



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



EARLY LEARNING AND CARE & SCHOOL AGE CHILDCARE CAPITAL

2020

Technical Guidelines

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Setting up a new Childcare Service.

If you are thinking about making an application under the this years ELC/SAC capital grant and don't have a DCYA reference number, how you access the application form has changed.

There is now a new Early Years Plat form called the Hive that you will need to access, here you will go through an on boarding process and be given your new DCYA reference number.

You will then need to contact Pobal through pipdocuments@pobal.ie or by calling Pobal on 015117222 in order to be set up on the PIP portal, its through this portal that you will be able to see the ELC/SAC application form and begin making your application.

Please see below for a step-by-step guide:

Complete Onboarding Process



- 1) Select on **Start Onboarding Process**

START ON-BOARDING PROCESS

- 2) Scroll through and read the Privacy statement then click **Next** at the end

Next

- 3) Enter in the Legal structure of your Company then click **Next**

Next

- 4) Enter the PAU details then click **Next**

Next

- 5) Enter in Organisational Details this includes TRN, TCAN etc. Click **Next**

Next

- 6) Enter the address type the Eircode or address in the search bar. This will populate all fields and click on **Next**

Next

- 7) Upload a **VALID/IN DATE copy of ID** – this can be Passport, Driving licence, PSC card or National ID card

Click on **Upload New Document**, select your document and upload

Upload New Document

Then select on **Next**

Next

- 8) Enter in the Service Provider Details then click **Next**

Next

- 9) Enter the **Address of the Facility** and ensure you select the County division, click on Next

Next

- 10) Enter in more details here regarding facility, Naionra, Tulsa registered, child minding service or on school premises these are all **YES/NO** questions. Click **Next**

Next

- 11) Enter **Tusla number** and select **Next**

Next

- 12) Upload the Tusla Certificate in this screen

Select on Upload Certificate, browse to the document and upload. Then select **Next**

Upload Certificate

- 13) Select on **Accept** to confirm all information provided is correct then **Submit**

Then select on **Submit**

☒ Accept

Submit

*****At this point it will now be sent to Pobal for Approval.***

When approved an email will be sent to the PAU Copy the link from the email into a browser select on **Register**

Register

Setup your new **Password**

Accept the Data protection privacy statement, scroll to the end to **Accept and Submit**

Accessing the application form

To access the application form, use sign in details to access PIP home page:



The screenshot shows the PIP Portal Sign In page. At the top, there is a logo for 'pobal' with the tagline 'government supporting communities'. Below the logo, the heading 'Portal Users Sign In' is displayed. Underneath, there are two input fields: 'Username:' and 'Password:'. Below these fields are two buttons: 'Sign In' and 'Forgot Password'.

Select service details:



The screenshot shows the PIP Portal Home page. At the top, there is a heading 'Welcome to the PIP Portal'. Below this, there are two logos: 'pobal' with the tagline 'government supporting communities' and the Department of Children and Youth Affairs logo. Below the logos, there is a section titled 'PIP Announcements (Latest 3)'. Below this, there is a section titled 'My Services'. Below 'My Services', there is a table with the following columns: 'Select', 'DCYA Ref', 'Service Name', 'Address', 'Tax Clearance', and 'CCC'. Below the table, there is a link 'View details'.

Select	DCYA Ref	Service Name	Address	Tax Clearance	CCC

Select **View Services** and navigate to the **Funding** tab:



From here select the link to open the application



The link will open the application, the first screen will show the landing page:



Select Open Application:

Other relevant Information



- Applicants who have **multiple service facilities** may submit more than one **application form**. The number of applications which may be submitted per organisation is limited and outlined in our applicant guidelines.
- If you or your company is registered for **Value Added Tax (VAT)** any grant awarded will be based on the net cost of the project i.e. the total cost of items minus the VAT.



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and Youth Affairs



pobal
government supporting communities

[Open Application](#)

Navigating the application form

Opening the application form will show Section 1 Applicant Details:



The screenshot shows the header of the application form. At the top left is the Pobal logo with the tagline 'government supporting communities'. At the top right is the Department of Children and Youth Affairs logo with the text 'An Roinn Leanaí agus Gnóthai Óige' and 'Department of Children and Youth Affairs'. The main title 'Early Learning and Care and School Age Childcare Capital 2020 Application' is centered in a large, bold, maroon font. Below the title, 'APPLICATION ID:' is on the left and 'STATUS: Draft' is on the right. At the bottom center, 'Section 1: Applicant Details' is displayed in a maroon font.


