



KIDS' CLUBS

04/06/2014

Bridge House, Station Road,  
Llanishen, Cardiff CF14 5UW

Tŷr Bont, Ffordd Yr Orsaf,  
Llanisien, Caerdydd, CF14 5UW

Phone/Ffôn: 029 2074 1000

Fax/Ffacs: 029 2074 1047

Email/Ebost: [info@clybiauplantcymru.org](mailto:info@clybiauplantcymru.org)

**[www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)**

Dear colleague,

### **Re: Assisted Places Grant for Out of School Childcare Clubs**

A funding opportunity has arisen to assist children who may find it difficult to access out of school childcare. Funding is now available for June 2014 through to March 2015. You may already be aware of children who could benefit from this funding. Please take advantage of this opportunity.

Please read all the enclosed information carefully before preparing your application. **All questions MUST be answered in full.** Incomplete applications will be returned. **Deadlines for submission of applications will be on a rolling basis until the funding has been allocated.**

Applications must be received at least 15 days prior to the first date requested in your application, which will allow sufficient time to review your application. Please note that you should not place the child/ren into the club prior to receiving an award letter. You will be responsible for any costs incurred at the club prior to the award letter being issued, or if the grant application is declined.

You should also be aware that non-attendance by the child/ren at the setting for 3 or more sessions will result in a request for repayment of the grant for the missed session/s.

### **Objective for 'Assisted Places'**

To enable children from eligible families in need of financial support to attend an out of school childcare club **so that their parents/carers can continue or return to work or training or for social inclusion purposes.** The grant will be paid directly to the childcare club.

### **Guidelines**

- Applications must be made by parents/carers, or by a club on behalf of parents/carers (the parent/carer must sign the application). Please complete a separate form for each family that you are referring.
- Grants awarded can only be used to support parents/carers who are working, training or seeking work or training, need respite care, have children in special circumstances, or another reason, which **must be specified.**
- We will pay only the advertised fee charged by the out of school childcare club, and **can contribute up to a maximum of £8.00 per session per child for after school club and £6.00 per session, per child for breakfast club.** We can pay no more than a maximum of **£24.00** per child per day for holiday club. Any additional cost must be met by the parent/carer/club.
- We cannot fund an assisted place for a child that is already receiving similar services on the same day(s) from another agency.

**National Office:** Bridge House, Station Road, Llanishen, Cardiff, CF14 5UW  
**Swyddfa Genedlaethol:** Tŷr Bont, Ffordd Yr Orsaf, Llanisien, Caerdydd, CF14 5UW  
**Phone/Ffôn:** 029 2074 1000 **Fax/Ffacs:** 029 2074 1047 **Email/Ebost:** [info@clybiauplantcymru.org](mailto:info@clybiauplantcymru.org)

Working in partnership with:  
Yn gweithio mewn partneriaeth â:



Llywodraeth Cymru  
Welsh Government

- We will pay our contribution directly to the childcare club. Parents/carers/clubs must pay any remaining balance.
- The current funding is available termly (as indicated below by a 

Period	Date from	Date to
<input type="checkbox"/> <b>Summer Term</b> (to include Whitsun & Summer holiday)	29/05/2014	29/08/2014
<input type="checkbox"/> <b>Autumn Term</b> (to include half term and Christmas holiday)	01/09/2014	02/01/2015
<input type="checkbox"/> <b>Spring Term</b> (January-31 <sup>st</sup> March – including half term and Easter if applicable)	05/01/2015	31/03/2015

- We must receive applications **15 days** prior to the days required. They will be reviewed and successful applicants will be notified in writing with an award letter. We are not able to pay for any childcare costs incurred before the application, **including all necessary evidence** is received by us.
- **Applicants will need to agree to terms and conditions.**
- We will prioritise clubs registered with the Care and Social Services Inspectorate Wales (CSSIW), where possible. These clubs will have a CSSIW registration number.
- Priority will also be given to clubs who are members of Clybiau Plant Cymru Kids' Clubs

#### Data Protection

We will use the information you provide on this application form to assess, administer and analyse grants and for our research purposes. We may share this information with others we consult with when assessing, monitoring and evaluating grants. These organisations may include Local Authorities, the Welsh Government, or other organisations involved in the project.

Please make parents and schools that your club serves aware of this funding by distributing the application form attached. Further forms can be emailed or copied for you. Please call your Childcare Business Development Officer on the number below.

