



Funded Provider Setting Improvement Grant Guidelines

This grant aid scheme is designed to support:

- ❑ Funded Providers delivering pre-school education.

It is funded and managed by Shetland Islands Council.

We hope this grant aid scheme will help to maintain, grow, develop and improve the services provided in this sector.

1. We expect all applicants to demonstrate that they –

- ❑ Are registered with the Care Inspectorate;
- ❑ Remain active for at least 36 months from the date of grant offer letter;
- ❑ Have met the National Standard for Early Learning and Childcare Providers, including Care Inspectorate quality evaluations of good or better on all themes.

2. Who can apply?

Your organisation can apply for a Funded Provider Setting Improvement grant if: –

- ❑ You are based in Shetland;
- ❑ You are a childcare provider and registered by the Care Inspectorate to deliver a Pre-school service;
- ❑ You have been accepted onto the Early Learning and Childcare Flexible Framework;
- ❑ You have been awarded a contract under the Framework with Shetland Islands Council for the provision of funded ELC;
- ❑ You have an open constitution or equivalent set of rules which clearly defines your organisation's aims, objectives and procedures *;
- ❑ You have a bank or building society account in the name of your organisation which requires at least 2 signatures on each cheque or withdrawal *;
- ❑ You can enclose your most recent annual accounts which have been certified as true by a person independent of your organisation;
- ❑ You spend the grant within 12 months from the date of grant offer letter.

* Exceptions can be made for sole traders or where organisations operate debit cards

3. Who cannot apply?

- ❑ Public bodies;
- ❑ Non childcare providers;
- ❑ Organisations out with Shetland.

4. When should you apply?

Applications to the Funded Provider Setting Improvement Grant must be received by the Council's Grants Unit **at least four weeks prior** to your project commencing.

Application forms are available on the Council's website (link to be included) and can be submitted electronically.

Alternatively you can request or collect an application pack from the Grants Unit – see Contact Details on page 5.

You should also contact staff **at the earliest opportunity** to discuss your proposed project and to get assistance with completing the application form.

5. What can the scheme fund?

We will consider funding the following through the Funded Provider Setting Improvement Grant:-

- ❑ 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).
- ❑ 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.

6. How much can we apply for?

The level of grant available to each setting, is based on the setting's registered capacity with the Care Inspectorate, as at 1 April 2021.

- 1 – 23 registered places – eligible providers can apply for up to 100% costs up to a maximum of £5,000.
- 24 or over registered places – eligible providers can apply for up to 100% costs up to a maximum of £10,000.

These grants are one-off, and only available during the period 1 April 2021 to 31 March 2022.

The following must be included with every grant application:

- ❑ A copy of most recent annual accounts;
- ❑ A copy of most recent bank statement;
- ❑ Detailed description of the proposed improvements;
- ❑ Two quotes (minimum) for the proposed improvements;
- ❑ Evidence of authorisation from the building/land owner where applicable.

You should also note that we will not award more than the amount you request in your application. If you are unsure about how much funding you can apply for please contact staff in the Grants Unit to discuss.

7. What is the application process?

Once you have completed your grant application, attached all the necessary documents and worked through the checklist you are ready to submit your grant application.

Applications can be submitted electronically to the Grants Unit. See contact details on page 5.

- ❑ On receipt of your application we will check if it is complete and ensure all the necessary information has been enclosed.
- ❑ We will acknowledge receipt of your application **within 5 working days** and let you know if anything else is required.
- ❑ Your completed application will be assessed and you should be informed of the decision in writing **in no more than 6 weeks** of receiving the completed application.

Applications will be assessed by staff in the Council's Grants Unit. Decision making is the responsibility of the Director of Children's Services or their nominee.

8. What happens if you are successful?

- ❑ Successful applicants will be issued with a grant offer letter and acceptance docquet.
- ❑ Once your organisation has accepted the terms and conditions of the grant and returned the acceptance letter the grant award will be paid in full directly into your organisation's bank account.
- ❑ You must comply with grant conditions and use the grant only for the purpose set out in your application form.
- ❑ You must complete a Project Evaluation form and a certification of expenditure form together with details of all relevant expenditure within **12 months** of the completion of the works.

9. What happens if you are unsuccessful

We will tell you the main reasons why in a letter **within 6 weeks** of receiving the completed application. You may also find it useful to contact staff in the Council's Grants Unit. Following receipt of the explanation you may wish you to revise your application and resubmit it or appeal the original decision.

If you want to appeal the decision to refuse your application, then a letter of appeal should be submitted to the Grants Unit within three months of the date that you were notified of this decision.

