



## **Guidance Notes**

***Bright Start: the Executive's Programme for  
Affordable and Integrated Childcare***

**School Age Childcare Grant Scheme**

## **Introduction**

1. These Guidance Notes are to assist applicants to the *Bright Start* School Age Childcare Grant Scheme.
2. The *Bright Start* Childcare Strategy aims to achieve, by 2020, a joined up sustainable childcare service, supporting development needs and positive change for children across our society. The first phase of the Bright Start Strategy, including 15 key first actions, was launched in September 2013. (Text can be accessed at: <http://www.northernireland.gov.uk/bright-start-strategic-framework-key-actions.pdf>).
3. The objectives of the *Bright Start* Strategy are to:
  - (i) Promote the well-being of all children in support of their developmental needs.
  - (ii) Enable parents, particularly women, to: enter or remain in the workforce; to train for work; or to study, thereby contributing to enhanced economic activity, greater gender equality and reduced child poverty.
  - (iii) Recognise the diversity of childcare needs.
  - (iv) Offer parents flexibility and choice.
4. Consultation and research undertaken to inform the development of *Bright Start* indicated that School Age Childcare - childcare services that meet the needs of children in the age range 4-14 (e.g. breakfast clubs, after school clubs, and summer schemes) - was an area where more provision was needed.

5. Based on this finding, the Executive agreed that three of *Bright Start's* key first actions would create new School Age Childcare places or safeguard existing places. The relevant key first actions are listed below.
  - i. **Key first action 1:** *We will sustain and create 3,000 places for school age childcare targeted at families in need. The extended and new facilities will be rolled out as social enterprises across the 25% most deprived areas. The places offered may increase if demand can be demonstrated as the programme rolls out.*
  - ii. **Key first action 2:** *Across the region, we will pilot a new approach to wrap-around care in the schools estate based on initial funding to create a minimum of 2000 places; this could potentially rise to 3000 places dependant on demand.*
  - iii. **Key first action 5:** *We will also support a social enterprise programme to roll out facilities in rural areas, with the potential to create up to 1,000 new affordable, school age childcare places.*
6. The *Bright Start* School Age Childcare Grant Scheme aims to give effect to these three key first actions. It is seeking funding applications from School Age Childcare providers - and prospective providers - who:
  - a. Currently operate on a social economy model, or plan to do so; and
  - b. Can contribute to the delivery of these key first actions, including achieving the 5,000 - 7,000 School Age Childcare places the Executive aims to sustain or create.
7. To be eligible for funding, proposals must be relevant to the delivery of one of the key first actions noted above.

8. **Only School Age Childcare providers** with proposals clearly relevant to the key first actions above will be eligible.
  
9. Therefore, only the following are eligible to apply.
  - (i) School and new Providers operating on a social economy model who (a) serve disadvantaged families<sup>1 2</sup>; and (b) wish to create new School Age Childcare places.
  
  - (ii) Prospective School Age Childcare Providers operating on a social economy model who will serve disadvantaged families.
  
  - (iii) Prospective School Age Childcare providers who intend to operate on a social economy model and whose settings will be based on the schools estate.
  
  - (iv) Prospective School Age Childcare providers who intend to operate on a social economy model and whose settings will be based in a rural area or largely serve those living in rural areas.

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<sup>1</sup> Post code information will be used to determine whether a project is based in the top 25% most disadvantaged areas. For the purposes of this grant scheme, a disadvantaged area is one located in the top 25% most disadvantaged Super Output Areas (SOAs) based on Income Deprivation Affecting Children (IDAC). IDAC is the proportion of children in an area who are living in income deprived households.

<sup>2</sup> A project's ability to serve disadvantaged families will be assessed in terms of the proportion of parents it aims to attract who are eligible for tax credit support with the costs of childcare. For projects located in the top 25% most disadvantaged areas, this should be 50% of parents or more. For projects located outside the top-25%, this should be 30% of parents or more.

- (v) Existing School Age Childcare providers:
  - a) who do not currently operate on a social economy model but intend to do so; and
  - b) whose setting serves disadvantaged families; and
  - c) who aim to create new School Age Childcare places.
  
- 10. School Age Childcare is childcare for children aged 4-14 who are in school. It can be provided before the start of the school day (e.g. breakfast clubs), after the school day has ended for more than 2 hours per day (after school clubs), or during school holidays (summer schemes). Other types of childcare provision are not eligible under this Programme. A facility or setting that provides other types of childcare, or other types of service, as well as School Age Childcare is eligible to apply, but only in respect of its School Age Childcare activities.
  
