



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



Parent & Toddler Group Initiative Grants 2010

Funded by the Irish Government
under the National Childcare Investment Programme 2006-2010

Introduction:

The Parent & Toddler Initiative was founded by the Katharine Howard Foundation (KHF) in partnership with the Office of the Minister for Children and Youth Affairs, (OMCYA) under the National Childcare Investment Programme, (NCIP) 2006-2010. The Initiative developed a support and information strategy, in collaboration with the City/County Childcare Committees (CCCs), to assist the promotion and expansion of Parent and Toddler Groups. The grants recognise that Parent and Toddler Groups are providing informal support to parents/carers, grandparents and childminders, as well as to young children. These groups are an important source of social contact especially for new parents and families that may be new to an area.

Roscommon County Childcare Committee are working directly with the Health Service Executive by pooling funding for the administration of the Parent & Toddler Group's grants in 2010. The grant scheme for Parent & Toddler Groups will be operated on a flexible basis to respond to the local needs of the groups and, in accordance with agreed national criteria and an approved local assessment process.

Information on grants available:

Applications for funding under this scheme should only be made by Parent & Toddler Groups that are organised on a not-for-profit basis and involve the participation of parents in the community. The level of funding available will be dependent on the number of applications received.

Funding will be available for:

- Toys, equipment and books
- Training for parents, e.g. paediatric first aid, committee skills, parenting courses

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- Children's activities, e.g. arts and crafts, music
- Limited funding will be available towards insurance, rent, training or minor refurbishment

Funding will not be available for:

- Groups operating out of private homes
- Groups with €4,000 or more income in 2009
- Groups that received funding from **Roscommon County Childcare Committee and/or HSE** in 2009 and did not return their Progress Report.

Important dates:

- Application forms to be returned to Roscommon County Childcare Committee by **18/06/2010**.
- It is hoped that the notification of decisions and payment of grants will be made by **16/07/2010**.

How to apply:

Please detach and fill in the attached application form, using clear block writing. **Please ensure that all sections are completed and the application is signed by a committee member.** 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.

Completed application forms must be returned no later than Friday 18th June 2010.

This form may be photocopied, if required. Send it to:-

Grants for Parent & Toddler Groups

Roscommon County Childcare Committee
 Knock Road
 Castlerea
 Co. Roscommon

If you have any queries or require any help with the completion of this form please contact:

Helena McArdle
 Childcare Development Officer
 Roscommon County Childcare Committee

Ph: **094 96 22540**

Email: info@roscommonchildcare.ie

Fax: **094 96 20878**

Website: www.roscommonchildcare.ie

REMEMBER **Deadline 18/06/2010**

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Parent & Toddler Group Initiative Grants 2010

[Please use block letters]

1. Name of Group:-

2. Address of Group:-

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

<p>Name:</p> <p>Address:</p> <p>Phone:</p> <p>Mobile:</p> <p>Email:</p>
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<p>Name:</p> <p>Address:</p> <p>Phone:</p> <p>Mobile:</p> <p>Email:</p>
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4. Amount of grant being sought from Roscommon County Childcare Committee (level of funding available will be dependent on number of applications received):-

€

4. Short description of what funding is being requested for:-

6. Detailed breakdown of costings for grant being sought:-
(e.g. €450 being sought - €200 for books, €250 for equipment)

€

7. Annual cost of running the group:-

€

8. How often does the group meet? (Please include days & hours of operation)

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9. Do you charge participants?
If yes, what is the fee per session? €

10. Do you pay an annual rent for premises?
If yes, how much and to whom is rent paid? €

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

Funding Agency	Amount €

12. If funding was received from RCCC/HSE in the past year
(2009) have you returned your Progress Report?
(Please include a copy of the report with this application) YES NO

13. Details of unsuccessful funding applications in the past
year (please give reason)

Funding Agency	Reason

14. What other agencies have you applied to for future
funding?

Funding Agency

15. When was the Parent & Toddler Group formed?

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

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

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18. How many people are involved in the committee?