If you need assistance completing the forms please contact your Childcare Business Development Officer.

#### Applications must be returned to:

Rebecca Bennett Childcare Business Development Officer for Rhondda Cynon Taff  
Clybiau Plant Cymru Kids' Clubs, Bridge House, Station Road, Llanishen, Cardiff, CF14 5UW  
Phone: 07977200327

We look forward to receiving your applications in due course.

Best wishes,

Yours sincerely,

Rebecca Bennett

**Childcare Business Development Officer for Rhondda Cynon Taff**

**Enclosures:** Assisted Places application form



[www.facebook.com/clybiauplantcymru](http://www.facebook.com/clybiauplantcymru)



@clybiauplant



# Assisted Place Grant Application Form: RCT

Funded by: The Out of School Childcare Grant

**FAO: Rebecca Bennett, Childcare Business Development Officer, RCT**

Office Use Only:  
Our Reference:

Please refer to the covering letter with guidelines. Please type or write clearly. **All questions MUST be answered in full.**

#### Data Protection

We will use the information you provide us in this application form to assess, administer and analyse grants and for our research purposes. We may share this information with others we consult with when assessing, monitoring and evaluating grants. These organisations may include Local Childcare Partnerships, the Welsh Government, or other organisations involved in the project. We take your signatures on this application as consent to this.

**If this application is approved, then this will form part of the agreement between the parent/carer named below as the main applicant, and Clybiau Plant Cymru Kids' Clubs.**

### 1. Parent(s) / Carer(s) Details

Parent / Carer 1 (Main Applicant) Name:			
Parent / Carer 2 Name:			
Main Applicant Address:			
Postcode:		Home Telephone:	
Mobile Phone:		Email Address:	
Are you a Foster Carer (please tick):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a Lone Parent (please tick):	<input type="checkbox"/> Yes	<input type="checkbox"/> No (if no, please complete the details for both parents/carers below)	

### 2. \*I need childcare because I am: / \*We need childcare because we are: (\*delete as applicable)

Parent / Carer 1 (MAIN APPLICANT)		Parent / Carer 2 (must complete if not a lone parent)	
<input type="checkbox"/> Working	<input type="checkbox"/> Training	<input type="checkbox"/> Working	<input type="checkbox"/> Training
<input type="checkbox"/> Looking for work	<input type="checkbox"/> Looking to train	<input type="checkbox"/> Looking for work	<input type="checkbox"/> Looking to train
<input type="checkbox"/> In need of respite	<input type="checkbox"/> On work programme	<input type="checkbox"/> In need of respite	<input type="checkbox"/> On work programme
<input type="checkbox"/> An Asylum Seeker	<input type="checkbox"/> Child has special circumstances	<input type="checkbox"/> An Asylum Seeker	<input type="checkbox"/> Child has special circumstances
<input type="checkbox"/> Other reason		Other reason	

Please explain your answer given above: (You MUST complete this)

Please note that the information given on this page does not form part of the decision to award funding, but gives us statistical information so that we may better serve the families supported by this grant scheme.

**3. Parent / Carer 1 (MAIN APPLICANT)** Ethnic groups taken from 2011 Census

WHITE						
British		Welsh		English		
Irish		Northern Irish		Gypsy/Traveller		
Scottish		Any other White background		(Please state)		
MIXED MULTIPLE ETHNIC GROUPS						
White & Black Caribbean		White & Black African		White & Asian		
Any other mixed background		(Please state)				
ASIAN/ASIAN BRITISH						
Indian		Pakistani		Bangladeshi		
Chinese		Any other Asian background		(Please state)		
BLACK / AFRICAN / CARIBBEAN / BLACK BRITISH						
African		Caribbean		Black British		
Any other Black/African/Caribbean/Black British background						
OTHER ETHNIC GROUPS						
Arab		Any other ethnic background		(Please state)		
<b>I do not wish any ethnic background to be recorded</b>						
Please tell us the age group of Parent/Carer 1:						
<input type="checkbox"/> Under 18	<input type="checkbox"/> 18-21	<input type="checkbox"/> 22-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 51-60	<input type="checkbox"/> 61+