- 11. Only School Age Childcare settings that operate on a **social economy model**, or plan to do so, are eligible for assistance under this scheme. Settings that operate on a conventional business model are not eligible under the present scheme. Settings that are not currently social economy but are willing to make the transition must do so within three months of receiving their letter of offer. A social enterprise is:

**Definition**

***“A business with primarily social objectives, whose surpluses are principally reinvested for that purpose in the business rather than being driven by the need to maximise profits for shareholders. Therefore a School Aged Childcare setting operating on as a social economy model is one whose surpluses are reinvested solely for the purposes of its School Aged Childcare activities”***

As the Bright Start Grant Scheme require Providers to work towards longer-term sustainability the social economy models identified as being most suitable under this Scheme are:

- Charitable Company
- Community Interest Company

Private Providers are eligible to apply to the Bright Start Grant Scheme but they are required to register the Bright Start School Aged Childcare Service established under this grant scheme as either a Charitable Company or a Community Interest Company.

In the interest of good practice Providers making the transition to a Social Economy Model are also required under the Bright Start Grant Scheme to:

- Establish a Management Committee / Board of Directors composed of a minimum of five Stakeholders with an interest in retaining the School-Aged Childcare Service for their local community. Members must not have a conflict-of-interest with the service. In other words, they or their family members must not stand to benefit financially from the School Aged Childcare Service. Rather membership should be based on the knowledge and expertise being brought by the member to the group. The membership could include: Parents, Professionals, members with an expertise in Management, Community Development, Health, Education, etc.
- Insert within their Constitution a commitment to “reinvest any surplus back into their School Aged Childcare Service for the purpose of ensuring its sustainability for the benefit of the local community and its children”.

For further details on the different types of Social Economy Models being employed by social interest groups, please go to:

[www.gov.uk/government/organisations/companies-house](http://www.gov.uk/government/organisations/companies-house)

[www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk)

[www.gov.uk/government/organisations/office-of-the-regulator-of-community-interest-companies](http://www.gov.uk/government/organisations/office-of-the-regulator-of-community-interest-companies)

12. Providers that operate on a conventional business model but wish to change to a social economy model are eligible for funding, including some assistance with the costs of transition, provided that they also propose a project relevant to the aims of this Grant Scheme.
13. Grants are available for: capital expenditure (refurbishment/equipment – to bring premises in line with DHSSPS Minimum Standards); for revenue (running costs); or for both. Revenue grants are available for **up to three years**. Consideration may be given to ‘start up’ costs or costs incurred in the Transition to a Social Economy Model.
14. All projects must aim to continue operating after the period of grant funding and to achieve full sustainability.
15. Grants are available for the following:
  - (i) Expansion of an existing School Age Childcare facility to enable it to create new places.
  - (ii) Enabling a new School Age Childcare setting to start up.
  - (iii) Enabling a new or existing setting to create School Age Childcare places for children with a disability.
  - (iv) Enabling an existing School Age Childcare setting to move to a social economy model and create places.
  - (v) Business support associated with any of the above activities.

16. Applicants will be required to demonstrate that:

- i. There is a need for their project. In assessing need, the following should be considered:
  - a. Additionality: that, without grant funding, their project could not begin, or could only begin at a later date, or could only begin on a smaller scale.
  - b. Potential for duplication of existing childcare facilities in their area;
  - c. Potential for displacement of existing childcare facilities in their area.
- ii. Their project will have a positive impact in terms of delivering the *Bright Start* objectives and the particular objectives of the present Grant Scheme.
- iii. Their project is compliant with minimum standards for childcare – ie above the 2 hour threshold and also technically compliant.
- iv. The project is capable of successful implementation, its aims are realistic and achievable, and that monitoring is in place to measure performance; and
- v. The cost of the project represents value for money. **(Applicants will be required to demonstrate that they have sought and obtained the best value for money for capital and other significant expenditure items. Quotations for all such expenditure will need to be provided and retained).**

17. Where the funding requested from the *Bright Start* School Age Childcare Grant Scheme is one of a number of funding streams contributing to the project, applicants should demonstrate how it will complement and not duplicate the other funding streams.

18. Joint applications from organisations proposing to work together are welcome.
19. In order to be eligible for funding, an applicant must:
  - be, or plan to be by the start of the grant funding period, operating on a social economy model;
  - be legally able to operate in Northern Ireland;
  - have a suitable management structure and appropriate financial controls;
  - comply with relevant legislative requirements in respect of employment, health and safety, discrimination and equality of opportunity.
20. Where necessary, funding will be made available on such terms and conditions as it considers necessary to ensure full additionality in respect of the funded activity.
21. A project will not be funded if:
  - it duplicates services for which the applicant is already receiving funding from another source;
  - the application relates to activity that has taken place in the past (i.e. retrospective funding);
  - the applicant has failed to supply all receipts or comply with monitoring requirements from a previous grant received from OFMDFM;
  - the conditions of any previous government funding have not been adhered to; or
  - there is no demonstrable evidence that public funding is required to implement the project.

