



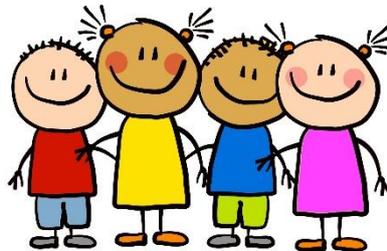
An Roinn Leanaí
agus Gnóthaí Óige
Department of Children
and Youth Affairs



Reopening Support Programme for Early Learning and Care and School Age Childcare Services

Application Guidelines

JULY 2020



Closing date for applications is the 28th August 2020.

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Introduction

On 10 June 2020, the Minister for Children and Youth Affairs announced a major funding package to facilitate the reopening of Early Learning and Care (ELC) and School-Age Childcare (SAC) services. In accordance with the Government Roadmap for Reopening Society and Business, and guided by the expert advice of the Health Protection Surveillance Centre (HPSC), ELC and SAC services can begin to resume from 29th June. In recognition of the important role that the ELC and SAC sector plays in the economic and societal infrastructure of the country, Government is providing a €75m package of funding for reopening.

The purpose of the Re-opening Support Payments (RSP) is to provide a once-off payment to ELC and SAC providers to support them in meeting reopening guidelines, to support children to remain in 'play pods' to reduce the potential for COVID-19 to spread, and to meet **additional** staffing needs during the reopening period.

Funding available

The amount of funding available to each ELC and SAC service is based on the number of individual children registered on Department of Children and Youth Affairs (DCYA) schemes in the service as of 12 March 2020. Services that open on a fulltime basis and are open for 6 of the 8 weeks between 29 June and 23 August 2020 will be eligible to receive a higher grant than services operating part-time hours or which reopen in late August or September.

Number of children registered on DCYA Programmes	Enhanced RSP	Standard RSP
1-11	€2,000	€1,000
12-40	€4,000	€2,000
41-100	€7,000	€3,500
101+	€10,000	€5,000

Covid 19 Restart Grant

Where a service is in receipt of or are due to receive a Department of Business, Enterprise and Innovation Covid -19 Restart Grant from their local authority, the amount of the Covid -19 Re-start Grant must be declared as part of the RSP application process and will be offset against RSP.

Key Dates

ACTIVITY	IMPORTANT DATES	
Open for online applications	Friday 3 rd July, 2020 @ 9am*	
Closing date for online applications	Friday, 28 th August, 2020 @ 5pm*	
Eligible Expenditure Dates	Between 13 th March 2020 and 16 th October 2020	
Payment Schedule	PAYMENT SCHEDULE	
	Applications approval date	Payment Date
	Tues. 7 th July 2020	Fri. 10 th July, 2020
	Tues. 14 th July 2020	Fri. 17 th July, 2020
	Tues. 21 st July 2020	Fri. 24 th July, 2020
	Tues. 28 th July 2020	Fri. 31 st July, 2020
	Tues. 4 th August 2020	Fri. 7 th August, 2020
	Tues. 11 th August 2020	Fri. 14 th August, 2020
	Tues. 18 th August 2020	Fri. 21 st August, 2020
	Tues. 25 th August 2020	Fri. 28 th August, 2020
	Fri 28 th August 2020	Fri.4 th Sept, 2020

*Times are subject to change

PLEASE NOTE: If you contact Pobal with an ICT issue **within 48 hours of the closing date and time** Pobal cannot guarantee that your ICT issue will be resolved in time for you to submit your application.

Who is eligible to apply?

- Community and privately owned Early Learning and Care (ELC) and School Age Childcare (SAC) services in the Republic of Ireland.
- Services that offer both Early Learning and Care and School Age Childcare within their facility.



Applicants wishing to set-up a new childcare or school-age facility **are not eligible** to apply.