**Parent / Carer 2** Ethnic groups taken from 2011 Census

WHITE						
British		Welsh		English		
Irish		Northern Irish		Gypsy/Traveller		
Scottish		Any other White background		(Please state)		
MIXED MULTIPLE ETHNIC GROUPS						
White & Black Caribbean		White & Black African		White & Asian		
Any other mixed background		(Please state)				
ASIAN/ASIAN BRITISH						
Indian		Pakistani		Bangladeshi		
Chinese		Any other Asian background		(Please state)		
BLACK / AFRICAN / CARIBBEAN / BLACK BRITISH						
African		Caribbean		Black British		
Any other Black/African/Caribbean/Black British background						
OTHER ETHNIC GROUPS						
Arab		Any other ethnic background		(Please state)		
<b>I do not wish any ethnic background to be recorded</b>						
Please tell us the age group of Parent/Carer 2:						
<input type="checkbox"/> Under 18	<input type="checkbox"/> 18-21	<input type="checkbox"/> 22-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 51-60	<input type="checkbox"/> 61+

**4. Employer's or Training Provider's Name & Addresses (if applicable)**

Parent/Carer 1: Employer/Training Provider Name:

Address:

Parent/Carer 2: Employer/Training Provider Name:

Address:

**5. \*I am: / \*We are: (\*delete as applicable) Please tick all that apply:**

*Please note that if you or your partner work, you will be expected to apply for Working Tax Credit and/or Universal Credit including assistance towards childcare where possible. We may be able to meet the shortfall if you are claiming for more than two children.*

**You must provide a copy of your tax credit award notice (TC602/TC603) from HMRC (Her Majesty Revenue & Customs) Please tick here to confirm you have enclosed a copy**

**Other forms of evidence may be considered, but your application will not be processed without providing the correct evidence with your application or by subsequent request.**

 In receipt of benefit/s (please state which): On low income (less than £26,000 gross joint household income) Receiving Working Tax Credits Receiving childcare assistance from Working Tax Credits Receiving childcare assistance from another agency (please state which): Receiving payment for fostering**6. Details of Child/ren: Assistance with childcare fees is required for the following named child/ren:**

First Name	Middle Name/s	Surname	Date of Birth	School Attended	Disability / Specific need / Special circumstance (if applicable)

**This page should be completed by the Out of School Childcare Club.**

<b>7. Name of Out of School Childcare Club:</b>			
<b>7. Organisation name (if different):</b>			
<b>8. Clybiau Plant Cymru Kids' Clubs Membership Number:</b>			
<b>9. Main Contact Name:</b>			
<b>9(b) Main Contact Position:</b>			
<b>10. Club/Site Address:</b> <small>(For security purposes correspondence will only be sent to the site address of your Out of School Club)</small>			
<b>Postcode:</b>		<b>Telephone Number:</b>	
<b>Email Address:</b>			
<b>11. CSSIW Registration Number:</b>			
<b>Please give a reason if the club is not registered with CSSIW.</b>			

<b>12. Grant Payment</b>			
<b>The grant will be paid directly into the Out of School Childcare Club bank account. The bank account name must be the same name as the Club or organisation noted above.</b>			
<b>Bank / Building Society Name:</b>			
<b>Bank / Building Society Address:</b>			
		<b>Postcode:</b>	
<b>Account Name:</b>			
<b>Account Number:</b>			
<b>Sort Code:</b>			
<b>Building Society Roll Number (if applicable)</b>			

<b>13. Discounts</b>
<b>Please detail any discount available for siblings, including the % discount offered.</b>

14. Grant Request						
Dates of childcare assistance required			No. of weeks	Fees per session	Weekly cost of childcare	Total childcare assistance
			(B)	(C)	(D) = (A) x (C)	(D x B)
<b>Breakfast Club</b>		Total number of days per week _____ x number of children _____				= (A)
<b>Times</b> From:	Day/s	<input checked="" type="checkbox"/>		£	£	£
	Mo	<input type="checkbox"/>				
To:	Tu	<input type="checkbox"/>				
	We	<input type="checkbox"/>				
<b>Dates</b> From: / / 20	Th	<input type="checkbox"/>				
	Fr	<input type="checkbox"/>				
	To: / / 20					
<b>Afterschool Club</b>		Total number of days per week _____ x number of children _____				= (A)
<b>Times</b> From:	Day/s	<input checked="" type="checkbox"/>		£	£	£
	Mo	<input type="checkbox"/>				
To:	Tu	<input type="checkbox"/>				
	We	<input type="checkbox"/>				
<b>Dates</b> From: / / 20	Th	<input type="checkbox"/>				
	Fr	<input type="checkbox"/>				
	To: / / 20					
<b>Holiday Club</b>		Total number of days per week _____ x number of children _____				= (A)
<b>Times</b> From:	Day/s	<input checked="" type="checkbox"/>		£	£	£
	Mo	<input type="checkbox"/>				
To:	Tu	<input type="checkbox"/>				
	We	<input type="checkbox"/>				
<b>Dates</b> From: / / 20	Th	<input type="checkbox"/>				
	Fr	<input type="checkbox"/>				
	To: / / 20					
<b>'Other' Club</b>		Total number of days per week _____ x number of children _____				= (A)
<b>Dates</b> From: / / 20	Day/s	<input checked="" type="checkbox"/>		£	£	£
	Mo	<input type="checkbox"/>				
To: / / 20	Tu	<input type="checkbox"/>				
	We	<input type="checkbox"/>				
<b>Times</b> From:	Th	<input type="checkbox"/>				
	Fr	<input type="checkbox"/>				
	Sa	<input type="checkbox"/>				
	Su	<input type="checkbox"/>				
To:						
<b>Total Claim:</b>						£

