



CRITERIA FOR EARLY LEARNING & CHILDCARE AND OUT OF SCHOOL CARE INFRASTRUCTURE GRANTS 2019-20

When considering improvements to Early Learning & Childcare (ELC) and Out of School Care settings and outdoor spaces, providers should refer to the Scottish Government's 'Space to Grow' document – Design Guidance for Early Learning & Childcare and Out of School Care Settings.

<http://www.gov.scot/Publications/2017/06/9822>

There are two infrastructure grants available in the 2019-20 session:

1. Major Works Grant

The Major Works Grant is available for ELC providers operating in non-Council owned properties only. Any proposals to significantly upgrade Council properties will be considered separately. The maximum grant amount is £25,000. Applications for a major works grant must meet one of the following criteria:

- (a) **Start Up Grant** –for assistance with start-up costs when establishing a new ELC provision within the Moray Council area. The new setting should be in an area where additional ELC capacity will be required to deliver funded ELC hours from 2020. The business plan for the new setting should incorporate funded year round provision for 2-5 year olds as a minimum.
- (b) **Increasing Capacity (aged 0-5 years)** – works proposed to increase the number of children (0-5) who can be physically accommodated within the setting. This applies to buildings and outdoor spaces. Applicants should be under Agreement with Moray Council for the provision of funded ELC or in the process of entering into Agreement.
- (c) **Increasing Capacity (OOSC)** – works proposed to extend the use of an existing ELC building or to develop a new setting to enable the provider to deliver Out of School Care, including School Holiday Care (ages 5-12).
- (d) **Outdoor Space** – works proposed to improve the outdoor space attached to a setting and/or to improve the flow from the indoor to outdoor spaces. Outdoor spaces should provide children with a variety of different natural outdoor experiences and opportunities. Sheltered spaces can also maximise the use of indoor and outdoor play opportunities. Applicants should be under Agreement with Moray Council for the provision of funded ELC, or in the process of entering into Agreement.
- (e) **General Accommodation Improvement/Extension** – works proposed to improve or extend internal spaces to ensure they are of a standard to



accommodate children for longer periods of time (e.g. space for eating, sleep/rest spaces, secure and spacious entrance). Applicants should be under Agreement with Moray Council for the provision of funded ELC, or in the process of entering into Agreement.

- (f) **Family/Nurture Spaces** – works proposed to incorporate family or nurture spaces into a setting (e.g. a nurture room, a parent’s room/family meeting space/external agency meeting space). The Application for Grant must include information regarding how the space will be used to support children and their families. Applicants should be under Agreement with Moray Council for the provision of funded ELC, or in the process of entering into Agreement.

2. Getting ready for 2020 Grant

The Getting ready for 2020 Grant is available for all Moray Council partner providers (operating in council owned properties and non-council owned properties). The maximum grant amount is £5,000. Applications for a Getting Ready for 2020 grant must meet the following criteria:

- (a) Works proposed to enable the setting to meet the requirements of the Blueprint for 2020 and the National Standard for Early Learning and Childcare Providers, in particular the requirement to provide funded meals, and the requirement to ensure all children have daily access to outdoor play and regularly experience outdoor play in a natural environment (e.g. purchase of commercial dishwasher, installation of vinyl flooring in eating areas, purchase of sleeping mats, purchase of outdoor clothing for staff and children).
1. Applications will be approved by the Head of Education on behalf of Moray Council.
 2. Grants are discretionary and subject to the availability of funding. Moray Council can choose to offer the full amount requested, or any amount up to the full amount. There is no obligation on Moray Council to award financial assistance to any Grant Application.
 3. Moray Council reserves the rights to request further information prior to Grant Applications being considered. In cases where the Council considers that insufficient information has been supplied, the Grant Application will be held over until such time as additional information requested is available.
 4. If successful an Offer of Grant will be issued to the applicant, which must be accepted in writing.



5. Should the contents of the Application for Grant change in any way, Moray Council must be notified immediately.
6. The following must be included with every Application for Major Works Grants:
 - A copy of the organisation's last financial statement
 - Planning Reference Number (where applicable)
 - Building Warrant Reference Number (where applicable)
 - Outline plans for the works
 - Two estimates (minimum) for the proposed works
 - Evidence of Authorisation from the building/land owner where applicable
 - For Start-up Grants – a copy of the business plan for the new setting.

For Getting Ready for 2020 grants the following should be included:

- A quote for the proposed works/purchase
7. The final date for the submission of Grant Applications is 31 March 2020.
 8. For Major Works grants a member of the ELC Project Team will visit the setting on completion of any major works prior to authorising the final 10% of Grant payment.
 9. Payments will only be made on receipt of invoices. These can be interim or final invoices. In the event that costs are less than those indicated in the original quotes, Moray Council reserves the right to reduce the amount of Grant to be paid, or recover a proportion of any Grant already paid out.
 10. For Major Works grants If the building is sold/leased, or is no longer used for the delivery of funded ELC or OOSC within five years of payment of final invoices then Moray Council will seek reimbursement of the grant on a proportional basis (100% reimbursement within 1 year, 80% reimbursement 1-2 years, 60% reimbursement 2-3 years, 40% reimbursement 3-4 years, 20% reimbursement 4-5 years).
 11. An Offer of Grant will be withdrawn, or Moray Council will seek full repayment of the Grant, if it is found that the applicant has provided false or misleading information, or if the applicant becomes insolvent.



EARLY LEARNING & CHILDCARE INFRASTRUCTURE GRANT APPLICATION FORM
2019-2020

**Please read the Grant Criteria
before applying.**

PLEASE PRINT IN BLOCK CAPITALS

Name of Organisation:

Contact Person's Name:

Address

Postcode

Telephone no: Email Address:

Which category of Grant are you applying for? (Please tick):

Major Works Grant

Which grant criteria will you meet with the proposed works? (Please tick):

Expansion Grant

Increasing Capacity (0-5)

Increasing Capacity (OOSC)

Outdoor Space

General Accommodation Improvement/Extension

Family/Nurture Spaces

Getting Ready for 2020 Grant



Description of works (including when the works will be completed) and expected benefits (please use additional sheets if required). Please also include outline plans where relevant.

Breakdown of project costs:

Total cost of project: £.....

Amount you are applying for: £.....

Other funding contributions (Please state amount and from whom):

Amount: £..... From:.....

Amount: £..... From.....



I confirm I am authorised to sign this declaration, and that, to the best of my knowledge and belief all replies are true and accurate. Further, I have read and understood the Criteria for Grant awards ('Infrastructure Projects Grant Criteria') and confirm that we will abide by the terms of the Grant. If the Grant Application is successful I confirm that the Organisation will be bound to use the grant only for the purposes specified in this Grant Application.

Signed:

Name:

Position:

Date:

Please ensure that the following documents are enclosed, otherwise the Grant Application will be returned;

Major Works Grant:

1. A copy of your Organisation's last financial statement
2. Planning Reference Number (where applicable)
3. Building Warrant Reference Number (where applicable)
4. A copy of the outline plans for the works
5. Evidence of authorisation from the building/land owner where applicable
6. Two estimates (minimum) for the proposed works
7. For Expansion Grants – a copy of the business plan for the new setting

Getting Ready for 2020 Grant:

1. A quote for proposed work/purchase

Please send completed form to:

Early Learning & Childcare Expansion
Education and Social Care
Moray Council
Council Offices
High Street
Elgin, IV30 1BX

Tel: 01343 563374

Email: educationandsocialcare@moray.gov.uk