

GUIDELINES FOR COMPLETION OF THE FUNDING APPLICATION FORM

NORTHERN CHILDCARE PARTNERSHIP SMALL GRANTS SCHEME FUNDING PROGRAMME 2010/11

NORTHERN



Childcare
PARTNERSHIP

Glossary of Terms/Definitions

HSCB	Health & Social Care Board
HSS Trust	Health and Social Care Trust
Acronym	An abbreviation of the name of the organization
NCP	Northern Childcare Partnership
Outcomes	Outcome measurement is the continuous measurement of the improvement in health or social well-being of the population targeted by the service.
AGM	Annual General Meeting
VAT	Value Added Tax
IT	Information Technology

The Health & Social Care Board is committed to making information as accessible and equitable as possible and to promoting positive and meaningful dialogue with local people.

ALTERNATIVE FORMATS

In an effort to make information as accessible as possible, the guidance has been produced in Arial 14 pt.

The guidance can also be made available in the following alternative formats:

- ◆ **Large Print (size as required)**
- ◆ **Computer Disk**
- ◆ **Audio tape**
- ◆ **Translation**

For an alternative format please contact:

Alison Irwin, Northern Childcare Partnership
Telephone Number: 028 2531 1230
Textphone: 028 2531 1001
E-mail: alison.irwin@hscni.net

Additional copies can be obtained by contacting:

Alison Irwin, Northern Childcare Partnership
Telephone Number: 028 2531 1230
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E-mail: alison.irwin@hscni.net

Introduction

The Northern Childcare Partnership is committed to supporting the work of statutory, voluntary and community groups in the promotion of good quality childcare and playcare experiences for its population of children aged 0-14 and their families.

Applications for funding in support of 'The World in Which We Live' scheme are now being invited. These guidance notes explain to organisations, interested in making an application for funding, the following:

- Aims of the funding available;
- Criteria against which applications will be assessed;
- Scale of funding available and the time period for allocation;
- Eligibility criteria for applications; and,
- Guidance on the type of information that should be provided under each question.

Aims of the Funding Available

The aim of the fund is to support and encourage opportunities that will promote international cultural awareness and diversity within childcare settings.

Criteria for Assessing Applications

Applications will be assessed according to the following criteria (not ranked in any particular order):

- an innovative activity / project
- identification of a theme or country on which the activity / project will be based
- how an international culture will be promoted and explored
- how cultural awareness and diversity is supported and understood
- how the activity / project will be documented (through a leaflet, drawings, photographs etc.)

Funding

Grants of between £500 and £2,000 will be awarded as one off monies to fund innovative activities or projects which will enable children aged 0-14 to celebrate other cultures and customs to increase international cultural awareness and understanding of diversity. The scheme is open to all voluntary and community group daycare facilities within the Northern Childcare Partnership area. Nursery schools, nursery units and private day care facilities are not eligible to apply for this funding.

If successful, applicants must ensure that the funding is to be used by 30th September 2011.

Preference will be given to groups who have not previously been funded under the Northern Childcare Partnership small grant scheme.

Eligibility Criteria

In order to be eligible for this funding, your group must:

- Be a non commercial organisation;
- Have a constitution or set of rules which are **dated and signed** as adopted;
- Be able to enclose your most recent annual accounts (or, for new groups, a statement of income and expenditure). These **must be signed** as approved by an office holder; and
- Have approved financial controls in place as detailed in question 9 on the application form;
- Provide a list of current committee or Board members;
- Be able to spend the funding before 30th September 2011 and,
- Be applying for funding which targets beneficiaries residing in the Northern Childcare Partnership/Northern Health and Social Care Trust area.

We **will not** fund:

- General running costs;
- Applications from individuals;
- Endowments;
- Loan payments;
- Activities promoting political beliefs;
- Activities promoting religious beliefs;
- Costs already incurred (retrospective funding);

- Donations (to individuals, groups or charities);
- Fundraising events or activities;
- Core service of a group:
- An activity which will duplicate an existing service;
- Building programmes;
- Affiliation or membership fees; and,
- Unreasonable costs.