10. Protection of Vulnerable Groups requirements

From 1st April 2011, if your organisation is applying for grant assistance from this scheme, your group/ organisation will need to decide whether you have anyone (staff or volunteers) involved in 'Regulated Work' with children (and/or protected adults)*. If your organisation has individuals involved in Regulated Work then those individuals will need to apply to become a member of

the PVG Scheme, and your group must also have policies and procedures in place that adequately cover adult and child protection and welfare issues.

You will need to decide whether or not your group has individuals involved in 'Regulated Work' with children and young people under the age of 18, and/or 'Regulated Work' with protected adults (from the age of 16, generally, in receipt of specified services)*

If either of these conditions applies to your group, then you will need to ensure that you have in place **all** of the following: an Adult and Child Protection Policy and an Adult and Child Protection Procedures; for organisations working with children and young people a Code of Conduct for staff and volunteers; an Equal Opportunities Policy. Templates for these documents are available from the Community Planning & Development Service or at <https://www.shetland.gov.uk/grants/grants-adult-child-protection-template-documents> and must be approved and signed by committee members of your group. Your organisation must undertake a PVG Scheme Membership check when appointing staff, volunteers or helpers who are doing 'Regulated Work' to make sure they are not barred from working with children/protected adults and as part of checking their suitability for the particular post.

*There are various stages to go through to decide whether someone is doing 'Regulated Work.' The Safer Shetland website www.safershetland.com includes links to sources of help, in particular a self-assessment tool produced by Disclosure Scotland which will help you work through the various stages: www.disclosurescotland.co.uk/pvg_training/self-assessment/

In case of doubt, you may wish to seek further advice from either the Central Registered Body for Scotland (CRBS), on 01786 849777, or Disclosure Scotland on 0870 609 6006. Contact details for local support on this subject and more information are available on the Safer Shetland website www.safershetland.com.

Help and information about training courses is also available from Voluntary Action Shetland, who undertake free checks for volunteers.

11. Data Protection Act 2018 / Freedom of Information (Scotland) Act 2002

The information provided by you is processed in accordance with the Data Protection Act 2018 to allow us to effectively manage the Council's Grant Aid Schemes. The Data Protection Act 2018 gives you the right to know how we will use your data. Further information about how we use your personal data is available from the Grants Unit or the Council's website at <http://www.shetland.gov.uk/information-rights/DataProtection.asp>.

Please note that your information, should you be successful, will be stored by the Council for 5 years plus current year before being destroyed. The information for unsuccessful applications will be stored for 1 year plus current year before being destroyed.

Please note the Freedom of Information (Scotland) Act 2002 gives any person the right to request certain information that we hold. The Council regularly releases information about grant awards and information regarding your application may be made available to the public. Any personal information provided will be processed in accordance with the Data Protection Act 2018.

12. Other considerations

- ❑ No applications can be considered for expenditure already incurred, except with prior agreement of the Director of Children's Services;
- ❑ All grant awards are subject to the Shetland Islands Council's approved grant conditions and availability of finance;

- ❑ Any grant assistance not spent within one year will be repaid to Shetland Islands Council unless the Director of Children’s Services has agreed otherwise;
- ❑ Applicants with savings, reserves, cash or investments greater than £10,000 may not be considered for grant assistance if they are unable to confirm that these funds are restricted or designated funds for a specific purpose;
- ❑ Grant awards must be acknowledged on all publicity and marketing material;
- ❑ Applicants should seek other sources of funding prior to applying for a Funded Provider Setting Improvement Grant;
- ❑ Your organisation’s contact details must be included in the Council’s online Shetland Community Directory and you will be responsible for making any changes to your organisation’s details as necessary. If you have not joined the Community Directory please contact the Grants Unit for information, or look up the website at <http://www.communitydirectory.shetland.gov.uk/>

13. Service pledges

In order to improve service delivery of the department’s various grant aid schemes we have the following service pledges:

- ❑ The Grants Unit will provide **accurate information** about its grant aid schemes and application procedures;
- ❑ All grant application forms requested will be sent out **within 2 working days**;
- ❑ All grant application forms received will be acknowledged **within 5 working days**;
- ❑ All organisations receive a decision on completed grant application forms **within 6 weeks**;
- ❑ All organisations that have had grant applications rejected will receive a **written explanation** of why it was unsuccessful;
- ❑ All organisations that have had a rejected grant application advised in writing have the **right to appeal** against the decision.

14. Contact details

We are happy to give advice and guidance on your project and help with the completion of grant applications. You should contact us at the earliest opportunity and prior to completing a grant application.

Grants Unit

Community Planning & Development
 Solarhus, 3 North Ness Business Park
 Lerwick
 Shetland
 ZE1 0LZ

Tel. (01595) 743827 / 743828

or email grants.unit@shetland.gov.uk