



## **Out of School Childcare Grant's Application Pack**

The **last dates** for submission for Grant Applications are as follows: -

1. Childcare Grant Application - ASAP
2. Transport Grant Application - ASAP

### **Please return to:**

Sandra Lawrie  
Fife Childcare Services  
4th Floor West, Fife House  
North Street  
Glenrothes, Fife  
KY7 5LT

### **Information to be Completed: -**

- 1) Out of School Childcare Grant Application Form if required.
- 2) Transport Grant Application Form if required
- 3) Pages 3/5/6/7 are required to be completed by ALL groups.
- 4) All Supporting Information required for **both grants**.
- 5) Non-Recurring Application Form – One to be completed for **each** grant applied for.
- 6) Monitoring Form for previous years Grants – One to be completed for **each** grant applied for.



Intentionally blank page



# Applicants Details

**The named applicant cannot be a paid member or the organisation**

## Club / Organisations Details

- 1. Name: .....
- 2. Address: .....  
.....  
.....
- 3. Tel. No: .....
- 4. Contact Name: ..... Position:- .....
- (In Club / Organisation)
- 5. Contact No.: ..... e-mail address:- .....
- 6. Registered Charity number: .....
- 7. SCSWIS registration number: .....

## Chairperson's Details

- 1. Name: .....
- 2. Home address: .....
- 3. Tel no: .....
- 4. Email address: .....

## Manager's Details

- 1. Name: .....
- 2. Contact address: .....
- 3. Tel no: .....
- 4. Email address: .....

Intentionally blank page

## Supporting Documentation / Information Required

**Please ensure that you have included ALL the documentation listed below with your application; that you have ticked off all the boxes as indicated; and that you have enclosed the list with your application. If any of the documents have already been handed to a member of the FCS staff team please indicate and include the date if possible.**

	Tick	Date
1. Completed and Signed Non-Recurring Grant Application Form.		
2. Completed Fife Childcare Services Application Form with Signed Declaration.		
3. Copy of your Organisations Constitution or Memorandum and Articles of Association.		
4. Copies of the Organisations most recent AGM Minutes and Annual Report.		
5. Copy of the Organisations most Recent Audited or Independently Examined Accounts. <i>Independently Examined Accounts must be Certified by an Independent Responsible Person.</i>		
6. Copies of bank statements covering the opening and closing balances only detailed in the presented accounts and most recent statement available.		
7. Enclose a copy of the organisations most recent business plan detailing longer term sustainability planning.		
8. Financial forecast for the following financial year, including detailed cash flow and profit and loss accounts.		
9. Copy of the organisations Public Liability Insurance Certificate		
10. Copy of all Policies & Procedures including the Transport Policy		
11. Copy of the Organisations updates "Care Inspectorate" Certificate of Registration		
12. Supporting Documentation for the Transport Grant as Requested.		

**Please Note: All Items listed above must be submitted before any application can be processed**

### Out of School Childcare Club's Registered Places and Costs

Below give a breakdown of the registered childcare places:-

Service	Registered Childcare Places	Annual No. of Weeks Operating	Average Attendance per Day	Cost per Child per Session
Breakfast club				
After School club				
Holiday club				

Annual registration fee charged? **YES / NO**

If YES please state the amount of registration fee charged per family / child £ .....

### Additional Funding: YES / NO

If YES please supply the following information:-

Name of Funder	Purpose of Grant Application	Amount Requested / Awarded

### Staff Employment

Complete this section by giving the type of jobs currently existing within the Club / Organisation and those that are expected to be created the following year. They should agree with the figures supplied in the Business Plan.

Current Year	Breakfast			Out of School			Holiday		
	No.	Hrs.	Wks.	No.	Hrs.	Wks.	No.	Hrs.	Wks.
Lead Practitioner/Manager									
Practitioners									
Administration									
Escorts									
Other									

Next Year

Staff Totals      ==                      ==                      ==

### Staff Salaries and Contracted Hours

Please supply detail of the club's staffing costs:-

Job Title of Contracted Staff	Name	SSSC Reg Number	Date of Last PVG	Contracted Hours per Week	Number of Weeks per Annum Worked	Total Annual Salary
Manager						
Depute Manager						
Practitioner						
Practitioner						
Practitioner						
Practitioner						
Practitioner						
Practitioner						
Escort						
Administrator						

Please give details of any **casual** staff employed throughout the year:-

Name	SSSC Registration Number	Date of Last Enhanced Disclosure	Average Hours Worked per Week	Number of Weeks per Annum Worked	Total Annual Salary



# Out of School Childcare Grant

## Application Form

Financial Assistance Required

Indicate the total amount of grant requested: -                    £                    .....

