

Parent & Toddler Group Initiative

Grants & Toddler Groups

INFORMATION SHEET

- 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 statement/credit union statement (no older than 2 months) with their application form.
- Forward evidence of insurance with application.
- Forward evidence of receipts for items purchased with last grant, along with 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.

Additional Information:

- P & T Groups should have a Bank Account/Credit Union Account. The money taken at each session, any grants received by the group or money received from fundraising should be paid into the account. It is recommended that spending on the group's behalf should be paid for by cheque/draft.
- 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 Mayo County Childcare Committee, new groups should arrange to meet a County Childcare Committee staff representative prior to application deadline.
- P & T Groups must submit evidence of appropriate insurance (not applicable to new groups).
- **Recommendation:** set criterion that new groups will have to submit evidence of insurance within the first month of receiving the grant.