## The Application Form

### Section A About You/Your Organisation

#### A.1 Contact details

(Please include the name of School and/or Partner, if applicable)

Please provide your contact details in full.

#### A.2 Is your project an existing School Age Childcare facility?

Is your project already operating? If so, indicate 'Yes' on the form and set out some short background information (e.g. date established, development of facility) in the space provided. If your project is a proposed new project, please proceed to A.3.

#### A.3 Will your project be based on the schools estate?

Yes/No

If your project will not be based on the schools estate, please proceed directly to A.4.

If your project is a new project, still in development, please indicate here if it will be based on the schools estate - i.e. based in the grounds of, and/or associated with, a school. Use the space provided to outline the project's relationship with the school.

Applicants whose project is based on the school estate will need to provide written evidence that the school's owners are fully supportive of their proposal, ownership of the school estate varies depending upon the type of school.

- Controlled schools are owned and funded by the Education and Library Boards and managed through Boards of Governors.

- Catholic Maintained schools are owned by Trustees and managed through Boards of Governors. The Trustees are normally the Bishops of the Dioceses and/or their nominees, or the religious orders or congregations that have provided the school.
- Voluntary Maintained Irish Medium schools are owned by Trustees and managed by Boards of Governors.
- Voluntary Grammar Schools are either owned by Trustees or Boards of Governors and managed by Boards of Governors.
- Grant Maintained Integrated schools are owned and managed by Boards of Governors.

Leasing arrangements should also be clarified. Refer to DE Publication on 'Community Use of Schools'.

The decision to open up school facilities for wider community use must be undertaken with the agreement of the Board of Governors. Applicants whose project will be based on the school estate will need to supply written evidence that the school's owners are supportive, e.g. a letter to this effect from the Board of Governors confirming that the school grounds can be used for this purpose.

**A.4 Is your project a rural project? Will it be located in a rural area and/or serve rural communities?**

Please use the space provided to give details, including the estimated level of uptake by rural parents.

**A.5 (i) Existing Projects: Does your project operate on a social economy model?**

Use the space provided to outline how your project will transfer to a social economy model.

**(ii) New projects: Will your project operate on a social economy model?**

Does/will your project operate on a social economy model? Will it be 'a business with primarily social objectives, whose surpluses are principally reinvested for that purpose in the business rather than being driven by the need to maximise profits for shareholders?'

Please outline how you will become a social economy model.

**(iii) If you are an existing school age childcare provider, not currently operating on a social economy model, but willing to transfer to a social economy model, please provide the details in the space below.**

If your project is already operating but not on a social economy model, use the space provided to outline how, and in what timeframe, you propose moving to a social economy model. **(The transition to social economy should be complete within three months of the date of the letter of offer).**

Information on transitioning to a Social Economy Hub can be obtained from your local Social Economy Hub. Programme Officers can direct you to your local Social Economy Hub. PlayBoard Office 028 9080 3380.

## Section B About Your School Age Childcare Project

### B.1 About your School Age Childcare Project

Using the table provided, you should provide the following details of your project:

- Name
- Location postal address where the service will be provided. The postcode must be provided.
- The period for which funding is being sought. (Funding is available for up to three years).
- **(Existing projects only)** The number of existing School Age Childcare places your project is currently registered for.
- **(New projects)** The number of new School Age Childcare places your project will create if it receives funding. (In the case of an existing project, these would be new places made possible by expansion or extension of the existing provision).

**NOTE** Current ratios require there to be one adult member of staff for every eight children in a School Age Childcare setting. It is recognised that the numbers of children a project can attract will vary, with some projects (e.g. pilot projects, projects in rural areas/serving rural communities, projects addressing children with special needs) being able to attract a relatively low number of users.

Floor space ratio requirement: 5-12 years – 2.3m<sup>2</sup> (page 20 of Childminding and Day Care for Children Under Age 12, Minimum Standards, Implementation Guidance, Version 2, July 2013. Check against latest version of this guidance).

**Any change within your current Registration requires prior approval from your local Trust.**

## **B.2 About Your School Age Childcare Project**

Details of the services (After School Clubs, Breakfast Clubs, Summer Schemes) your project is or will be providing should be set out here.

## **B.3 About Your School Age Childcare Project**

*Existing School Age Childcare Projects* - Bright Start aims to create School Age Childcare places in existing facilities based in the top 25% most disadvantaged areas and/or providing a service to disadvantaged families. Therefore, for existing providers, providing a School Age Childcare service to families in need is a key selection criterion of the present Grant Programme. To apply successfully, School Age Childcare projects must demonstrate that they are addressing the School Age Childcare needs of disadvantaged families. If they cannot do this, they are ineligible.