Detail of Purpose of Application for Funds

Expenditure Description	Expenditure Amount £	Detailed Description of Use of Funds	Year in which Funds will be Spent
	£		
	£		
	£		
	£		
	£		
	£		
<b>Total Application for Funds</b>	£		



## Fife Childcare Services

Fife Council requires that in submitting this formal request for financial assistance, you are disclosing all information necessary from your Organisation. If your Organisation uses a Sub Contractor for the provision of a transport service then Fife Council will require a declaration from the Organisation confirming that they are in possession of an appropriate Operators Licence. This information is required for the Council's full and proper consideration of the request.

- I / WE .....

Hereby apply for financial assistance from Fife Council as presented in this Application Form and declare that all relevant information has been disclosed to the Council in respect of this application.

We give permission for Fife Childcare Services to hold the information provided.

(Information will be held on a secure server or locked cabinet)

Signed (Chair): .....

Signed (Treasurer): .....

For and on Behalf of  
Company/Organisation

Name: .....

Date: .....

### Supporting Material for Application Submitted:

For an Out of School Childcare Grant, this declaration, accompanied by a project plan outlined in the application form, will constitute your formal application. The plan should contain details of the organisation business structure, management, policies & procedures, Care Inspectorate Registration. A Financial forecast, for the following year and why the funds are required. In addition organisations are required to submit their certified/ independently examined accounts for the previous year, and current bank statement.



# Out of School Care Transport Grant

## Application Form

**Financial Assistance Required**

Indicate the total amount of grant requested: -                      £                      .....

**Transport Costs**

Below give a breakdown of the planned **Transport Costs**

<b>Children Transported</b>	
Average No. Transported	
Transport Breakfast Cost	
Transport After School Cost	
Daily Cost	
Weekly Cost	
Total Costs	£
No. Weeks Service offered	

<b>Escorts</b>	
No. Escorts Breakfast	
No. Escorts After School	
Escort Hours per Day	
Daily Cost	
Weekly Cost	
Total Costs	£
No. Weeks Service offered	

<b>Other Costs Claimed</b>	
1. <b>Escorts:</b>	
2.	
3.	
1. <b>Vehicles:</b>	
2.	
3.	
4.	

(Itemise and explain other costs claimed.)

## Supporting Documentation

- Driving Licences (All Drivers delivering service)
  - Certificate of Insurance (All vehicles being used)
  - M.O.T. Certificate (if applicable all vehicles being used)
  - Transport Policy (Acceptable to Fife Council)
  - All named Drivers SCSWIS PVG checks
  - Evidence and Dockets of Costs Claimed (estimates / invoices)
  - Transport Sub Contractors – Declaration of Compliance
- (Please tick  where appropriate)

## Grant Declaration



## Fife Childcare Services

Fife Council requires that in submitting this formal request for financial assistance, you are disclosing all information necessary from your Organisation. If your Organisation uses a Sub Contractor for the provision of a transport service then Fife Council will require a declaration from the Organisation confirming that they are in possession of an appropriate Operators Licence. This information is required for the Council’s full and proper consideration of the request.

- I / WE .....

Hereby apply for financial assistance from Fife Council as presented in this Application Form and declare that all relevant information has been disclosed to the Council in respect of this application.

We give permission for Fife Childcare Services to hold the information provided.

(Information is held on a secure server or locked cabinet)

Signed (Chair): .....

Signed (Treasurer): .....

For and on Behalf of  
Company/Organisation

Name: .....

Date: .....

### Supporting Material for Application Submitted:

For an Out of School Childcare Transport Grant, this declaration, accompanied by a project plan outlined in the application form, will constitute your formal application. The plan should contain details of the organisation business structure, management, policies & procedures, Care Inspectorate Registration. A Financial forecast, for following year and why the funds are required. In addition organisations are required to submit their certified/ independently examined accounts for the previous year, and current bank statement.

### Additional Documentation Required:

The Organisation must provide Fife Childcare Services with this signed declaration declaring that the organisation (or Sub Contractor) has in place the following :-

- Appropriate and Current Insurance
- Current Road Fund Licence
- Current MOT
- A System for Checking Driver’s Licences
- A System for Disclosure Checking Employees / Volunteers
- A System for Carrying out Appropriate Checks on any Sub-Contracted Transport