

Group Support & Development Fund Guidelines and Criteria



The PATA Group Support & Development Fund (GSDF) (formerly Groups In Need Grant) is open to all PATA member settings with charitable status. We will award grants to support a range of issues via three distinct programmes.

Each grant programme addresses different issues, so please have a look, and decide which programme best suits your groups funding needs as you can only apply through one programme.

About the Group Support & Development Fund

At PATA we acknowledge that the early years childcare sector is underfunded. The purpose of the GSDF is to support our members who operate within these constraints and where margins are tight, and budgets don't allow for additional costs.

Please read all guidelines fully as incomplete applications will not be accepted and will be rejected.

Who can apply?

PATA member settings who hold charitable status are eligible to apply (but not in the first year of membership). You must hold PATA membership from the application date to the finish date of your grant. There are no limits to the size of member organisation which may apply for the GSDF. However, if an applicant organisation is holding unrestricted reserves that could cover more than 12 months of its annual expenditure, the application will be considered a lower priority for funding.

Deadline for application submissions

There is a rolling deadline for all applications with a process time of up to 4 weeks from receipt of a complete and correct application. Incomplete or incorrect applications will be rejected and returned for re-submission.



What can you apply for?

There are three grant giving programmes:

Emergency

This grant will be awarded to groups in response to a situation that may be unexpected or have developed due to unforeseen circumstances and where your group incurs cost. You will need to demonstrate why you cannot cover these costs from your group's current funds. This may include (but is not limited to):

- Structural work and repairs
- Safety and security equipment due to an incident at group
- Lidded boxes/cleaning costs due to mice infestation

Development

This grant will be awarded for the development of your setting to provide better outcomes for the children in your care. You will need to provide a clear reason of need and the difference the grant will make to children's outcomes. You will need to demonstrate why you cannot cover these costs from your group's current funds. Such activity may include, but is not limited to (we have included examples of need):

- Upgrading of equipment or environment (due to wear and tear)
- Resources such as books that promote diversity (due to comments arising from an inspection)
- Writing specific area or quiet mindful space (due to developmental delays or sensory needs)

Upskilling

This grant recognises the importance of having skilled staff with up-to-date knowledge. Continued professional development is vital but often not affordable. This grant will be awarded to groups who can show a need for their staff member/s to be upskilled. You will need to demonstrate why you cannot cover these costs from your group's current funds and the difference the grant will make to children's outcomes. Examples of courses we will fund and why:

- Costs for staff to book and attend training sessions that are relevant to your current cohort. These may be to help close gaps that have recently been identified
- Performance Management courses to address a specific issue and aid effective leadership and management and support staff teams
- Bespoke courses that address a specific need of your group

Please note training can be sourced from any reputable provider. Your grant will be awarded based on the evidence you provide to meet the training needs of your team.

What we don't fund

We want to fund items and activities that make a difference to your group, but these should not be items or activities that your group has a legal obligation to provide. As such we will not fund:

- General cleaning equipment
- Statutory training such as First Aid and those relating to the EYFS
- General day to day resources that you would use during normal practice

How much do we award?

Grants of up to £350 are available (the panel may consider awarding more under exceptional circumstances). Each funding round will open in September and run until that year's allocated funds have been awarded at which time the funding round will close. PATA will notify this information to members via the website and email.

Applicants may only apply for one grant in each academic year. Only one grant will be awarded per member setting in each academic year and no further applications can be made for 12 months after completion of your grant activity at which time you may re-apply for any of the grant programmes. Grants must be entirely spent 6 months after the time you are notified of the panel decision. Any funds not spent by that date will have to be returned.

How to apply

You will need to complete an application form. You can apply online using the following link:
<https://www.surveymonkey.co.uk/r/PATAGSDF>

As well as the completed application form you will also need to provide the following by email to membership@pataglos.org.uk (please note without these documents your application will not proceed):

- A copy of your organisation's governing document/constitution/set of rules that set out the purpose of your organisation and how it is managed.
- Evidence of a bank account in the name of the organisation. The bank account must have at least two signatories.
- A copy of your organisation's last 3 months bank statements
- A copy of your organisation's most recent accounts
- A copy of your reserves policy if applicable
- A copy of your safeguarding policy

If you would like to submit photographs to evidence parts of your application (to show resources that need replacing for example) then please attach these, clearly labelled, to the email.

What will happen next?

Once we have received your application it will be assessed by the panel. The panel will use a scoring mechanism and assessment of financial need based on the evidence provided and your application responses. Please read the criteria carefully as incomplete applications will not go forward to the panel meeting and will be rejected. Please note, grants will be awarded at the discretion of the GSDF panel, and the full amount requested may not be granted. The decision of the Grants Panel is final, and there is no right to appeal.

Monitoring and evaluation

As part of your grant conditions, you must firstly acknowledge receipt of the grant. We will send confirmation when the grant has been paid to you and you must acknowledge you have received it by return.

At the end of the grant, you must also complete a Final Report Form. The Final Report Form will collect information about how the money was spent and the difference it made:

- you must keep the money as restricted funds and only use it for the purpose that it has been awarded.
- you must send us a photo and short story about the difference the fund has made to your group.
- you must complete a breakdown of costs.

We will send the Final Report Form a month before your grant completion date.

If you fail to acknowledge receipt of the grant or fail to supply sufficient information about how the money has been spent via the Final Report Form we reserve the right to ask for the full grant to be returned. This is to meet our own charitable audit requirements.

Need more information?

For further information and guidance, please contact us by phone 01452 541244 or email: info@pataglos.org.uk