Guidance on Completing Questionnaire

The application form is in two parts: Part A is about the Organisation or Group, its governance, procedures and size (questions 1 -9); PART B is about your project/proposal and the funding sought (questions 10-22).

Part A - Your Organisation or Group, its governance, procedures and size

<p>Question 1</p>	<p>Details of your Organisation / Group Please provide the name in full of the organisation or group applying for the funding. (Put any acronym [abbreviation] used for your organisation in brackets after the full name) <u>Contact Person</u> Please provide the name of the main contact person in the organisation or group who will be responsible for the management of the proposed project and who will be most familiar with it and their address and contact details if different from the organisation. <u>Contact Address</u> Please provide the contact details for the organisation. Ensure that the full postcode is included. If you have a website please detail the address.</p>
<p><i>Questions 2 – 6 are intended to provide to the funder with some Organisational history including type of organisation and size</i></p>	
<p>Question 2</p>	<p>How long has the applicant organisation/Group been established? Please detail when the organisation/group was constituted / set up.</p>
<p>Question 3</p>	<p>Umbrella bodies If the applicant organisation is a branch of a larger organisation, please include the name of the parent/umbrella group. (eg. Women’s Aid Federation is the umbrella group for various individual Women’s Aid Groups)</p>

<p>Question 4</p>	<p>Type of Group Please refer to the categories detailed and indicate all those, which apply to your organisation:</p> <ul style="list-style-type: none"> ➤ A statutory Organisation; ➤ Unregistered Charity, club, society or association, community based group or organisation; ➤ Organisation recognised by HM Revenue & Customs (previously known as the Inland Revenue) as Charitable for tax purposes; ➤ Charity registered in England or Scotland or Wales; or ➤ Charity registered with Charity Commission in NI. <p>Confirm whether the organisation is registered for VAT and provide the charity/tax/registration number if applicable.</p>
<p>Question 5</p>	<p>Scale of Organisation Please provide the numbers of employees and volunteers in your Organisation.</p>
<p>Question 6</p>	<p>Aims and activities of the organisation Detail the main aims and activities of the Organisation including the general services the organisation provides. Specific detail about the proposal for which you are seeking funding is requested in Question 13 of the application form.</p>
<p><i>Questions 7-9 need to be answered fully. These provide the funder with assurance regarding your organisations management, governance and financial control practices and procedures.</i></p>	
<p>Question 7</p>	<p>Financial Information A current bank account is an essential pre-requisite to progress the application. Please provide details of the bank account through which you intend to operate this project if you are successful.</p>
<p>Question 8</p>	<p>Authorised signatories within your organisation Please detail the authorised financial signatories for your project. If any personal relationship between the signatories exists, please declare it.</p>

Question 9	Organisation Policies and Procedures 9a outlines all necessary Financial Procedures required before funding can be provided. You may have these requirements in a single financial procedures document. It is crucial that you state whether you have these adequate financial controls as outlined in question 32a, in place to allow for the appropriate financial management of the project. <u>Note that failure to have any of these financial controls in place will result in your application being rejected.</u> (See further guidance note regarding financial controls in Appendix 1 attached). 9B tell us how often you review these controls 9C is about IT security procedures 9D is a checklist of other organisational policies that must be in place prior to any funding being issued. These will be a requirement in the terms and conditions of the contract that your organisation will be required to sign.
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PART B – About your Project & the Costs

Question 10	Project Name Provide the name of the project to be funded. If there is no project name please give details about what you propose to spend the funding on ie the specific work area the funding will cover.
Question 11	Project location and geographic coverage The NCP is responsible for ensuring equity of access to services and therefore will need to understand where the services it funds are delivered. It would be helpful if you could state where the project is based and the geographical area in which it covers.
Question 12	Please tell us about the people who will benefit from your project The Commissioners are responsible for targeting funding to specific population needs groups. Please indicate to which target population the service is aimed.
Question 13	About this project/proposal Please summarise the project, clearly setting out the aims and specific objectives of the activity / project. Remember, these aims and objectives will be utilised to form the basis of performance indicators, to be set out in contracts/letters of offer for successful projects. Therefore, it is important that you are confident that you can deliver on them.
Question 14	How does your project correspond to the criteria for funding? Please refer to the criteria issued in respect of this funding. In the spaces provided, you should clearly demonstrate why, how and the extent to which your proposal fits within the criteria for the funding. If your proposal does not clearly fit within the criteria, then it will be ineligible for funding under this programme. It is important that your project is seen to add value to this area of work, and that it brings tangible benefits.

