

# Parent & Toddler Group Initiative Grants 2023

## Guidelines for Parent & Toddler Groups

### Information on grants available:

Applications for funding under this scheme should only be made by P&T Groups that are organised on a not-for-profit basis and involve the participation of parents/guardians to include recently arrived parents and children from Ukraine and other countries in the community. Grants will normally range from **€100 to a total maximum of €1,400**. New start up groups may apply for a grant of up to €1,100, existing P&T Groups can apply for up to €800.

As well as grants for existing and new P&T groups, an additional amount of up to €300 is available to provide an additional session. There is also a maximum of €300 available to operate/establish Buggy Walking Groups<sup>1</sup>. Groups are advised to contact their local CCC for further information in respect to these two additional funding options.

### Funding will be available for:

- Toys, equipment and books for indoor and outdoor activities, including children's refreshments.
- Storage for equipment.
- Training for parents, e.g. paediatric first aid, committee skills, parenting courses, facilitated sessions,
- Promotional Leaflets including any required translations.
- Children's activities, e.g. arts and crafts, music.
- Limited funding will be available towards insurance or rent, up to a maximum of **40%** of total funding for existing services.
- Limited funding will be available towards insurance or rent, up to a maximum of **70%** of total funding for new services.

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<sup>1</sup> . Buggy Walking Groups are organised social walks for parents, guardians, and their babies and toddlers. They provide a range of benefits including social interaction, physical activity and emotional, peer support. Buggy Walk Groups aim to give support to parents and guardians and their young children, allowing them to chat to each other, get exercise and fresh air and make friends in their local community. Groups are expected to be inclusive of all newcomers, where possible, but some groups may for example only be able concentrate on new and expectant mums and recently arrived parents and children from Ukraine and other countries.

- An amount of up to €300 is available for the establishment of buggy walking groups, it is envisaged that these groups, once established, will involve groups of parents/guardians and children meeting for organised walks on a regular basis (a minimum of 6 walking sessions) in their local community.
- Additional funding is also available to groups offering additional sessions, this funding is primarily for, but not exclusively aimed at, the inclusion of recently arrived parents and children from Ukraine and families from other countries.

### **Funding will not be available for:**

- Groups operating out of private homes.
- One off events such as outings, parties and trips.
- P&T Groups with a closing balance of €3,000 or more in the previous year (except where a P&T Group can provide a signed declaration that the funding available to the P&T group is under €3,000).
- Groups who received funding in previous years and did not return the Progress Report and receipts for items purchased.

### **Additional Information:**

- P&T Groups should have a Bank Account/Credit Union or Post Office Account. The money taken at each session, any grants received by the group or money received from fundraising should be paid into the account. It is recommended that spending on the group's behalf should be paid for by cheque/draft or electronic means. All transactions involving the group's money should be recorded and all receipts kept.
- Applications from P&T Groups will only be accepted from groups known to their local CCC, new groups should make arrangements to meet a CCC staff representative prior to application deadline.
- P&T Groups must submit evidence of appropriate insurance (not applicable to new groups). New groups should submit evidence of insurance within the first month of receiving the grant.

### **HSE / HPSC Advice to Parent and Toddler Groups**

P&T Groups must familiarise themselves with the latest public health advice.

### **How to Apply:**

- Please detach and fill in the attached application form, using clear block writing.
- **Please ensure that all sections are completed (Application form, Annual Income & Expenditure Account, Progress Report).**

- Simple financial records are important for groups in receipt of grants as they offer protection for all involved. However, newly formed groups do not need to provide a financial record until they are in existence for one year.
- Please ensure the application is signed by 2 committee members.
- Applicants are required to submit up to date bank statements/credit union or post office statement (no older than 2 months) with their application form.
- Forward evidence of insurance with application for existing P & T Groups. For newly formed groups, if insurance is not available, evidence must be submitted within one month of the application being completed.
- Forward evidence of receipts for items purchased with last grant, along with progress report.
- Grant applications will not be recommended if they do not include adequate information, i.e. all sections of the application form must be completed.

### **Post Approval Information:**

- Successful applicants are required to submit receipts as evidence of expenditure and comply with any funding conditions as set out in the Grant Agreement letter.
- If a P&T Group wishes to change their approved expenditure, they must apply in writing to \_\_\_\_\_ CCC prior to purchasing new item. \_\_\_ CCCs' decision will be confirmed in writing.
- Successful applicants may receive a support visit from their local CCC.

### **What Roscommon CCC can do for you:**

Roscommon CCC can support you with your application. Please contact the office on 094 9622540 or e mail [carmel.dunne@roscommonchildcare.ie](mailto:carmel.dunne@roscommonchildcare.ie)

Roscommon CCC is available to support anyone wishing to set up a P&T Group or those currently running one. We can provide information which promotes the provision of a quality service that runs smoothly and conveniently for all the children and parents attending. We can assist you in choosing toys and activities which are developmentally appropriate; encourage adult child interactions or we may be able to put you in contact with relevant agencies or organisations.

