Early Years Capital 2016

HOW TO MAKE AN APPLICATION

All applicants access the Application process through the PIP Portal. Under **My Services** select the service for which you wish to make an application. Select the programmes tab to access the Early Years Capital Application form. In order to access the application form you must have an active contract for ECCE 2015/2016. If you cannot see the application form on the PIP Portal under the Programmes Tab one of the following may apply to your service:

1. You do not have an active ECCE contract under this service
2. An application has already been made under this service
3. If neither of the above cases apply, please contact PIP support (onlinesupport@pobal.ie).

On the **dashboard,** on the right hand side of screen, under **Early Years Capital 2016**, click **Apply for EYC 2016.**


The instructions for completing your application can be accessed by pressing the button at the top of the Application page:

Please read the instructions carefully before you proceed to complete the application form. When you are clear about what you need to do, click **Application** at bottom of page this will open the Application form.

The application form can now be completed. You can save a draft of the application form at any time before final submission and any information inserted on form will be saved, by pressing save draft at bottom left hand corner of the form.
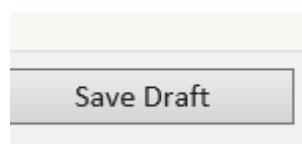
You can edit and add to this draft form until finally submitted. Once submitted, the form cannot be changed and no additional documents can be attached to the on-line form.

NOTE: Fields denoted with a red * are mandatory. Fields surrounded by a dotted red line will display an error message and need to be corrected. E.g.:

Project Prop...	You must intend to provide additional ECCE places in September 2016 to be eligible to proceed with this application.	
How many additional ECCE places do you intend to provide by the 1st September 2016?		0 ×
Explain how you have identified the demand for the additional ECCE places in your service. Include the key data and data sources or references used by you to verify this demand.		*

Early Years Capital 2016 Application Form

All sections of the form must be completed in order to submit your application. Some sections of the form are mandatory and will be indicated by either a red asterisks or a dashed red line.

Service Details

This section should pre-populate with your PIP Profile details.

Service Details

Local County Childcare Committee (CCC):		DCYA Reference No.:	
Facility Name:			
Facility Address:			
Applicant name:			
	Organisation/Legal name as it appears on your ECCE Contract:		
Applicant type:			
Organisation Primary Contact:			
Primary Email:		Primary Email is incorrect:	☐

This is the email address which will be used for corresponding with you in relation to the decision on your application and any subsequent grant agreement that will be issued should you be successful.

Please check that the details in this section are accurate and up to date.

IMPORTANT:

Primary Email is incorrect: ☐

If PIP holds the **wrong** email address for your service, please tick the box "Primary email is incorrect". You may then enter a new email address that will be used in relation to this application.

Capacity & Attendance

In this section you must provide information on the number of children 'enrolled' at the time of completing the application, how many children are 'currently' enrolled in the service by service type and age range in two separate tables. You must provide data on numbers of vacancies and waiting lists for each service type and age range. This data relates to ALL children enrolled in a service (including those children not participating in any of the DCYA Funding Programmes e.g. ECCE, TEC and CCS).

The table on Capacity & Attendance by '**Service Type(s)**' should be completed according to the Number of Children enrolled for **EACH** <u>service type</u>. A child can avail of more than one service type for example: Breakfast club and Afterschool, Full Day Care and Sessional, etc. Therefore, this table will allow double counting as we are trying to capture data on the numbers enrolled per service type. In the Table for Capacity by Service Type, services should include those children registered for ECCE (am or pm) in the 'Sessional a.m.' and 'Sessional p.m.' fields for no's enrolled. The figures in this table will allow us show the number of children enrolled across the various service type(s).

The number of places your service is in a position to offer - by Service Offered

Work your way down the list, selecting YES/NO according to the service type(s) you offer and where YES is selected, proceed across that row completing the 3 boxes.

The number of places your service is in a position to offer - by Service Offered				
Services Offered	**Yes/No**	**Children enrolled? Total:**	**Vacant places available**	**Waiting list**
Full day care	○ Yes ● No			

The table on Capacity & Attendance by '**Age Range**' should be completed according to the total number of children enrolled according to their age. There should be **no double counting** here as each child can only be counted once according to their age. The total Number of Children Enrolled in this table should reflect the Total Number of Children who attend your service (regardless of what Service Type they avail of). This figure totalled will allow Pobal to provide data on the Overall Numbers of Children attending across services and if requested, by age range.

