



## Childminder Grant Scheme Guidelines

This Grant Aid scheme is designed to support Childminding Services in Shetland.

It is funded by Shetland Islands Council and managed in partnership with Shetland Preschool Play. This scheme can support local Childminders to:

- Start up a Childminding service;
- Continue to provide a Childminding service;
- Develop and improve a Childminding Service;

We hope the scheme will help to maintain, grow, develop and improve the services of Shetland's Childminders.

### 1. What do we expect all applicants to demonstrate?

- That the Childminding Service is registered with the Care Inspectorate;
- That the Service will remain active for at least 12 months from the date of the offer letter;
- That the Childminding Service is working towards / has achieved Grade 4 or above inspection result;

### 2. Who can apply?

Only Childminders registered by the Care Inspectorate to deliver a Childminding Service in Shetland may apply to this scheme for grant aid.

### 3. When should you apply?

New Childminders should submit a grant application during their registration process.

Established Childminders must submit grant applications **at least 4 weeks** prior to incurring expenditure.

Applications are available on the Council's website at:  
[www.shetland.gov.uk/grants/childminder\\_scheme.asp](http://www.shetland.gov.uk/grants/childminder_scheme.asp) and can be submitted electronically.

Alternatively you can request or collect an application pack from the Grants Unit – see Contact Details on page 5.

You should also contact staff **at the earliest opportunity** to discuss your proposed project and to get assistance with completing the application form.

#### 4. What can the scheme fund?

We will consider funding: –

- Public liability and car insurance
- Membership of Scottish Childminding Association
- Subscriptions to Childcare publications
- Toy and outdoor resources
- IT equipment
- Printer ink and admin resources
- Car safety seats
- Fire safety resources
- Works, equipment or training to meet Health and Safety requirements
- Works, equipment or training to meet standards required by the Care Inspectorate
- Non-statutory training
- Accountancy fees

We will not fund: –

- Wages
- Travel costs
- Legal costs
- Personal items and general household costs

#### 5. How much can we apply for?

Childminders can apply for up to 100% of eligible costs up to a maximum grant of £250.

You should also note that we will not award more than the amount you request in your application. If you are unsure about how much funding you can apply for please contact staff in the Grants Unit to discuss.

#### 6. What is the application process?

Once you have completed your grant application, attached all the necessary documents and worked through the checklist you are ready to submit your grant application.

Applications can be submitted electronically or by post to the Grants Unit. See contact details on page 4.

- On receipt of your application we will check if it is complete and ensure all the necessary information has been enclosed.
- We will acknowledge receipt of your application **within 5 working days** and let you know what else is required.
- Your completed application will be assessed and you should be informed of the decision in writing **in no more than 6 weeks** of receiving the completed application.

New childminders must submit Support Grant applications during their registration process. Applicants who are new childminders should receive an “in principle” award that is conditional on successful registration with the Care Inspectorate.

Applications will be assessed by staff in the Council's Grants Unit. Decision making is the responsibility of the Quality Improvement Officer for Early Learning and Childcare.

The Quality Improvement Officer for Early Learning and Childcare reserves the right to consult on grant applications with Shetland Preschool Play, where necessary.

### 7. What happens if you are successful?

- ❑ Shetland Islands Council will send you a grant offer letter and acceptance docquet detailing the terms and conditions of your award;
- ❑ Once you have accepted the terms and conditions of the grant and returned the acceptance letter the grant award will be paid in full directly into your bank account;
- ❑ You must comply with grant conditions and use the grant only for the purpose set out in your application form;
- ❑ You must complete a Project Evaluation form and a certification of expenditure form together with details of all relevant expenditure within **12 months** of the date of the grant offer letter.

### 8. What happens if you are unsuccessful

We will tell you the main reasons why in a letter **within 6 weeks** of receiving the completed application. You may also find it useful to contact staff in the Council's Grants Unit. Following receipt of the explanation you may wish you to revise your application and resubmit it or appeal the original decision.

If you want to appeal the decision to refuse your application, then a letter of appeal should be submitted to the Grants Unit within three months of the date that you were notified of this decision.

### 9. Protection of Vulnerable Groups requirements

Applicants seeking financial assistance from this grant aid scheme must comply with the Protection of Vulnerable Groups requirements – specifically child protection.

We recognise that Childminders will only achieve Registration with the Care Inspectorate if they have appropriate Child Protection Policy and Procedures in place and Enhanced Disclosure Checks have been carried out on all individuals in the household.

### 10. Data Protection Act 2018 / Freedom of Information (Scotland) Act 2002

The information provided by you is processed in accordance with the Data Protection Act 2018 to allow us to effectively manage the Council's Grant Aid Schemes. The Data Protection Act 2018 gives you the right to know how we will use your data. Further information about how we use your personal data is available from the Grants Unit or the Council's website at <http://www.shetland.gov.uk/information-rights/DataProtection.asp>.

Please note that your information, should you be successful, will be stored by the Council for 5 years plus current year before being destroyed. The information for unsuccessful applications will be stored for 1 year plus current year before being destroyed.

Please note the Freedom of Information (Scotland) Act 2002 gives any person the right to request certain information that we hold. The Council regularly releases information about grant awards and information regarding your application may be made available to the public. Any personal information provided will be processed in accordance with the Data Protection Act 2018.

## 11. Other considerations

- ❑ No applications can be considered for expenditure already incurred, except with prior agreement of the Director of Children's Services;
- ❑ All grant awards are subject to the Shetland Islands Council's approved grant conditions and availability of finance;
- ❑ Any grant assistance not spent within one year will be repaid to Shetland Islands Council unless the Director of Children's Services has agreed otherwise;
- ❑ You should acknowledge Shetland Islands Council funding on all publicity and marketing material, where appropriate;
- ❑ Applicants should seek other sources of funding prior to applying for a Childminder Scheme Grant;
- ❑ No further grant applications can be considered until the previous grant award has been fully accounted for.

## 12. Service pledges

In order to improve service delivery of the department's various grant aid schemes we have the following service pledges:

- ❑ The Grants Unit will provide **accurate information** about its grant aid schemes and application procedures;
- ❑ All grant application forms requested will be sent out **within 2 working days**;
- ❑ All grant application forms received will be acknowledged **within 5 working days**;
- ❑ All organisations receive a decision on completed grant application forms **within 6 weeks**;
- ❑ All organisations that have had grant applications rejected will receive a **written explanation** of why it was unsuccessful;
- ❑ All organisations that have had a rejected grant application advised in writing have the **right to appeal** against the decision.

## 13. Contact details

We are happy to give advice and guidance on your project and help you to complete your grant application. You should contact us at the earliest opportunity and before you complete your application.

### Grants Unit

Solarhus  
3 North Ness Business Park  
Lerwick  
Shetland  
ZE1 0LZ  
Tel. (01595) 743827 / 743828

Email: [Grants.unit@shetland.gov.uk](mailto:Grants.unit@shetland.gov.uk)

### Early Learning and Childcare Team

Hayfield House  
Hayfield Lane  
Lerwick  
Shetland  
ZE1 0QD  
Tel. (01595) 744000

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