The map and list at Annex 1 shows the top 25% most disadvantaged areas in Northern Ireland - coloured red. Projects based in these areas would be well-placed to benefit disadvantaged families. However, disadvantage exists throughout the region. Other existing School Age Childcare projects, located outside the top 25% most disadvantaged areas might also be able to meet the School Age Childcare needs of disadvantaged families.

For the purposes of this scheme, a School Age Childcare project's ability to serve disadvantaged families will be assessed in terms of the proportion of parents it aims to attract who are eligible for tax credit support with the costs of childcare. While applicants can only estimate how many parents in receipt of tax credit support their project will attract, the actual proportion achieved will be closely monitored over the period of grant funding.

Existing projects are not required to draw all of their service users from families in receipt of tax credit assistance with the costs of childcare. *Bright Start* aims to support facilities attracting children from a range of socio-economic backgrounds. However, the income profile of an existing project's service users should be broadly reflective of the income profile of its immediate catchment area.

*New School Age Childcare Projects -Bright Start* also aims to create new School Age Childcare places in:

- New facilities based in the top 25% most disadvantaged areas and/or providing a service to disadvantaged families.
- New facilities based on the schools estate.
- New facilities based in rural areas or serving rural communities.

New School Age Childcare facilities can apply for funding under any of the three Key First Actions – childcare targeted at families in need, wraparound care in the schools estate or a social enterprise in rural areas. However, you should note that a new project that can demonstrate that it is targeting disadvantage will be eligible for the higher level of support with revenue costs described in Section C. New projects, seeking the higher level of support, must therefore indicate the extent to which they are targeting disadvantage.

Post code information will be used to determine whether a project is based in the top 25% most disadvantaged areas. For the purposes of this grant scheme, a disadvantaged area is one located in the top 25% most disadvantaged Super Output Areas (SOAs) based on Income Deprivation Affecting Children (IDAC). IDAC is the proportion of children in an area who are living in income deprived households.

A project's ability to serve disadvantaged families will be assessed in terms of the proportion of parents it aims to attract who are eligible for tax credit support with the costs of childcare. For projects located in the top 25% most disadvantaged areas, this should be 50% of parents or more. For projects located outside the top-25%, this should be 30% of parents or more.

## Section C Efficiency and Effectiveness

### C.1 Why is your project needed?

(a) Applicants should provide evidence as to why their project is needed, noting the services it will provide that are not currently available from other providers. Important here will be local knowledge derived through ongoing engagement at a local community level. However, if possible, applicants should cite any relevant statistics, research or consultation findings that evidence the need for their project.

(b) Applicants should also note any similar services operating in the area and explain why their project will not duplicate or displace those services.

### C.2 Operating Costs

(i, ii, iii, iv, v) Applicants should complete the operating costs tables as accurately as possible, indicating any estimates. A full job description, including salary scale and qualifications required, for new staff places should be included for every proposed post.

#### **Start-Up Costs**

A small amount of funding may be made available for non-capital “Start-up” costs. This may include resources (incl Leader salary\*) or essential items required in preparation for commencement of School Aged Childcare provision. The maximum value of award for Start Up Costs is £5,000. If you are applying for funding towards Start Up costs, a detailed cost breakdown must be provided along with your application form.

\*A maximum of up to two months of salary costs for the project Leader’ (expenditure for leader post only) may be considered as part of the award -max 50% of award total only.

All Start Up Expenditure Claims (including original invoices) will be subject to a formal claims process including on site vouching and verification.

Please note that only in exceptional circumstances, if start-up costs are incurred prior to formal registration, the release of this funding may be considered subject to the following conditions:

1. Evidence progress is being made in relation to their registration with the Trust.
2. Confirm the date on which their School Aged Childcare Service will commence.

### **Transition Costs**

Successful applicants under the Bright Start Grant Scheme are required to transition to a Social Economy Model within three months of receipt of their “Conditional Letter-of-Offer”.

A small amount of funding may be made available for “Transition” costs. This is to cover the costs up to a maximum of £500, associated with a Provider making the transition to a Social Economy Model. If you are applying for funding towards Transition costs, a detailed cost breakdown must be provided along with your application form.

It is noted that providers can be supported by their local Social Economy HUBs in making their transition to a Social Economy Model at a cost of £50 - £100.

Please note that only in exceptional circumstances, if Transitional costs are incurred prior to formal registration, the release of this funding may be considered subject to the following conditions:

1. Evidence progress is being made in relation to their registration with the Trust.
2. Confirm the date on which their School Aged Childcare Service will commence.
3. Evidence that they are making progress in transitioning to a Social Economy Model so that this process will be completed in time for the required start date of the service.