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19. What agencies provide support to the group (e.g. Roscommon County Childcare Committee (RCCC),
Health Service Executive (HSE), National Voluntary Childcare Organisations (NVCOs), other)?

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20. Are you in contact with your local Public Health Nurse? YES NO

21. Are you a member of the IPPA or another National Voluntary Childcare Organisation? Please specify

22. What insurance company covers the activities of the group? Please enclose copy of valid insurance certificate.

Committee Members

	Chairperson	Secretary	Treasurer
Name			
Address			
Telephone			
E-mail			

I confirm, to the best of my knowledge that the tax affairs of the Organisation are in order.

SIGNED: _____
Chairperson

DATE: _____

WITNESSED BY: _____

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Annual Income and Expenditure Account 2009
 (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 2009

Expenditure 2009

Parent & Toddler Fees 2009	
Fundraising 2009	
Grants Received in 2009:	
• RCCC	
• HSE	
• Other (please specify)	

Rent 2009	
Heating	
ESB	
Insurance	
Toys and Equipment	
Training	
Publicity	
Meeting Expenses, e.g. Snacks, tea & coffee	
Activities (please specify)	
Outings	
Other items	

Total _____ € _____

Total _____ € _____

Closing Balance: _____

_____ € _____

Signed: _____
 Treasurer/Committee Member

Date: _____

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FORM OF CONSENT

Computerised Records

As soon as you contact Roscommon County Childcare Committee we create a computer record in your name.

- Information that we then collect, including information that you give us is then added to your record.
- You have the right, given by the Data Protection Act of 1988 to obtain a print out of your computer record at any time. We charge a fee of €5.00 for each request.

You should address your request to:

**The Manager
Roscommon County Childcare Committee
Knock Road
Castlerea
Co. Roscommon.**

The information we record is used only for the following purposes:

- Processing applications
- Compiling statistical information to help us plan and improve our services
- Analysing information about applicants for other bodies such as Government Departments and producing our own statistics for publication in our Annual Reports
- All Roscommon County Childcare committee's publications will be available on our website at www.roscommonchildcare.ie

To give you an example of disclosure: Roscommon County Childcare Committee is required to give promoters names and certain other personal data to the Department of the Offices for the Minister for Children and Youth Affairs and Pobal. The Department in turn observes strict rules of disclosure that are registered with the Office of the Data Protection Commissioner.

Non computerised Records

Other information supplied and collected may also be disclosed to people and bodies from time to time. On request you can receive a list of disclosures.

DECLARATION

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

Name _____

Date _____

Witnessed by: _____

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INFORMATION ABOUT THE PARENT & TODDLER GROUP

Please provide information under the following headings (may be attached on a separate sheet if preferred):

1. Brief description of the Parent & Toddler Group

2. Description of the area in which the Parent & Toddler Group is located

3. Describe the benefits the grant would make to the group

4. Any additional information which may be of relevance to the application (please continue on separate page if necessary)

Signed (Chairperson or Committee member)

Date _____

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Checklist

Application forms should be completed, signed by the Chairperson and sent to Roscommon County Childcare Committee by June 18th 2010, along with the following:

- Annual Bank Statements for Current and Deposit Accounts held by your organisation for the year ending 31/12/2009
- Annual report 2009
- Copy of the Insurance Certificate that covers the Parent & Toddler Group

Return completed form to:-

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

Ph: **094 96 22540**

Email: info@roscommonchildcare.ie

Fax: **094 96 20878**

Website: www.roscommonchildcare.ie

N.B. APPLICATIONS WILL NOT BE CONSIDERED IF ALL SECTIONS OF THE FORM HAVE NOT BEEN COMPLETED AND SUBMITTED BY THE CLOSING DATE WITH A FULL PROGRESS REPORT FOR 2009.

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