<p>Question 15</p>	<p>Detail the outcomes you hope to achieve through your project and how these will be measured What specific outcomes do you believe your project will achieve? (i.e. the effect will the project have, the end result, for example [20 children participated in a workshop regarding international cultural awareness and diversity]). Against these outcomes, please detail how you will collect evidence that these are being achieved.</p>
<p>Question 16</p>	<p>Start and Finish dates for the project Projects must be able to deliver within the funding timeframe specified. Please ensure that you provide realistic start and end dates for the project.</p>
<p>Question 17</p>	<p>Please tell us about any risks or issues that you think may impact on the running of the project. What actions do you intend to take to minimise known risks or to deal with other risks / uncertainties that may arise as the project develops.</p>
<p>Question 18</p>	<p>Has your group previously received funding from Health and Social Care Board, Public Health Agency, Health & Social Care Trusts or any other sources(e.g. Government Department, European Programme, the International Fund for Ireland, the Big Lottery or any other source?) If you have received any form of funding through these bodies please detail this, including:</p> <ul style="list-style-type: none"> • project title, • amount awarded • funding source • funding status- secured funding/awaiting confirmation • timeframe over which it operated.
<p>Question 19</p>	<p>Have you applied to <u>any</u> other agency for funding for this activity / project proposal? Answer yes or no. Please indicate whether the organisation is currently seeking, or has recently received funding for this project from the Board, HSS Trusts or any other sources. Outline the status of any application made for funding in respect of the project. The status of the application tells us whether you have received funding or any other contributions in kind relating to this application.</p>

Question 20	Who is responsible for managing the finances of this project/service? Please tell us who we can contact/liaise with regard to project expenditure.
Question 21	Breakdown of funding requested It is important to breakdown the project costs by item/element if possible. It is also necessary to provide a rationale for the cost you attribute to these items
Question 22	Referee for your Project/Service Please provide details of an independent referee who is willing to vouch for your organisation and its work.

CHECKLIST	You must ensure that you have enclosed along with the signed application the documents listed in the Checklist. Failure to submit any of these will result in your application automatically being rejected.
Declaration	REMEMBER TO SIGN THE APPLICATION! Two signatures are required from your organisation. The application must be signed by Chairperson, Chief Executive or most senior member and a trustee or senior colleague. The Commissioner reserves the right to reject any application that is incomplete.

Completed Application Forms

*Completed Application Forms should be returned by
Thursday 9th December 2010, at 4.00pm to the address below:*

Linda Wylie
Northern Childcare Partnership
HSCB, Northern Office
County Hall
182 Galgorm Road
BALLYMENA
Co Antrim
BT42 1QB

linda.wylie@hscni.net

**Please remember to keep a copy of this
application for your own use.**

Summary Statement of the Standards of Internal Financial Controls to which funded external Service Providers are required to adhere

The following guidelines are intended to assist external Service Providers that are in receipt of funding from the NCP through the HSCB to meet their requirements to have in place a sound system of financial and management controls i.e. proper procedures, controls, accounting records and supporting documentation in respect of funding provided by the NCP through the HSCB.

Bank Account / Cash Book

The Service Provider shall operate a separate bank account in the name of the Service Provider (project). Funding in respect of the project shall only be paid into the official bank account of the Service Provider.