### **C.3 Income**

(This section links to C13 later in relation to sustainability)

- (i) List details of how you work out your fee structure and the rationale for this (ie how did you arrive at this methodology). Detail the income you estimate your project will earn from the fees it charges (parental/social services). Income and costs may increase over the years.
- (ii) Calculations should be shown on the following basis:  
'x parents paying £x per week for x weeks'  
Based on these calculations, show estimated totals for Years 1, 2 & 3.
- (iii) Please complete the funding table outlining each of the 3 year periods funding requirements.

### **C.4 Are you also applying for a Capital Grant to cover the costs of premises?**

Applicants should indicate if they are claiming assistance with the capital costs of their project.

*“Revenue expenditure is expenditure incurred for the purpose of the organisations daily activity, services or to maintain fixed assets. For example employees pay, travel expenses and IT consumables are all deemed to be revenue expenditure.”*

*“Capital expenditure is expenditure that results in the acquisition or construction of a fixed asset (land, building, vehicle, equipment) or enhancement of an existing fixed asset.”*

Capital Grants are available for refurbishment and equipment in line with DHSSPS Minimum Standard requirements only. Most Capital requests will need to be evidenced as being necessary for registration. Verification can be made via onsite visit by an appointed officer, Trust Inspection Reports or general written verification by the registering social worker (ie Health & Safety Disability access etc).

All Capital requests will be assessed on a case by case basis.

**C.5 Please detail the amount and purpose of your capital grant (it is envisaged that capital expenditure will be for refurbishment and equipment rather than new build).**

Applicants should detail the capital costs they are claiming. Projects can claim up to a maximum of £30,000 expenditure on capital costs and irrecoverable VAT where applicable. Please note, a letter of support or copy of registration report evidencing the need for this in-line with Minimum Standards will be requested.

**Please note that if successful in your application the following actions will be required in relation to your capital development**

All Capital Expenditure Claims will be subject to a formal claims process including on site vouching and verification. Please note that this may include a Technical Assistance Sign off Process.

Within your capital award, consideration may be given to a small provision in respect of costs incurred in advance of the capital work commencing, such as planning permission/ permits / legal costs that are necessary to meet compliance with legislative requirements (evidence will be required to support request).

Please note that only in exceptional circumstances, if capital costs are incurred prior to formal registration, the release of this funding may be considered subject to the following conditions:

1. Evidence of progress being made in relation to registration with relevant Trust.
2. Confirmation of the date on which Bright Start School Aged Childcare will commence.
3. Risk Assessment of claim (and supporting documentation) by local Childcare Partnership Manager and HSCB Finance.

*You will be asked to submit quotes for any capital refurbishment work you propose to undertake as follows:-*

*Up to £1,000 – You will be required to supply 2 quotes, depending on the need to have a price comparison (fax or email confirmation should be obtained from the supplier).*

*£1,000 - £10,000 – you will be required to identify 3 suppliers and submit 3 written quotes.*

*£10,000 - £30,000 – You will be required to identify 4 suppliers and submit 4 written quotes.*

### **Lease Requirements**

In applying for a Capital Grant, you will be asked to provide a copy of your lease evidencing a relevant time bound agreement as follows:

*Capital Grant under £5,000 – no undertaking required*

*Capital Grant £5,000 - £20,000 – a **Five Year** lease required*

*Capital Grant £20,000 - £30,000 – a **Ten Year** lease required*

The time frame of the lease should cover the years from when a successful applicant's award will be made, eg if a letter of offer for a Capital Grant of £30,000 was issued in 2016 the lease should be in place until at least 2026.

**C.6 Please detail any funding contributions towards your Revenue or Capital costs.**

Applicants should detail any contribution they are making. Applicants should indicate whether they are making a financial contribution to the cost of the project.

**C.7 Other Current Funding**

Applicants should indicate whether they will receive assistance with the costs of their project from other sources.

**C.8 Please detail the funding you will be receiving from other sources.**

Applicants should detail any funding they will receive from Extended Schools and the time period this will cover.

**C.9 Operating Costs Being Claimed**

Applicants can claim an annual grant for up to three years to cover any shortfall between income and running costs. The maximum that can be claimed will depend on the type of project.

For new or existing projects serving the needs of disadvantaged families:

Applicants can claim an amount equivalent to up to 25% of the annual operating costs of their project for up to three years.

For all other new projects (schools estate or rural areas): Applicants can claim an amount equivalent to up to 20% of the annual operating cost for Year 1; an amount equivalent to 15% of the annual operating cost for Year 2; and an amount equivalent to 10% of the annual operating cost for Year 3.

**NB: The current average cost per child per School Age Childcare setting is approximately £3,400 per annum. It is recognised that some costs, notably rent and rates, will vary depending on location. However, only in exceptional circumstances and with full supporting evidence will unit costs more than 10% higher than this average be approved.**

**C.10 (a) What effect would there be on the local community if this project wasn't funded? (Please provide evidence if available ie Community Audit)**

**(b) What other funding options have you considered for this project? Is there a reason that you didn't pursue these options? E.g. financial institutions, other Government funding schemes**

Applicants should detail any other funding options they considered and why they did not decide to use them.

