



## Childminding Start-Up Grants

### Criteria and Application Guidance 2018 - 2019

Individuals setting up a childminding business in Perth & Kinross can make an application for a Childminding Start-Up Grant. Applications for Part 1 of the grant can be submitted once receipt of an application to register as a childminder has been acknowledged by the Care Inspectorate. This must be done within three months of the registration date to receive funding.

An application for Part 2 of the grant can be submitted based on recommendations made during the initial visit from the Care Inspectorate Registration Officer. Staff from the Childcare Strategy Team can give advice on completing the forms, contact details are overleaf.

#### Childminder Start-Up Grant – Part 1

All those planning to register as a childminder can apply for assistance with basic start-up costs. This application can only be made once a childminder registration form has been submitted to the Care Inspectorate.

*Please note that the grant is paid in arrears and you should submit proof of payment for your Care Inspectorate Fee with your Start-Up Grant application form.*

If the applicant fails to offer a Childminding service or stops Childminding within eight months of registration with the Care Inspectorate this grant must be paid back, in full, to Perth and Kinross Council.

The grant will cover the cost of:

- Registration with the Care Inspectorate
- First year Public Liability Insurance Cover
- PVG Application / Update for the childminder  
(NB not enhanced disclosure check costs for other adults in the household)

In addition a resource pack with the following contents will be provided:

- Childminder Cashbook and Attendance Register
- Fire Blanket and Fire Extinguisher
- Home-Safety Pack (door guards, thermometers etc)
- Travel First Aid Kit
- Selection of Good Practice Guidance Documents

The resource pack can be made available for collection prior to the home visit by the Care Inspectorate Registration Officer if requested.

## Childminder Start-Up Grant – Part 2

Part 2 of the Start Up Grant can be applied for in addition to Part 1 if during the home visit the Care Inspectorate Registration Officer identifies work that needs to be undertaken or large items of safety equipment to be purchased in order to meet the requirements of Registration e.g. mains connected smoke alarms or secure garden fence. Funding of up to 50% of the costs involved can be applied for. The maximum payable to a single childminding service from this grant in the 2018/19 financial year will be £200.

### Application Process

Application for the grants should be made on the appropriate form. Assistance with completion of the forms is available from the Childcare Strategy Team – contact details below.

Please note:

- It is a condition of the grants that Childminders advertise their service on the internet through Perth & Kinross Childcare and Family Information Service.
- Funding elements of part 1 of the Start Up Grants are paid in arrears and you must submit a receipt for your Care Inspectorate Fee with your application form.
- Where a receipt has not been issued a copy of an e-mail acknowledging payment or an extract from a bank / credit card statement will be accepted as proof of payment.
- An application for part 2 of the Start Up Grant must be accompanied by a copy of at least two quotes for the work to be carried out or large items of safety equipment to be purchased.
- Grants for work required can be paid either direct to the contractor or in arrears to the Childminder on production of a valid receipt and confirmation of the work having been completed.
- Grants for the purchase of home safety equipment will be paid in arrears to the Childminder on production of a valid receipt.
- All grants and resources will be reclaimed from an individual who fails to operate as a Childminder in Perth & Kinross or who gives up Childminding within 8 months of their Registration with the Care Inspectorate.

### PLEASE NOTE

**To ensure swift payment within the financial year, receipts must be submitted within three months of registration with the Care Inspectorate.**

#### Childcare Strategy Team

Community Wing, Perth Grammar School, Gowans Terrace, PERTH PH1 5AZ

Tel 01738 472350

Email [childcare@pkc.gov.uk](mailto:childcare@pkc.gov.uk)

**Electronic copies of the application forms are available on request, but signed paper copies must be submitted, electronic copies cannot be accepted.**