All applicants must:

- **Be registered with Tusla.**
- **Have a DCYA Reference Number** for the premises that are the subject of the application. **Please note:** Applicants cannot access the online application form without a DCYA reference number.
- Be an early learning and care and/or school age childcare service in **operation prior to the 12th March 2020** i.e. open and delivering childcare services.
- Have a **contract with DCYA** to provide Early Learning and Care Service and or School Age Childcare services on 12 **March 2020**.

Eligibility for Enhanced RSP

- That the service is open for at least 6 of the 8 weeks between June 29th and August 23rd 2020.
- That the service is open full-time where the definition of full-time is greater than 5 hours per day, 5 days per week in accordance with their service type on their TUSLA registration.

Eligibility for Standard RSP

- That the service has not received or will not receive the Enhanced Opening payment.
- That the Service is open for 6 of the 16 weeks between 29 June and 16 October 2020.

ELC and SAC service providers will be eligible to apply for the Enhanced RSP or the Standard RSP, not both. Applicants can only submit one application form per facility. **Complete and submit an online application form** on the Early Years Portal (HIVE) by the 28th August, 2020 at 5pm. Services may be required to supply proof of their re-opening date.

Expenditure

Eligible costs

Allowable expenditure under this payment will include:

- Additional staffing costs, such as staff reception to manage staggered drop off and pick up times,
- Additional cleaning to ensure that hygiene standards are met,
- Intensive staff training pre-opening
- Additional learning resources and toys so that each play pod has their own ring-fenced resources which are not shared,
- Hygiene supplies / consumables, such as sanitiser, soap, and paper towels,
- Cleaning consumables

All eligible items **must be incurred between the 13th March 2020 and the 16th October 2020**. Any expenditure outside of these dates is not eligible under this grant.

Are any costs ineligible?

The following costs are not eligible for funding. This is not an exhaustive list. The applicant must clearly demonstrate that all expenditure assigned to RSP is **additional** and necessary for re-opening in line with public health guidelines and guidelines for re-opening ELC and SACs.

- Capital works and equipment
- Soft toys (indoor and outdoor)

- Televisions.
- ICT equipment, including tablets, PCs, software and printers
- General maintenance and repairs
- General painting and decorating

How do I apply?

This is an online application process. Applications submitted by e-mail, post or hand-delivered to any Pobal or DCYA offices will not be accepted. Late applications will not be accepted.

To **access the online application form** follow these five easy steps:



Step1: Go to Early Years Portal. Here is the ([LINK](#))

Step 2: Login using your verified user e-mail and password for HIVE

Step 3: Select Service Facility/Provider

Step 4: Go to Programmes tab and “select” Reopening Support Payment

Step 5: Complete application

Completing the online form

- Check the pre-filled information is correct for your service. If any of the information displayed here is incorrect, please **CLICK ON** the My Account drop down menu on the top left hand side of the page and select Service Provider. From here you will be able to change any details that are incorrect and proceed with the application.
- Please note that if you are increasing your level of service as approved in your Tusla registration, for example from part time to fulltime provision you must complete the Change In Circumstances process required by Tusla and you must ensure that you are in compliance with all relevant legislation e.g. planning permission.
- Complete RSP application form.
- The amount of your grant under RSP will be pre-filled for you. You will see this before you submit your application form.
- Accept the terms and conditions of funding
- Submit your application

I do not have a verified username and password for Early Years Portal (HIVE). Can I still apply?

Yes, you can apply for the Reopening support payment. However, you must complete the on-boarding (registration) of your service on the Early Years Portal (HIVE). Select “Start On-Boarding Process” on the top left hand side of the Welcome page.

On-boarding (registering) on the Early Years Platform (HIVE)

A service must register on the Early Years Platform ([HIVE](#)) and have successfully completed all the “on-boarding processes” **in order to access the application form** for the Reopening Support Payment.

To complete the on-boarding process a service must provide information about their service, including bank account details, Tusla registration and contact details. The process also involves identifying a primary authorised user (PAU) who is authorised to access the EYP system, apply for funding and submit information on behalf of the service.

When you have completed the on-boarding process, you will have a user name and password, which will allow you to access your application form for this grant.