### **Important dates:**

- Application forms to be returned by: **21/04/2023.**
- Notification of decisions and payment of grants will be made by **09/06/2023.**

If required, this form may be photocopied. Send it to:

**Grants for Parent & Toddler Groups, Roscommon /County Childcare Committee,  
Knock Road  
Castlerea  
Co. Roscommon  
F45P959**

Phone: 094 9622540

Email: [info@roscommonchildcare.ie](mailto:info@roscommonchildcare.ie)

Website: [www.roscommonchildcare.ie](http://www.roscommonchildcare.ie)

**REMEMBER**

**The closing date is 21/04/ 2023**

**Please Note:**

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

**APPLICATION FORM**

## Parent & Toddler Group Initiative Grants 2023

[Please use block letters]

**NB. Please write name of group as it appears on bank/credit union/post office account.**

1. Name of Group: -

2. Address of Group: -  
**NB. Please write name of venue where your group meets weekly.**

3. Name and details of two contact people (preferably committee members) (please include address, phone/mobile & email for each): -

Name:
Address:
Phone:
Mobile:
Email:

Name:
Address:
Phone:
Mobile:
Email:

4. Contact name and number for the group: \_\_\_\_\_  
 \_\_\_\_\_

**Note: This number will be made publically available**

5. Are you applying for funding to run an additional Parent & Toddler Group session?  Yes  No

6. Do you plan to run a buggy walking group with a minimum of 6 sessions?  Yes  No

7. What actions do you intend taking to achieve the goals of this year's P&T Grant regarding the inclusion of newly arrived families from the Ukraine and other countries?

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8. Amount of grant being sought from CCC (to a limit of €1,100 new groups: €800 existing groups)?

€

9. Amount of grant being sought from City/Childcare Committee for Additional Session (to a limit of €300)

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10. Amount of grant being sought from City/Childcare Committee for Buggy Walking Group (to a limit of €300)

€

11. Detailed breakdown of costings for grant being sought: - (Example: €1,000 being sought; €200 toys, €200 insurance, €200 training, €200 rent, €200 equipment, €50 children's refreshments)

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12. Annual cost of running the group?

€

13. How often does the group take place? **(Please include day and time for our records)**

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14. Do you charge participants? Y/N  
If yes, what is the charge per session?

€

15. Do you pay an annual rent for premises? Y/N  
If yes, how much rent is paid?

€

To whom is rent paid? \_\_\_\_\_

16. Details of funding received in the past year: -  
(e.g. CCC, HSE, local fundraising, other)

Funding Agency	Amount €

17. If funding was received from Roscommon CCC  
in 2022 have you returned your Progress Report?  
(If 'NO' please forward this Report immediately)

Yes

No

18. Details of unsuccessful funding applications  
in the past year:

Funding Agency
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Please give reason:

Reason
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19. What other agencies have you applied to for  
funding/future funding?

Funding Agency
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20. When was the Group formed?

21. On average how many adults attend the group each week?

22. On average how many children attend the group each week?

23. How many people are involved in the committee?

24. Name of the Insurance Company & Insurance Number, **if applicable.**  
(Please enclose copy of Insurance, **if available**)

# Annual Income and Expenditure Account 2022

(Newly formed groups do not need to provide a financial record until they are in existence for one year)

**NAME OF GROUP:**

**TIME PERIOD:**

**Opening Balance in Account:**

€ \_\_\_\_\_

Income 2022

Expenditure 2022

Parent & Toddler Fees 20XX	
Fundraising 20XX	
Grants Rec'd in 20XX	
-----County Childcare Committee	
HSE	
Other (please specify)	

Rent	
Heating	
ESB	
Insurance	
Telephone	
Toys and Equipment	
Snacks - tea & coffee	
Activities (please specify)	
Training	
Other items	

**Total** € \_\_\_\_\_

**Total** € \_\_\_\_\_

**Closing Balance:** € \_\_\_\_\_

Signed: \_\_\_\_\_  
Treasurer/Committee Member

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Committee Member

Date: \_\_\_\_\_



# PROGRESS REPORT

**Name of Group:**

**Amount of funding Allocated:**

**1. Please give breakdown on how the funding was spent:  
(Example: €150 insurance, €75 books, €150 toys, €50 children's refreshments)**

**2. Describe the benefits the grant made to the group**

**3. How did the P&T Group focus on the inclusion of newly arrived families from the Ukraine and other countries and has the group been successful in its' aims? Provide additional information to support this response.**

**Signed:** (Chairperson or committee member)

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**Date:**

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**Signed:** (Committee member)

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Date:

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Please return completed form before **21/04/2023**  
To: Roscommon County Childcare Committee  
Knock Road  
Castlerea  
Co. Roscommon  
F45P959

**N.B.  
APPLICATIONS WILL NOT BE CONSIDERED IF ALL SECTIONS OF THE  
FORM HAVE NOT BEEN COMPLETED**

## DATA PROTECTION DECLARATION

As soon as you contact Roscommon County Childcare Committee(CCC) we will create a computer record in your group's name. Information that you provide is added to your record.

The information you provide may be used for the following purposes:

- CCC database and directory of services
- Recording queries and information and advice given
- Processing of funding applications
- Compiling statistical information to help us improve our services and share information with the Department of Children, Equality, Disability, Integration and Youth(DCEDIY) and Pobal.

To give you an example of disclosure: Roscommon CCC is required to give funded groups names and certain other data to the DCEDIY and Pobal. The Department and Pobal, in turn, observe strict rules of disclosure that are registered with the Office of the Data Protection Commissioner. The CCC will adhere to its data protection policy.

*Disclaimer: This information is provided to Roscommon CCC as part of a funding application. Although every effort has been made to ensure the accuracy of all information published, Roscommon CCC cannot accept any liability or responsibility for any errors or omissions. Roscommon CCC will bear no liability or responsibility, direct or indirect, for use or misuse, of any information in this application for funding.*

***I have read and understood the above statement and consent to the use and disclosure of data and information as outlined above.***

**Signature** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_