**C.11 You are required to work towards sustainability, how will your project cover its costs when the grant funding comes to an end? (ie monitoring your fee structure etc)**

All projects are expected to aim to become self-sustainable - i.e. to be able to cover their costs from the fees they charge for their services. Applicants should set out a timeframe for achieving sustainability, ideally by the end of the period for which grant aid is being sought. This should include projected numbers of service users and associated fee income over the five year period following the end of the period of grant funding.

It is recognised that projects serving communities in the greatest need might require longer to achieve sustainability. Projects that envisage achieving sustainability *after* the funding period should set out a realistic, longer term timeframe for becoming sustainable, including projected numbers of service users and associated fee income over the five year period following the end of the period of grant funding.

Projects making the transition to a 'Social Economy' Provider undertake to remain as a 'Social Economy' Provider after the grant ends for a total period of 5 years following the final grant payment provided under the terms of this agreement.

**C.12 How will you promote the financial assistance (tax credits and vouchers) available to help parents meet the costs of childcare?**

Applicants should indicate how they will promote uptake of government financial assistance with the costs of childcare (tax credits and vouchers) among the parents who use their services. Information on the support available can be accessed at <http://www.hmrc.gov.uk/leaflets/wtc5.pdf> and <http://www.employersforchildcare.org/>

**C.13 How have you established your current fees structure? Does it include a balance between affordability and sustainability at a local level?**

Applicants should indicate how they have established that the fees they will charge for the School Age Childcare services they will offer, reflect the ability to pay of people in their catchment area. Based on this, you could potentially have a variable fee structure based on a parent or guardian's ability to pay. Applicants should include details of any research (e.g. local knowledge, surveys, consultation) they have used or undertaken when setting fees. Eligibility criteria for the differing fee structure must be demonstrated. If eligibility for lower fees is to be based on entitlement to benefits, then applicants should use the parent or guardian's entitlement to income related benefits as the criterion for eligibility.

The benefits in question will be income-related benefits within the meaning of the Social Security Administration (Northern Ireland) Act 1992. Section 167(1) of the Act defines the term as follows:

“income-related benefit” means -

- (a) income support;
- (b) working families’ credit;
- (c) disabled person’s tax credit; and
- (d) housing benefit;”

By way of guidance, for a sample of School Age Childcare projects currently funded by OFMDFM, the fee per session ranges from £6 to £12.50.’

#### Example

Accountant’s recommendation

Scoping other local providers (not-for-profit)

Parent’s Surveys

#### **C.14 What management and financial controls will be in place to make sure that your project delivers on its objectives, on time and within budget?**

Applicants should indicate the management and financial controls they will put in place to ensure that their project’s objectives are achieved, on time and within budget.

#### Example

Files from Financial Governance List

Responsible Person/Management Committee members knowledge & expertise.

## Section D Other Criteria

### D.1 How will you ensure that your project is physically accessible to parents and children?

Applicants should indicate how they will ensure that their project is physically accessible to the parents and children that will use it. Examples of this may be: the premises are suitable for the purpose, it is based in a central location which is generally accessible to parents and/or it has adequate facility for dropping off/picking up children. Caters to children with disability.

### D.2 How do you intend to promote and publicise your project?

Applicants should indicate how they will promote and publicise their project. What types of marketing materials do you intend to use?

### D.3 How will your project complement or promote other government schemes, including financial assistance with the costs of childcare (tax credits, vouchers)?

Applicants should indicate how their project will complement other government initiatives, including:

- The **Delivering Social Change Framework**, which aims to deliver a sustained reduction in poverty and associated issues across all ages and to improve children and young people's health, well-being and life opportunities thereby breaking the long term cycle of multi-generational problems.
- Play and Leisure Programme
- Learning to Learn - a framework for early years education and learning (Department of Education)
- Pre-school education provision (Department of Education)
- Sure Start (Department of Education)
- Extended Schools (Department of Education)
- Financial assistance with the costs of childcare  
<http://www.hmrc.gov.uk/leaflets/wtc5.pdf>

**D.4 How will you ensure that your project provides a quality service?**

Projects should ensure reflection and evaluation. Applicants should indicate how their project will provide a quality School Age Childcare service e.g. by complying with DHSSPS Minimum Standards, employing suitably qualified staff, providing a safe, stimulating environment. Continuous Professional Development, Play Work Principles, Good Management Committee/Governance, Effective links with HSCT, Partnership with Parents.

