



## Parent & Toddler Group Initiative Grants 2025

### Guidelines for Parent & Toddler Groups

#### Information on grants available:

Applications for funding under this scheme should only be made by P&T Groups that are organised on a not-for-profit basis and involve the participation of parents/guardians to include recently arrived parents and children from other countries in the community. Grants will normally range from **€100 to a total maximum of €1,300**. New start up groups may apply for a grant of up to €1,000; existing P&T Groups can apply for up to €800.

There is also a maximum of €300 available to operate/establish Buggy Walking Groups<sup>1</sup>. Groups are advised to contact their local CCC for further information in respect to this additional funding option (as the maximum allowable funding is €1,300; new groups who are applying for €1,000 are eligible to apply for this additional amount).

Application forms can be acquired from your local CCC.

#### Funding will be available for:

- Toys, equipment, and books for indoor and outdoor activities, including children's refreshments. All toys should have the CE safety mark.
- Children refreshments and snacks. Food allergies should be considered when buying refreshments for the group. Please avoid fizzy drinks, sweets, and unhealthy snacks.
- Cleaning supplies, e.g. hand sanitiser, antibacterial wipes/spray, etc.
- Storage for equipment.
- Certified first aid kit.
- Training for parents/guardians, e.g. paediatric first aid, committee skills, parenting courses, and facilitated sessions.
- Promotional leaflets, including any required translations.
- Children's activities, e.g. arts and crafts, music.

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<sup>1</sup> Buggy Walking Groups are organised social walks for parents, guardians, grandparents etc. and their babies and toddlers. They provide a range of benefits including social interaction, physical activity, and emotional, peer support. Buggy Walk Groups aim to give support to parents and guardians and their young children, allowing them to chat to each other, get exercise and fresh air, and make friends in their local community. Groups are expected to be inclusive of all newcomers, where possible, but some groups may, for example, only be able to concentrate on new and expectant mums and parents and children from other countries.



- Funding will be available towards insurance and rent, up to a maximum of 50% of total funding for existing groups that are part of a larger organisation e.g. a Family Resource Centre, etc. The combined spend for insurance and rent cannot exceed the 50% of total funding.
- Funding will be available towards insurance and rent, up to a maximum of 60% of total funding for standalone groups not part of a larger organisation. The combined spend for insurance and rent cannot exceed the 60% of total funding.
- Funding will be available towards insurance and rent, up to a maximum of 70% of total funding for new groups. The combined spend for insurance and rent cannot exceed the 70% of total funding.
- An amount of up to €300 is available for the establishment of Buggy Walking Groups. It is envisaged that these groups, once established, will involve groups of parents/guardians and children meeting for organised walks on a regular basis (a minimum of 6 walking sessions) in their local community.
- Funding awarded to Buggy Walking Groups is not eligible to be spent on rent.

#### **Funding will not be available for:**

- Groups operating out of private homes.
- Once-off events such as outings, parties, and trips.
- P&T Groups with a closing balance of €3,000 or more in the previous year (except where a P&T Group can provide a signed declaration that the funding available to the P&T Group is under €3,000).
- Groups who received funding in previous years and did not return the Progress Report and receipts for items purchased.

#### **Additional Information:**

- P&T Groups should have a Bank Account/Credit Union or Post Office Account. The money taken at each session, any grants received by the group, or money received from fundraising should be paid into the account. Spending on the group's behalf should be paid for by cheque/draft or electronic means. All transactions involving the group's money should be recorded and all receipts kept.
- Applications from P&T Groups will only be accepted from groups known to their local CCC. New groups should arrange to meet a CCC staff representative prior to application deadline.
- Existing P&T Groups must submit evidence of appropriate insurance with their application. New P&T Groups should submit evidence of insurance within the first month of receiving the grant.



## HSE / HPSC Advice to Parent and Toddler Groups

P&T Groups must familiarise themselves with the latest public health advice.

### How to Apply:

- Please detach and fill in the attached application form, using clear block writing.
- **Please ensure that all sections are completed (Application Form, Annual Income & Expenditure Account, Progress Report).**
- 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.
- Please ensure the application is signed by 2 committee members.
- Applicants are required to submit up-to-date bank statements/credit union or post office statements (reflecting the groups closing balance as of 31<sup>st</sup> December 2024) with their application form.
- Forward evidence of insurance with application for existing P&T Groups. For newly formed groups, if insurance is not available, evidence must be submitted within one month of the application being completed.
- Forward evidence of receipts for items purchased with the last grant received, along with a Progress Report.
- Grant applications will not be recommended if they do not include adequate information, i.e. all sections of the application form must be completed.

### Post Approval Information:

- Successful applicants are required to submit receipts as evidence of expenditure and comply with any funding conditions as set out in the Grant Agreement Letter.
- If a P&T Group wishes to change their approved expenditure, they must apply in writing to Offaly CCC prior to purchasing new item. Offaly CCCs' decision will be confirmed in writing.
- Successful applicants may receive a support visit from their local CCC.

### What Offaly CCC can do for you:

Offaly CCC is available to support anyone wishing to set up a P&T Group or those currently running one. We can provide information that promotes the provision of a quality service that runs smoothly and conveniently for all the children and parents/guardians etc. attending. We can assist you in choosing toys and activities that are developmentally appropriate; encourage adult-child interactions or we may be able to put you in contact with relevant agencies or organisations.



### Important dates:

- Application forms to be returned by: **28 / 03 / 2025.**
- Notification of decisions and payment of grants will be made from: **30 / 05 / 2025.**
- Eligible expenditure dates for insurance and rent are from the **01/01/2025 – 31/12/2025** and for all other expenditures the eligible dates are **21/02/2025 – 31/12/2025.**

If required, this form may be photocopied. Send it to:

**Siobhán Egan**  
**Grants for Parent & Toddler Groups,**  
**Offaly County Childcare Committee,**  
**1<sup>st</sup> Floor**  
**8 O'Connor Square**  
**Tullamore**  
**Co. Offaly**  
**R35 Y7PO**

Phone: 085 178 3397

Email: [siobhan@offalychildcare.com](mailto:siobhan@offalychildcare.com)

Website: [www.offalychildcare.com](http://www.offalychildcare.com)

**REMEMBER**

**The closing date is 28 / 03 / 2025**

### Please Note:

- If you are not the contact person for this P&T Group, can you please forward this application to the correct contact person and inform Siobhán Egan on phone/mobile number 085 178 3397 ASAP.
- The contact's name, email address, and mobile phone number, meeting place, days and times contained in this completed application form will be shared by Offaly CCC with parents/guardians looking to join a P&T Group in your area. So please ensure these details are correct.