



CRITERIA FOR EARLY LEARNING & CHILDCARE AND OUT OF SCHOOL CARE INFRASTRUCTURE GRANTS 2017-18

Note: These grants are only available for ELC Providers operating in non-Council owned properties. Any proposals to upgrade Council properties will be considered separately.

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>

1. The following Applications for Grant assistance will be eligible for consideration:
 - (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 Spaces** – works proposed to incorporate family spaces into a setting (e.g. 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. This list is not exhaustive, and other Grant Applications may be considered.
 3. Applications will be approved by the Head of Lifelong Learning, Culture & Sport on behalf of Moray Council.
 4. 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. The maximum amount that will be considered is £25,000. There is no obligation on Moray Council to award financial assistance to any Grant Application.
 5. 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.
 6. If successful an Offer of Grant will be issued to the applicant, which must be accepted in writing.
 7. Should the contents of the Application for Grant change in any way, Moray Council must be notified immediately.
 8. The following should be included with every Application for Grant:
 - 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.
 9. The final date for the submission of Grant Applications is 31 March 2018.



10. . A member of the ELC Project Team will also visit the setting on completion of the works prior to authorising the final 10% of Grant payment. Please contact Joanna Shirriffs at joanna.shirriffs@moray.gov.uk or 01343 563499.
11. 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.
12. 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).
13. 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
2017-2018

**Please read the Grant Criteria
(‘Infrastructure Projects 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):

- Expansion Grant
- Increasing Capacity (0-5)
- Increasing Capacity (OOSC)
- Outdoor Space
- General Accommodation Improvement/Extension
- Family Spaces
- Discretionary

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 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;

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

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