**D.5 (New Projects based on the schools estate only) How will you ensure a separation between conventional school activities and the service you provide (ie this should be exclusive of Extra Curricular activities)?**

Applicants should indicate how they will ensure a separation between conventional school activities and the School Age Childcare services they will provide. School Age Childcare services based on the schools' estate must be registered as a childcare facility and must be staffed by the appropriate qualified people in-line with the Minimum Standards and associated Guidelines including childcare workforce. Activities should be exclusive of Extra Curricular Educational activities and focused more on Rest, Relaxation and Play.

**D.6 How will you ensure that your service is open to parents and children from all communities?**

Applicants should demonstrate how their services will be open to all communities and, **where possible**, promote sharing. It is recognised that it will be difficult for projects located in a single identity area to attract children from other communities. However, it will be important for your application to demonstrate that the facility has policies to welcome children from all community backgrounds. An existing setting should be able to provide evidence that it currently offers school age childcare services on a cross-community basis. A school aiming to provide school age childcare services could provide examples of services it already offers on a shared basis.

**Joint applications are welcome. Applications from projects based in contested areas or interface areas are also welcome.**

## **Section E Bright Start Objectives**

**E.1** Using the table provided, applicants should briefly indicate how their project will contribute to each of the four *Bright Start* objectives.

## **Section F Declaration**

Project Principals are the people who are legally responsible for the control, management and administration of the Childcare Service. In the Childcare Service's documentation they may be known as: Trustees, Directors, Board Members, Governors, Committee Members, a Council of Management or as Charity Trustees.

We ask for two signatures in support of your application, one of which must be the Chairperson of your organisation

We also ask for your permission to publish the name and address of your organisation if your application is successful. We propose publishing the names and addresses of all successful organisations on the Family SupportNI website ([www.familysupportni.gov.uk](http://www.familysupportni.gov.uk)).

## **Selection Process**

1. All applications will be assessed and scored according to relevant criteria using the scoring system set out at the end of this section.
2. The Managing Agent for the Grant Scheme will carry out an eligibility check and a scoring exercise on each application, selecting those that best meet the criteria for funding.
3. Applicants whose project is not selected for funding will be offered feedback. Alternatively, they might appeal the decision. Appeals will be considered by a panel whose members were not involved in the original decision.

## **Successful Applications**

4. Successful applicants will be issued initially with a Conditional Letter-of-Offer and be subject to pre-contract checks to ensure their ability to handle public funds.
5. The Conditional Letter of Offer from the HSCB/CCP, sets out the conditions under which funding is offered to support the proposed activity, the amount of funding offered and the payment terms.
6. Once pre-contract checks have been completed a Confirmed Letter of Offer will specify how much money an applicant has been awarded, the length of the funding period, how payment will be made and the conditions attached to the funding award. In accepting the funding, the applicant will be required to sign a form indicating that they are prepared to fulfil these conditions.

7. The Confirmed Letter of Offer Acceptance Form should be returned within one month of issue. No funding will be issued until this form is received and all (as necessary) pre-conditions are met (for exceptions see pages 17, 18 and 21 of this guidance). Successful applicants will be required to abide by any conditions set out in the letter of offer and to comply with any monitoring and evaluation arrangements.

**Bright Start School Age Childcare Grant Scheme: scoring system**

|          | <b>Criterion</b>                                | <b>Maximum Score</b> | <b>Weighting</b> | <b>Weighted Score</b> |
|----------|---|----------------------|------------------|-----------------------|
| <b>1</b> | <b>Key First Action Targets</b>                 |                      |                  |                       |
|          | Sustaining or creating SAC places               | <b>20</b>            | <b>1.5</b>       | <b>30</b>             |
| <b>2</b> | <b>Efficiency and Effectiveness</b>             |                      |                  |                       |
|          | Addressing need                                 | <b>30</b>            | <b>1.5</b>       | <b>30</b>             |
|          | Value for money                                 | <b>30</b>            | <b>1.5</b>       | <b>30</b>             |
|          | Additionality                                   | <b>10</b>            | <b>1</b>         | <b>20</b>             |
|          | Sustainability                                  | <b>30</b>            | <b>1.5</b>       | <b>30</b>             |
|          | Affordability                                   | <b>20</b>            | <b>1</b>         | <b>20</b>             |
|          | Social Economy                                  | <b>20</b>            |                  |                       |
| <b>3</b> | <b>Other Selection Criteria</b>                 |                      |                  |                       |
|          | Accessibility                                   | <b>10</b>            | <b>0.5</b>       | <b>10</b>             |
|          | Complementary with other Government Initiatives | <b>10</b>            | <b>0.5</b>       | <b>10</b>             |
|          | Quality   | <b>10</b>            | <b>0.5</b>       | <b>10</b>             |
|          | Shared Community                                | <b>10</b>            | <b>0.5</b>       | <b>10</b>             |
|          |   | <b>200</b>           |                  | <b>200</b>            |

- (i) Only projects scoring 65% on Key First Action targets criterion, and 65% on the Efficiency and Effectiveness criteria, and 65% overall, will be eligible for funding. Projects must score at least 50% on each of the Efficiency and Effectiveness criteria.