The number of places your service is in a position to offer - by Age Range				
Services Offered	**Yes/No**	**Children enrolled? Total:**	**Vacant places available**	**Waiting list**
Under 1	○ Yes ● No			
Under 2	○ Yes ● No			
Under 3	○ Yes ● No			
Under 4½	○ Yes ● No			
Under 6	○ Yes ● No			
6+	○ Yes ● No			

Work your way down the list, selecting YES/NO according to the age range(s) you cater for and where YES is selected, proceed across that row completing the 3 boxes.

Now complete the 4 boxes that are specifically in relation to your Early Childhood Care and Education places (ECCE) service:

Specifically in relation to your ECCE service please complete the following			
Children Enrolled as at 31st January, 2016 (ECCE)		Vacant Places Available as at 31st January, 2016 (ECCE)	
Number of Children Enrolled for September 2016 (ECCE)	*	Waiting List for September 2016 (ECCE)	

Project Proposal

Please indicate how many additional **ECCE** places you intend to provide by 1st September 2016. Note that in order to be eligible to proceed further, this number must be greater than 0.

Project Prop You must intend to provide additional ECCE places in September 2016 to be eligible to proceed with this application.

How many additional ECCE places do you intend to provide by the 1st September 2016?   0 ×

Explain how you have identified the demand for the additional ECCE places in your service. Include the key data and data sources or references used by you to verify this demand.   *

You **MUST** also then provide an explanation for the demand for additional ECCE places (**NOTE: Fields denoted with a red * are mandatory.**):

low many additional ECCE places do you intend to provide by the 1st Sep   The field is mandatory.   12

xplain how you have identified the demand for the additional ECCE laces in your service. Include the key data and data sources or references used by you to verify this demand.   *

Link to Pobal Maps A link to Pobal Maps (which contains various socio-demographic data) is provided here for possible assistance.

Next, select the type of proposal that best represents your application. Examples of eligible proposals include –
- Complete build costs of an additional room/extension;
- Fit out of an additional room/building/extension;
- Refurbishment of a room not currently in use;
- Minor building alterations;
- Costs for additional indoor play equipment (to a maximum of €5,000) to facilitate an increase in childcare places.

You may have both capital and equipment components, so in such cases both boxes should be ticked. Note that whether "Capital Works" or "Equipment Purchase" button is selected, the relevant text box(es) underneath requesting a brief description becomes mandatory.

Select type of Project Proposal	☑ Capital Works
Note: 1 or both options may be selected	☑ Equipment Purchase
Provide a brief description of the Capital Works to be undertaken	*

If your Capital works does not require planning permission, please proceed to the description of equipment box further down. However if your Capital works does require planning, you MUST enter the planning reference number here:

Please provide your planning permission number.	*
Note: If successful you will be required to submit evidence of full planning permission and evidence of ownership, prior to receipt of your first payment	

Planning applications that are still in process are acceptable here, however if your application is successful you will be required to submit evidence of the final grant of full planning permission (and evidence of ownership) prior to receipt of 1ˢᵗ payment.

Next, provide a rationale for the proposal elements:

Describe why these improvements and/or equipment are necessary to enable the additional ECCE places to be provided within your service.	*

Then indicate if you/your organisation is registered for VAT. If you/your organisation is registered for VAT and you select "Yes", then you will have to complete the following table indicating Total Cost inclusive/exclusive of VAT. See both scenarios below:

SCENARIO 1: FOR APPLICANTS NOT REGISTRED FOR VAT

Is your organisation registered for VAT?	○ Yes ● No
Total cost of the proposed project (Inclusive of VAT)	12,000.00
Total cost of the proposed project	12,000.00
Capital Works - Grant Requested	10,000.00
Equipment Purchase - Grant Requested	0.00
Total Grant Requested	**10,000.00**
Own Funds Required for Project	2,000.00

NOTE: The amount entered for total cost of the proposed project (inclusive of VAT) should equate to the full costs of the project including any costs for which you are not seeking EYC2016 funding.

