ACCESS TO CHILDCARE FUND

Guidance for completing the online application form

- You will find it helpful to read the [Information Note for the Fund](#). This gives you the background to the establishment of the Fund and its aims and objectives. The most relevant national policy documents that you should familiarise yourself with before deciding to apply are the [Tackling Child Poverty Delivery Plan](#)) and the draft [Out of School Care Framework](#).
- Your local children's services plan should also be very helpful. You will find this on your local authority's website.
- You will see that the application asks you to focus on the priority groups referenced in the delivery plan. Please be careful not to provide any information in the application that might lead to identifying any personal information about any individual.
- For technical guidance on completing the online application form please download the [technical guidance document](#) from Children in Scotland's website

Section 1 - Who are you? Tell us about your organisation

1. Key contact first name / surname
This should be the name of the person who will be the primary contact for this funding application.

Key contact job title
This should be the job title for the individual who is the key and primary point of contact.

Name of Organisation
This should be the registered name of the project or charity, which will be responsible for the fulfilling the terms and conditions of the grant.

Registered address (first line, second line, town/city, post code)
This should be the address where your project is registered or where the funding will be utilised.

Key contact email address
This should be the email address to be used for all correspondence relating to this funding application. Acknowledgement of receipt of this funding application and a copy of the completed application form will be sent to this

ACCESS TO CHILDCARE FUND

Guidance for completing the online application form

email address once you have submitted your application. This is also the email address which a link will be sent to if you have saved midway through completing the application. Please ensure this field is completed carefully or you won't receive any of the above.

Telephone number
This should be the telephone number for the key and primary contact person.

Website address
This should be the website address for your project (if one is available).

2. Local Authority Area
Please select the Local Authority area where the project that you are applying for, will be based.

3. Permission to retain your personal data
Please select Yes or No.

By selecting Yes you are giving us permission to hold the personal data you have provided us with and use it to contact you in relation to your application to this fund. We commit that we will not use the personal data provided for any other purpose. We will use this consent as the legal basis for holding this personal data. This data will be held securely by us in line with our privacy policy (https://childreninscotland.org.uk/privacy-policy/). You can find out about your data protection rights and how to exercise them at this link. We will use this data solely in relation to your application to the Access to Childcare Fund. We will not share your personal data with anyone outwith Children in Scotland and The Scottish Government.
The information provided by you to us in this application will be anonymised when shared with anyone outside Children in Scotland and The Scottish Government. We will hold your personal data on our systems until the 31st of March 2029 (6 years from the planned end of the Access to Childcare Fund). This timeframe is in line with our obligations under the law.

If you answer No to this question we will unfortunately be unable to accept your application to the fund and will have to delete your application from our system.

Section 2 – Project Overview

ACCESS TO CHILDCARE FUND

Guidance for completing the online application form

4. Name of Project
This should be the name of the project for which you are applying for funding.

5. Type of Project
Tick one or more of these categories where they best describe your project. If none of the categories fit your project, use other to provide a brief description (maximum 10 words).

6 & 7. Care Inspectorate - care service number
If your project/service is registered with the Care Inspectorate, please confirm and provide the care service number where the funding will be utilised.

8. Care Inspectorate Report
Please email a copy of the latest report from the Care Inspectorate to accesstochildcarefund@childreninscotland.org.uk.

9. Tick the following priority groups who will be targeted in your proposal. You can tick more than one group.
This question refers to those groups that **will be targeted** by your project, if your application is successful and you are asked for more information on how you will target later in the application.

Section 3 – Funding Criteria

10. Do you have a bank account that is used for your project for funds to be deposited into (if you are successful in being awarded a grant)?
Please select Yes or No.
If you select No we will not be in a position to award you funding as we need to deposit the funds into an account that is used for the project.

11. How much funding do you require?
Fund requests can be for up to £250,000 to be used by 31 March 2022. If successful, we will agree the phasing and sequencing of payments up to the total agreed.

12. Please tell us the total amount of funding required to cover all costs from August 2020 – March 2022. For this purpose, use August 2020 as the start of grant award. It may be a little later but successful applicants will be notified as soon as possible.

ACCESS TO CHILDCARE FUND

Guidance for completing the online application form

Then using the total you have requested divide it into these categories:
- the total staffing salary costs
- associated staffing costs, incl travel, training etc
- running costs of the project
- other (specify if possible)

We understand that precise costs might not be available at this stage. A detailed review of costs will be completed with each successful applicant prior to fund award and monitored thereafter.

13. Your current and relevant out of school or holiday project(s).

This is a general question that gives you the opportunity to summarise the relevant experience that you bring to this proposal and how the application will enable you to use this to progress successfully.

14. The project proposal for the model of out of school care that you will develop.

This question will be assessed on the extent to which it meets identified needs in your area for out of school childcare and, in particular, the needs of the priority groups that you have said you will be targeting. This is where your knowledge of your area's children's services plan and other local intelligence, will be helpful. No particular priority will be given to whether it is a new or expanded service. It will be highly desirable to demonstrate your project's readiness to either be introduced or expanded within a short period following receipt of grant.

15. Providing high quality services and experiences and how they are monitored.

The draft framework for out of school care in Scotland, referred to above, makes clear the emphasis on quality of provision. You should explain how you will ensure the project is providing high quality and illustrate this by explaining the planned experiences of the children, young people and families. The range of monitoring and review approaches that you will use should be provided. Note that this funding will include support for developing review and evaluation methods and tools and telling us what support you have identified as needed, is desirable.

ACCESS TO CHILDCARE FUND

Guidance for completing the online application form

16. The additional funding will enable you to provide more accessible and affordable out of school care. We are looking for your specific ideas on how you will achieve this. You should think about it from the perspective of the families that you are targeting and also what your organisation needs to be able to provide more accessible services, for example the funding could support certain expenditure to reduce the costs of places for children or dedicate staff time to development rather than delivery to make your service reach more children and families. A brief description of how you will monitor and review success, is required.

17. The methods and approaches you will use to target the priority groups that you have listed at Q 9 should be set out. You will need to explain how you will know the proposal is meeting their needs. You should also expand on this response to explain how you will know that it is serving the needs of children, young people, parents and carers in your project's local communities. Your experience of direct engagement with children and families to assess need should be referred to. A brief description of how you will monitor and review success, is required.

Section 4 – Supplementary Criteria

18. Confirmation is required that you will participate in a learning network of all the Access to Childcare funded projects. We are asking you to estimate 2 days a month for one nominated individual. The costs will be met from your total allocation. The time and resource commitment will be kept under review between the project and Children in Scotland.

ACCESS TO CHILDCARE FUND

Guidance for completing the online application form

19. Confirmation of discussion about this application with your Local Authority and/or the representative of the area's Children's Services Partnership (CSP). This is for our information only and the response will not influence our decision.

20. Confirmation that your proposal is not being <u>fully</u> funded from any separate fund award. *It is expected that your services and/or this project might be in receipt of funds from a range of sources. If this is the case, a successful applicant will be able to describe how an allocation from this Fund will enable the introduction of a new or expanded service and how it will target the priority groups listed in the application.*

*The monitoring information at **Qs 21-25** is for information only and will not be a factor in the funding decision.*

26. Please tell us how you heard about the Access to Childcare Fund
Please let us know how you heard about the fund. You do not need to complete this question but it helps us so we can tailor our communication methods. Please tick all that apply.