The following fields will be auto-populated

- DCYA Reference number
- Facility Name
- Application Legal Name
- Applicant Type
- Primary Contact Name
- Primary Contact Email Address

Section 2- Selecting Strands for application

Selecting strands will open fields for applicant to input application information.

By selecting the Strand you wish to apply for, will open and expand questions to complete the application.



The screenshot shows the 'Early Learning and Care and School Age Childcare Capital 2020 Application' form. At the top, there are logos for 'pobal' (government supporting communities) and 'An Roinn Leanaí agus Gnóthai Óige' (Department of Children and Youth Affairs). The title 'Early Learning and Care and School Age Childcare Capital 2020 Application' is prominently displayed. Below the title, the 'APPLICATION ID:' field is on the left and the 'STATUS: Draft' field is on the right. The section is titled 'Section 2: Summary of your application'. It instructs the user to 'Select which strand(s) you wish to apply for' and notes that multiple options can be chosen. It provides contact information: 'If you believe you are eligible to apply for other strands please refer to the Application guidelines or contact Pobal on eyyc@pobal.ie or telephone Pobal on 01 5117222'. Three strands are listed with checkboxes: 'Strand (A) Increase places for 0-2 years and 8 months olds', 'Strand (B) Maintenance', and 'Strand (C) Increase school age childcare places'. At the bottom, there are three buttons: '<< Previous', 'Save as Draft', and 'Next >>'.

The final page of the application contains the Submit button.

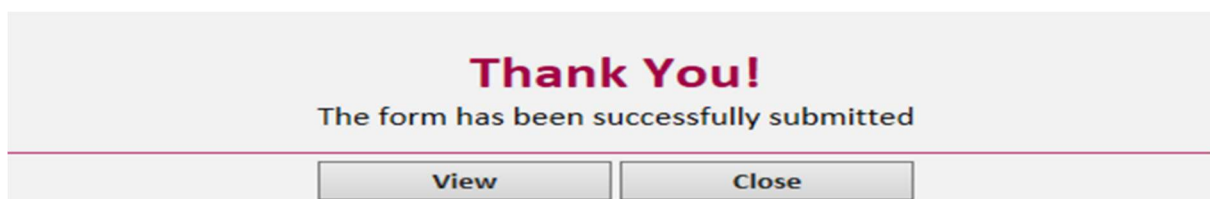


The screenshot shows the final page of the application. It features three buttons: '<< Previous' on the left, 'Save as Draft' on the right, and 'Submit' at the bottom right. A large red arrow points from the left towards the 'Submit' button, highlighting it as the final step.

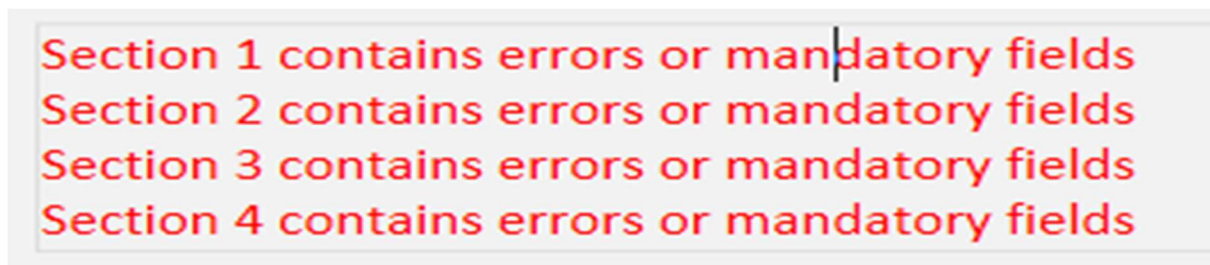
Please note when a form is submitted you cannot edit the form or make any changes.

If the form is not fully complete and mandatory fields have not been completed an error will appear advising which section form is not complete. You will need to navigate back to the section highlighted.