NOTE: The "Total Grant Requested" will calculate automatically based on the capital and/or Equipment grant requested - which cannot exceed €10,000 (and where applications include the cost of equipment, the cost of equipment applied for cannot exceed €5,000).

The amount of grant requested and "own funds required for project" by the applicant should calculate automatically – please check for accuracy and adjust your inputs if necessary.

SCENARIO 2: FOR APPLICANTS REGISTERED FOR VAT (EXAMPLE 1)

Is your organisation registered for VAT?	● Yes ○ No
Total cost of the proposed project (Inclusive of VAT)	15,000.00
Total cost of the proposed project (Exclusive of VAT)	12,195.12
Capital Works - Grant Requested	8,000.00
Equipment Purchase - Grant Requested	2,000.00
Total Grant Requested	**10,000.00**
Own Funds Required for Project	2,195.12

Sample project:

- Removing Interior Wall and Plastering: €9,000 inclusive VAT; €7,317.08 exclusive of VAT
- Painting and Decoration €3,000 inclusive VAT; €2,439.02 exclusive of VAT
- Play Equipment and Soft Furnishings €3,000 inclusive of VAT; €2,439.02 exclusive of VAT

Total cost of the proposed project (Inclusive of VAT): (€9,000 + €3,000 + €3,000) = €15,000

Total cost of the proposed project (Exclusive of VAT): (€7,317.08 + €2,439.02 + €2.439.02) = €12,195.12

Capital Works – Grant Requested = €8,000

The total cost of capital works exclusive of VAT = (€7,317.08 + €2,439.02) = €9,756.10. This is the total amount of eligible capital work costs for which a contribution from the grant can be sought; in this case the applicant is applying for a contribution of €8,000 towards the total eligible cost for capital of €9,756.10.

Equipment Purchase- Grant Requested = €2,000

The cost of equipment exclusive of VAT = €2,439.02.   This is the total amount of eligible equipment costs for which a contribution from the grant can be sought; in this case the applicant is applying for a contribution of €2,000 towards the total eligible costs for equipment of €2,439.02

Own funds required = €2,195.12 representing the total amount of eligible costs greater than €10,000. In addition the applicant will be able to claim €2,804.88 of VAT from Revenue.

In summary:-

•	**Grant €10,000**
•	**Own Funds €2,195.12**
•	**VAT Recoverable €2,804.88**
•	**Total Cost = €15,000**

Explanation of Costs

Adding the Quotations under <u>Explanation of Costs</u>

- The details on 3 quotations are included because the Capital Works is greater than €5,000 inclusive of VAT; the applicant has selected one of the quotes as their preferred supplier for this piece of work. Please note you can add as many quotations as you like by clicking on the add quote button and you must select a quote otherwise the form will not submit at the end
- 1 quotation is included for the fitting of the additional toilet and basin because it is a separate piece of work which will be provided by different supplier and will cost less than €5,000; the application has selected this quote as the preferred supplier

Description	Name of Supplier	Quote Amount (inc. VAT)	Selected Quote	Attachment	Selection Reason
Remove wall and replaster r	J Bloggs	5,500.00	☐	📎 Click here to attach a file	
ove wall and replaster room,	P Jones	5,900.00	☐	📎 Click here to attach a file	
ove wall and replaster room	ABC Construction	5,000.00	☑	📎 Click here to attach a file	Lowest quote, registered builder
litional toilet and hand basin	XYZ Limited	3,000.00	☑	📎 Click here to attach a file	VFM and available to complete work or
			☐	📎 Click here to attach a file	

☐ Add Quote

- **Attach one valid quote for each piece of equipment cost applied for up to the value of €5,000**
- **For building works and repairs less than €5,000 one written quotation/tender is required.**
- **For building works and repairs for €5,000 but less than or equal to €25,000 a minimum of 3 written quotations/tenders are required**

The total of the <u>selected quotations</u> will automatically populate the total below:-

☐ Add Quote	
Capital Works Total:	8,000.00

Don't forget to attach you quotation(s) here.

