essential that you use this tool. If you have another form of statistics or data to support the evidence of need this can be included in your application.

What are valid quotes?

Valid quotes are up to date (obtained and dated in 2016); on headed paper with VAT numbers if the company is VAT registered. Quotes must be clearly itemised in Euros and include the VAT rate applicable and if the VAT has been included in the total quote amount. You can check that the VAT number included on a quote is valid on European Commission website [HERE](#). Please note that the VAT Number field is case sensitive.

If your organisation or company is currently registered for Value Added Tax (VAT) and can claim the VAT back for the items to be purchased as part of this application, you must apply for the cost less the VAT amount.

The supplier is not VAT registered what do I do?

Where the potential supplier is not registered for VAT, the supplier must clearly state that they are not registered for VAT on the quotation.

What is meant by itemised quotes?

Each of the quotes you are required to submit must list all the items of work to be undertaken and cost each item separately. For example if a single quote is for fit-out costs such as shelving, flooring, painting fixtures and fittings, the quote must list each item and state the cost of each item separately.

What is meant by comparable quotes?

If you are submitting 3 quotes from 3 contractors which cover the same works each quote must include all the same items to be funded. For example if you are submitting 3 quotes for complete additional room/building/extension each quote must be like for like to include costing for additional room/building/extension.

Do I need to send in 3 quotes for everything that I am applying for?

For any item of equipment less than €5,000 one written quote is required.

For any item of equipment applied for which is greater than €5,000 a minimum of 3 written quotations is required.

For building works and repairs less than €5,000 one written quotation/tender is required.

For building works and repairs for €5,000 but less than or equal to €25,000 a minimum of 3 written quotations/tenders are required.

For building works, refurbishment/equipment greater than €25,000 refer to the [public procurement guidelines](#).

NB - Quotes must be from separate contactors/suppliers. Two or more quotes from the same contractor/supplier will be treated as one quote.

What are the Procurement Thresholds?

To choose the correct Procurement Procedure refer the [Procurement Thresholds](#) document.

I have obtained 3 quotes for my project but they are all above the maximum available. Can I pay the difference from my own funds?

Yes, applicants applying for a contribution towards their costs must demonstrate that additional funds are in place to complete the project e.g. bank statement.

The project requires Planning Permission what do I need?

Services who require planning permission for capital works to be completed a planning ref. number is required at the time of application. If your application is successful you will be required to submit evidence of full planning permission, prior to receipt of your first payment.

ON-LINE APPLICATION FORM

My quotes include cent, how should I input these on the Quotes Template?

If the quote amount includes cent values you should round these to the nearest euro when inputting in to the Budget Template.

Example 1: Quote Amount (incl. VAT) = €2,199.49 (Input as €2,199.00 on the Quotes Template)

Example 2: Quote Amount (incl. VAT) = €2,199.50 (Input as €2,200.00 on the Quotes Template)

What Web Browser should I use?

Pobal strongly recommends using the latest version of Internet Explorer. You can download the latest version [HERE](#).

Can I access PIP through Google Chrome?

Yes, you can use other browsers, such as Google Chrome, to access PIP but Internet Explorer is strongly recommended. Pobal will not be able to support any issues experienced while using other browsers.

What are the recommended File formats to ensure my documents can be attached?

File formats such as Word, PDF, JPEG, PNG are recommended. Please ensure files are legible before attaching.

*Please note some MAC file formats are not supported and should not be used.

I am having problems getting documents to attach. I am getting an error message that the attachments are too large. What can I do?

If this error message appears, try the following:

- Reduce the resolution when scanning your documents (on your scanner reduce the resolution from high to low). However please ensure that document is still legible
- Avoid scanning additional pages that are not required as part of the application
- Zip the file to make it smaller (right click on the document in question, select option 'send to', from the drop-down menu select 'compressed zipped folder')
- Attach individual documents rather than a folder of documents

What is the deadline/closing date for completed applications?

The deadline for submitting completed applications is **Wednesday 6th April 2016 at 12 midday.**

APPROVAL & CONTRACT

I have further information to support my application. Can I change the purpose of the funding based on this information?

No, services cannot change the purpose of the funding once the application has been submitted.

What is meant by Value for Money in Appraisal Criteria?

This will be considered on a case by case basis relative to the size and nature of each service, Their local context and situation as well as the number of places v the local cost. A minimum benchmark will not be applied.

Is there a minimum number of additional ECCE places that must be created?

No, however the number of ECCE places created will be taken account of in considering the value for money selection criteria.

What is meant by Organisation Performance in Appraisal Criteria?

Each application will be examined on a case by case basis. If an applicant has significant outstanding issue(s) which are currently not being addressed this will be taken account of in the appraisal. In relation to the examples outlined:

- a) a service with major non-compliance issues, Pobal will consider the nature of the non-compliance and the applicants current efforts to address these.
- b) all successful applicants must be tax compliant and will not be able to receive their first payment until any tax issues are resolved. This will be dealt with as pre-payment condition, should the applicant be successful.

- c) example of other considerations would be significant outstanding audit issues, the reason why current payments to the service being withheld, the service provider is in liquidation or being wound-up, will be taken account of as part of the appraisal process.

If my application is successful and I spend the funding and I'm unsuccessful in filling the additional ECCE places either fully or partially, what happens?

Applicants will be expected to retain the ECCE service for two years post the date of completion of their works. This will be a condition of the grant agreement (contract) issued to the successful applicant. In relation to the number of places this will be required to report to Pobal as part of the monitoring of the grant.

If I am approved, when will I receive my grant funding?

The first payment of 90% of the approved grant will be paid on receipt of the signed contact. The final 10% will be paid retrospectively when the final online report is submitted correctly and ALL funding is reported.

All approved projects will be subject to an on-site compliance visit by Pobal. Funding will be subject to recovery by Pobal if Pobal deems grant monies are not being used for the approved purpose or are not adequately documented or reported.

If I am approved, what do I need to report on?

For successful applicants expenditure reporting is **on the total project costs** e.g. grant and own funds must be fully spent and reported to Pobal.

What period of time does the Early Years Capital 2016 Contract cover?

Services in receipt of grant funding under this programme must remain in operation for 2 years after the date of the final payment, regardless of the amount of the grant awarded. If the childcare facility has already been funded under the Equal Opportunities Childcare Programme (EOCP) or the National Childcare Investment Programme (NCIP) and is still within the contractual period for that funding, the service will be required to remain in operation for the duration of that previous contract or the duration of the new (Early Years Capital 2016) contract, whichever is the longer period.