Tusla Registration

All Early Learning and Care (ELC) and School Age Childcare (SAC) services must register with Tusla.

It is a legal requirement for all ELC services proposing to operate from **the 30th June 2016** to make application under section 58 D (2) of The Child and Family Agency Act 2013, at least 3 months before it is intended to commence operation. **(In the case of a temporary early years service, at least 21 days’ notice must be given).**



Registration of SAC services is a mandatory legal requirement for providers of school age provision from the **18th February 2019**.

- Existing Early Learning and Care Services (ELCs) and School Age Childcare Services (SACs) are required to be registered with Tusla in order to receive a grant agreement or grant payment on behalf of DCYA from Pobal.
- **ELC and SAC services must be registered with Tusla before they receive their Re-opening Support payment.**

Public Procurement

- All applicants must comply with public procurement guidelines.
- Information on public procurement is available from the Office of Government Procurement www.etenders.gov.ie
- Evidence of compliance with public procurement guidelines may be requested or inspected at a later date. This documentation must be retained for a minimum of 3 years, as per the terms and conditions of this grant.

Do I need to submit quotations with my application?



No. Applicants are not required to attach quotations with their application.

Applicants must **retain quotations from an independent supplier for each item** they purchase with their grant.

Small items that can be purchased from the one supplier can be included on one quotation i.e. cleaning materials

Please ensure that you obtain and retain separate quotations for each cost with the exception of small items as outlined above.

Conflicts of Interest

You must ensure that there are no “conflicts of interest” in relation to the procurement of goods and services paid for by this grant.

A conflict of interest is any form of personal interest, which may impact (or be perceived by others as impacting) upon your impartiality when selecting a supplier/contractor for goods and services. **Personal interest includes cases where a relative or another person connected to your organisation tenders or quotes to provide goods or services to your organisation.**



In addition, the Irish Charities Regulator has useful information in relation to [Managing Conflicts of Interest.](#)

Retention of Documents

Applicants must keep the following documents for a **minimum of 3 years**. These must be made available to for inspections and or to support an expenditure return for the RSP.

- **Written evidence of your procurement process** e.g. e-mails to suppliers and quotations received in return. Make sure you have the requisite number of quotations as per public procurement guidelines and written evidence of contacting suppliers.
- All **invoices** and **receipts** from your suppliers for both goods and services must be kept.
- **Bank Statements** providing evidence of receipt of the grant and payment for goods and services
- **Accounting records** showing your income and expenditure in relation to the Reopening Support Payment.



Applicants may be required at a later date to demonstrate how the expenditure assigned to RSP complies with these guidelines.

Successful applicants of the Reopening Support Payment may be subject to an inspection by DCYA or one of its agents, a Pobal Compliance Visit and/or a Pobal Audit Visit.

General Data Protection Regulations (GDPR)



Early Learning and Care Services and School Age Childcare Services must ensure that they are fully aware and comply with their obligations and responsibilities in relation to processing personal data within their service(s).

Please refer to the Data Protection Commission for additional information in relation obligations in relation to GDPR. Here is a link to their website: [Data](#)

[Protection Commission Guidance](#)

DCYA is the Data Controller for personal data processed for the Reopening Support Payment 2020 for ELC and SAC Services. The DCYA privacy notice can be accessed at: <https://www.gov.ie/en/help/privacy-policy/>

Pobal, **as a Data Processor**, will process applications under the instructions of the DCYA.

We will process your information in the following ways:

- Contact details, primary authorised user and bank account information from the Pobal Early Years Platform will be used to create the application forms and for the payment process for this grant.
- The DCYA or Pobal may use the information contained in your application form for research purposes in relation to the impact of COVID-19 on the early years sector.
- As part of the administration and management of this grant, DCYA or Pobal may share the information in this application form with other Departments, statutory bodies or their agents.

Contact Details

If you require any further clarifications or information, please contact the Early Years Provider Centre (EYPC).

EYPC@pobal.ie