- Bank mandates must be formally approved by the Management Committee or Board.
- Payments from the bank account in respect this project/funding shall be on the signature of two nominated signatories who are Key Office Holders (Chairman and Secretary/Treasurer) appointed by the Service Provider in AGM.
- A cash book with details of all income received (including date, source and receipt number) and a summary of expenditure (including date, payee, nature and cheque/payment reference number) shall be maintained and reconciled to the bank statement on a monthly basis. This will be countersigned by the Treasurer/Secretary or Chairperson as evidence of the review.

Payment of Salaries and Wages

Either a manual or a computerised payroll system shall be maintained. This shall clearly show the amount of gross and net wages for each employee. All payments to staff shall be through the payroll and shall be in accordance with Legislation and Inland Revenue Regulations. A separate record of payments to the Inland Revenue for Tax and National Insurance shall also be maintained.

Payment of Invoices

- All invoices paid by the Service Provider must be supported by original invoices, **not photocopies**, which shall be retained for inspection.
- Invoices shall be properly checked before payment. This shall include checking against delivery and purchase orders and where appropriate contracts for accuracy.
- Invoices should be approved by an appropriate staff member with delegated authority.
- VAT shall be accounted for in accordance with Revenue legislation and Customs and Excise Regulations

Cheque Journal

The Service Provider shall maintain a cheque journal, which includes the information necessary for the completion of financial claims to the HSCB. This may be done through the use of separate cost centres with a clear audit trail to the general ledger.

Purchasing Procedures

Service Providers shall ensure that the procurement in relation to projects complies with the requirements for quotations and tendering stipulated in guidelines available from the HSCB (known as the mini code).

Maintenance of Records

Bank mandates, statements and reconciliations shall be retained for audit inspection for the period stipulated by the HSCB.

All records of income and expenditure shall be retained and filed in an orderly system with a clear audit trail to allow for audit inspection. Records shall be readily accessible for monitoring purposes. This will include, original invoices paid (not photocopies), receipts for cash transactions, such as petty cash expenses and any other documentation to support disbursements of money. Cancelled receipts and cancelled cheques should be retained.

Security of Assets and Cash

- The Service Provider shall maintain a record of assets purchased (Asset Register), which will include the source of funding for each individual asset. This will enable assets to be returned to the appropriate 'owner' in the event of a project coming to an end.
- The Service Provider shall put in place proper cash handling procedures which shall include procedures to ensure cash boxes, cheque books and other financial documents are kept in a safe place and that appropriate responsibility and restrictions are laid down for access to the keys to any safe.
- Regular cash lodgements shall be made in order to keep amounts of 'cash in hand' to a minimum.
- Cash boxes etc., shall be locked away when not in use.
- A list of authorised cheque signatories should be maintained.

Financial Management

The Service Provider shall put in place and maintain systems for sound financial management including an appropriate budgetary control system. The Treasurer/Secretary or Chairperson shall review financial records on a monthly basis and shall present a financial report to the Management Committee, which will highlight any variances from forecasts and budgets. The Management Committee shall take immediate and appropriate action to address variances from agreed budgets. The NCP shall be notified at an early stage of any non-compliance with the terms of the funding agreement.

Reimbursement Claims to the HSCB

- The Service Provider shall adhere to the monitoring and evaluation timescales outlined in the Service and Budget Agreement.
- Authorised claim forms and other financial returns shall be approved by the Treasurer/Secretary or Chairperson.
- Reimbursement Claims to the HSCB shall be supported by documentation as set out in the Service and Budget Agreement or otherwise agreed with the HSCB through the NCP.

Fraud or Misappropriation

Any suspected fraud or other financial irregularity shall be reported to the Funder, the Police and the HSCB at the earliest opportunity.

IT Security

- Where a financial IT system is in operation, security and control procedures should be in place to ensure restricted access, integrity of data and information and secure storage and transmission of data.
- Examples of such controls include separate administrator and user access, system to change passwords regularly, virus guards and fire walls, and system recovery plans.
- These controls should be previous payment controls and should be exercised jointly when an on-line treasury function is in place.

Other - Staff

- Persons responsible for financial transactions in the organisation should be properly trained.
- Contracts of employment should be in place for all staff employed and made available for inspection by the HSCB.