- (ii) **Projects should also demonstrate that they are in line with the *Bright Start* objectives.**

|   |  |
|---|--|
| <b>Bright Start Objectives</b>                              |  |
| <i>Supporting children’s developmental needs</i>            |  |
| <i>Enabling parents to enter or remain in the workforce</i> |  |
| <i>Recognising the diversity of childcare needs</i>         |  |
| <i>Offering parents flexibility and choice</i>              |  |

## **How to Apply for Funding**

Applications for funding must be made on the appropriate form provided. This can be obtained from the following website:

<http://www.hscboard.hscni.net/brightstart>

Applications should be submitted by email to [childcare.applications@hscni.net](mailto:childcare.applications@hscni.net) or by post to the address shown on the application form.

There is no limit on the number of applications that may be submitted. However, within a context of limited resources and if the fund is over-subscribed, the department may prioritise those applications from organisations who have NOT submitted multiple requests for funding.

## Application Deadlines

The deadline for receipt of applications is: 29 January 2016.

All applications must be received no later than the appropriate closing date. Applications received after this date and partial applications will not be considered.

## Equality Obligations

Under Section 75 of the NI Act 1998 the Department, in carrying out its functions, is required to have due regard to the need to promote equality of opportunity between:

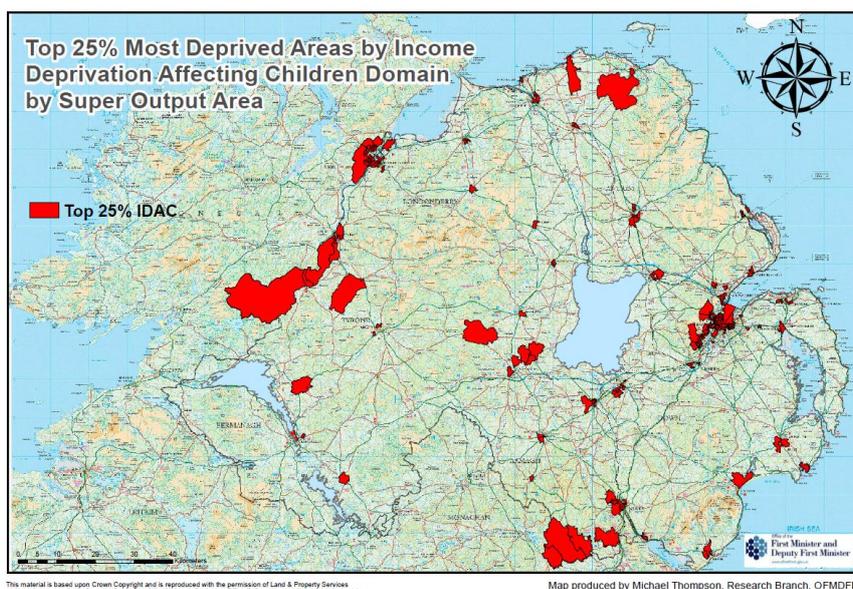
- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- persons with dependants and persons without.

## Further Information

Contact details are below:

| Name              | Tel           | Email  |
|-------------------|---------------|--|
| Angela Stallard   | 028 9080 3380 | <a href="mailto:angela.stallard@playboard.co.uk">angela.stallard@playboard.co.uk</a> |
| Kirstein Arbuckle | 028 9536 1064 | <a href="mailto:Kirstein.Arbuckle@hscni.net">Kirstein.Arbuckle@hscni.net</a>         |

## Annex 1



### **Top 25% Most Deprived Areas by Income Deprivation Affecting Children Domain by Super Output Area**

| <b>LGD's with SOA's in Top 25%</b> | <b>Number of Deprived SOA's in the LGD</b> |
|------------------------------------|--|
| Belfast                            | 71   |
| Derry                              | 32   |
| Newry & Mourne                     | 15   |
| Lisburn                            | 13   |
| Craigavon                          | 11   |
| Strabane                           | 10   |
| Down                               | 9  |
| Newtownabbey                       | 6  |
| Ballymena                          | 6  |
| Coleraine                          | 5  |
| Cookstown                          | 2  |
| Limavady                           | 4  |
| Carrickfergus                      | 4  |
| Antrim                             | 4  |
| Larne                              | 4  |
| North Down                         | 4  |
| Fermanagh                          | 4  |
| Armagh                             | 3  |
| Ards                               | 3  |
| Magherafelt                        | 3  |
| Moyle                              | 3  |
| Omagh                              | 5  |
| Dungannon                          | 2  |
| Castlereagh                        | 2  |

For further information:- [www.nisra.gov.uk/deprivation](http://www.nisra.gov.uk/deprivation)