Capital Works Costs

Description	Name of Supplier	Quote Amount (inc. VAT)	Selected Quote	Attachment	Selection Reason
Remove Wall and Plaster	J Bloggs	5,000.00	☑	📎 Click here to attach a file	Demonstrated value for money
			☐	📎 Attach attach a file	

☐ Add Quote

Similarly with the Equipment, the quotation is added and selected quote is ticked as all the equipment will be purchased together from the one supplier; the quote is clearly itemised and each item is less than €5,000 and the total cost of the equipment from this supplier is less than €5,000. The Quote total will be automatically filled for you.

Equipment Purchase Costs

Description	Name of Supplier	Quote Amount (inc. VAT)	Selected Quote	Attachment	Selection Reason
JKL	ABC	3,000.00	✔	📎 Click here to attach a file	Best value for money

▪ Add Quote

Equipment Total:	3,000.00
Quote Total:	**3,000.00**

EXAMPLE 2   REGISTERED FOR VAT

Sample project

- **Application is for a contribution towards one piece of equipment costing €4,500**
- The total cost of the proposed project inclusive of VAT is €4,500
- The total cost of the proposed project exclusive of VAT is €3,658.54
- **Equipment purchased–grant requested will be €3,658.54 i.e. VAT is not eligible**

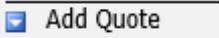|	
Is your organisation registered for VAT?	⦿ Yes ◯ No
Total cost of the proposed project (Inclusive of VAT)	4,500.00
Total cost of the proposed project (Exclusive of VAT)	3,658.54
Capital Works - Grant Requested	
Equipment Purchase - Grant Requested	3,658.54
Total Grant Requested	**3,658.54**
Own Funds Required for Project	0.00

The quotation is added and is the table is completed using the total cost of the equipment inclusive of VAT as outlined below; as the item is below €5,000 only one quotation is required.

Equipment Purchase Costs

Description	Name of Supplier	Quote Amount (inc. VAT)	Selected Quote	Attachment	Selection Reason
JKL	ABC	4,500.00	✔	📎 Click here to attach a file	Best value for money

▪ Add Quote

Equipment Total:	4,500.00
Quote Total:	**4,500.00**

Reminder: Please complete the table outlining all the costs for your project proposal, remembering to keep all your figures **VAT-inclusive**. For each expenditure heading (Capital Works or Equipment), provide a short description of the work/item and enter the quote amount.

Note that For building works and repairs for €5,000 but less than or equal to €25,000 - because a minimum of 3 written quotations/tenders are required you will need to use the "add Quote" blue button [Add Quote] to insert more rows, allowing you to enter the details for each of your 3 quotes. Should you have more rows than you require, simply click the blue button to the left of that row and select "Remove Quote". **NOTE**: rows cannot be left blank.

Quotation documents must be attached opposite each entry – one attachment should be uploaded per line and the file size should be the smallest possible that still allows the document to be clearly legible (please scan at an appropriate image resolution).

Attaching a file

Click on the Attach a file icon here

and the following box will appear:

Click on the browse button and you will be able to choose a file to attach from your computer and select attach.

Disclaimers

Please read these sections carefully in the application form to ensure you understand their content. If appropriate for your application, please complete the request for non-disclosure of sensitive information, with accompanying rationale.
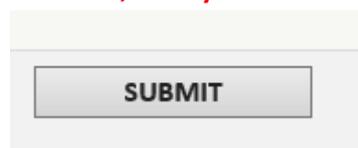
Submission of Applications

You must indicate your agreement to the items in this section by entering "Y" opposite each declaration where appropriate.

Note that you can save your application as "DRAFT" at any time if you wish to save it for further editing at a later date.
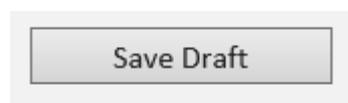
However, once you click "SUBMIT", your application cannot be changed.

If you have not completed each section or have incorrectly entered information a list of errors will appear at the end of form. You must correct these errors before you can resubmit the form.

If you have successfully submitted the form you will receive the following message on screen. You will also be able to print your completed application form.

In your programmes tab under Early Years Capital 2016 – Application: you can review or print your submitted form.