## Terms & Conditions

Clybiau Plant Cymru Kids' Clubs will pay only the advertised fee charged by the childcare club, up to a **maximum of £8.00 per session per child (after school club), £6.00 per session per child (breakfast club) and no more than £24.00 per child per day for holiday club**. The grant will be paid directly to the club. Any additional cost must be met by the parent/carer.

Any funding awarded will be dependent on the child's attendance at the club. You must inform Clybiau Plant Cymru Kids' Clubs if the child misses 3 or more sessions. The Out of School Club will be responsible for repaying Clybiau Plant Cymru Kids' Clubs for 3 or more missed sessions. This agreement will be terminated once the child has missed 3 or more sessions, and a new application will need to be made.

This agreement will also be terminated in the following circumstances:

- There is a breach of these terms and conditions
- The application form and supporting documentation were completed dishonestly or with incorrect or misleading information.

The childcare assistance offered must be used only for the purposes described in this application. Changes in the use are not permissible without prior written approval from Clybiau Plant Cymru Kids' Clubs.

The parent/carer must inform Clybiau Plant Cymru Kids' Clubs in writing if anyone else offers funding for the same purpose at any time during the grant period. Funding may be withdrawn.

All parents/carers whose children are supported will adhere to the policies and procedures of the club that the child attends, including booking and payment arrangements.

The provision of the grant award is dependent upon continued funding. The club must maintain adequate insurance at all times including employee and public liability insurance.

The Club must participate in monitoring and/or evaluation conducted by Clybiau Plant Cymru Kids' Clubs, its contractor/s or where applicable those of the Welsh European Funding Office, Welsh Government and/or European Commission. A representative from Clybiau Plant Cymru Kids' Clubs will visit the club to monitor the attendance of the child during the period of the grant.

Proper and up-to date accounts and records relating to the grant must be retained by the club until April 2017 and made available to Clybiau Plant Cymru Kids' Clubs, its contractor/s or where applicable those of the Welsh European Funding Office, Welsh Government and/or European Commission.

### Data Protection

We will use the information you provide us in this application form to assess, administer and analyse grants and for our research purposes. We may share this information with others we consult with when assessing, monitoring and evaluating grants. These organisations may include Local Authorities, the Welsh Government, or other organisations involved in the project. We take your signatures below as consent to do this.

**Future requests for funding may be declined if any of the Terms above are breached.**

### Important!

**Please note that submission of an application form does not guarantee funding. Parents/Carers placing the child/children in settings prior to receiving an award letter do so at their own risk, and will be liable for fees if the grant application is unsuccessful.**

### Declaration and Acceptance

As parent/s or carer/s of the child/ren named on this application form, I / we confirm that all information provided is accurate and factual to the best of my knowledge. I / we will abide by the terms and conditions of the grant should the application be successful.

Name of Parent / Carer 1 (Main Contact)		Signature of Parent / Carer 1 (Main Contact)	
Name of Club Contact:		Signature of Club Contact:	
Date: (DD/MM/YYYY)		Any comments:	

**Applications must be returned to:**

**Rebecca Bennett, Childcare Business Development Officer, Rhondda Cynon Taff, Clybiau Plant Cymru Kids' Clubs, Bridge House, Station Road, Llanishen, Cardiff, CF14 5UW**

Office Use Only			
Date received by CBDO		Date reviewed:	
		Reviewed with:	