When the form is fully completed and you have submitted successfully you will receive the message below:



If mandatory fields have not been completed some of the following alerts may appear:



The form will not successfully submit until these issues have been corrected.

Useful tips for using the PIP Online Application System

Use the browser **Internet explorer** to complete this form.

Save your work frequently while you are completing your online application form. This application form will time out after any long period of inactivity so saving frequently will prevent any loss of data or information.

If there is a mandatory field that is not applicable to you, please enter **N/A** or if the field requires a number, please enter zero (**0**).

All fields marked with a **red asterisk (*)** are **mandatory** and must be completed or a dashed red line will appear which will prevent submission of form:



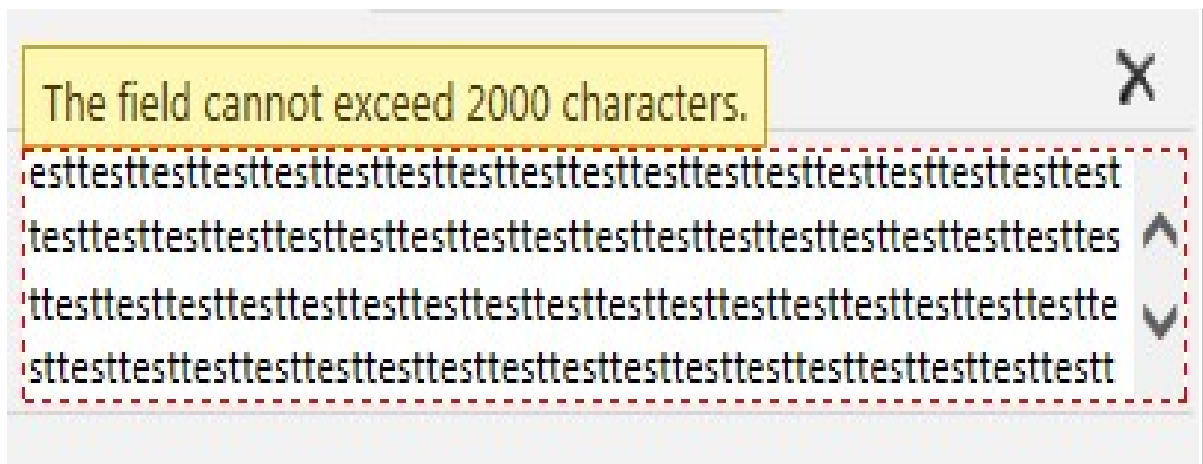
Errors will be highlighted and should be corrected before moving onto the next section.

Some questions have a dropdown menu with an option for you to select

You can 'hover' your mouse over a blank field to see the rules associated with this particular field.

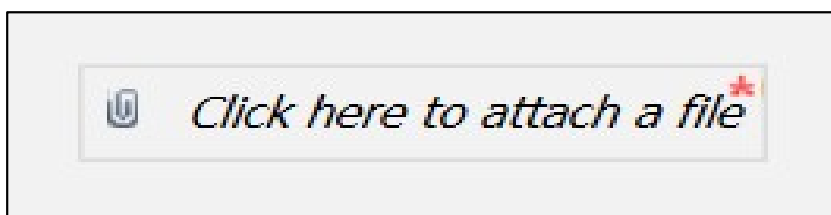



Character limits: The space given in each field of the form is limited to a fixed number of characters.



Attaching a document

To attach a document simply hover your mouse cursor over the **"click here to attach file"** tab (below). A blue paperclip icon will appear to the left of this section. Click on Attach and you will then be directed to locate the file that you wish to upload. Click Browse to locate the file on your computer/laptop and double click on it or click the open tab to upload the attachment





 Click here to attach a file

[Test 2.docx](#) X
[Test 3.docx](#) X
[Test 1.docx](#) X

Providing a *breakdown* of the total cost of the Project Section

To add additional text boxes, select the “**Insert Item**” icon

Capital Works				
Description	Net (round to nearest Euro)	Vat (round to nearest Euro)	Total	
Project 1			0	 Click here to attach a file
Subtotal for Capital Works			0	
 Insert item				

Please ensure that Capital and Equipment costs are separated into relevant sections.

