

## NATIONAL CHILDREN'S COUNCIL

### One-Off Grant Scheme for Upgrading of Child Day Care Centres (CDCC) / Crèches

#### GUIDELINES TO APPLICANTS

#### 1.0 Introduction

- 1.1 Unregistered Child Day Care Centres/ Crèches which have been operating for at least (1) year are invited to apply for a cash grant of up to ***a maximum of Rs 500,000*** to upgrade their standards to enable them to apply for due registration with the Ministry of Gender Equality, Child Development and Family Welfare and be in conformity with the Child Protection Act 1994.
- 1.2 For registration purposes, Child Day Care Centres/ Crèches need to meet the registration requirements specified in the **Institutions for Welfare and Protection of Children 2000, under the Child Protection Act 1994 (Regulations 2000)**.
- 1.3 Registration of Child Day Care Centres/ Crèches for a period of 2 years renewable every 2 years, is done with the Ministry of Gender Equality, Child Development and Family Welfare upon satisfaction of all criteria and submission of all relevant documents.
- 1.4 A copy of the **Child Protection Act 1994 and Regulations 2000** can be obtained from the Early Childhood Development Section, Child Development Unit of the Ministry of Gender Equality, Child Development and Family Welfare, Ground Floor, C.S.K. Building, Corner Remy Ollier/ Emmanuel Anquetil Streets, Port Louis (Tel: 206 3746/47).
- 1.5 All information related to Registration Requirements of Child Day Care Centres/ Crèches are available and can be consulted on the Ministry of Gender Website <http://gender.govmu.org>.

#### 2.0 Eligibility Criteria

The One-Off Cash Grant scheme is applicable to only those Child Day Care Centres/ Crèches which:

- (i) have never been registered with the Ministry of Gender Equality, Child Development and Family Welfare.
- (ii) have been operational for at least one year; however, priorities would be given to those which have been operational for more than four years.
- (iii) are charging a maximum monthly fee of up to Rs 3,500 per child would be eligible for 100 % financing.
- (iv) whereas Child Day Care Centres/ Crèches which are charging a monthly fee of Rs 3,501 up to Rs 5,000 per child would be eligible for only 75% of the amount requested. However, those Child Day Care Centres/Crèches charging more than Rs 5000 would not be qualify for the grant.
- (v) Child Day Care Centres/ Crèches operating in rented building shall be eligible for the grant provided that they have been in operation for 1 year up to application for the grant. The applicant shall submit a letter of undertaking from the landlord that following the renovation works, the building will still be rented for the purpose of operating a Child Day Care Centre/ Crèche for at least 3 years by the applicant.

2.1 To benefit from the One-Off Cash Grant Scheme, applicants have to submit the duly filled-in application form together with the following sets of documents:

#### Set of Documents to be submitted to the National Children's Council upon application

- i. address of Site and Location Plan of the Child Day Care Centre/ Crèche,
- ii. local Authorities clearance (Municipal Councils or District Councils), if necessary, or any other clearance as may be required certifying that the building can be upgraded for the purpose of running a Child Day Care Centre/ Crèche.
- iii. if building is a rented one, a written authorization from the landlord approving the changes to be made in the building, if any, housing the Child Day Care Centre/ Crèche.

- iv. evidence that the institution has been operating for at least one (1) year with an undertaking that it will operate as such at least for the next 3 years.
- v. list of children enrolled as well as staff employed, duly certified by the Officer-in-Charge of the Child Day Care Centre/ Crèche.
- vi. details of children currently enrolled in the Child Day Care Centre/Crèche: age and number of children by age and sex.
- vii. evidence that the applicant has at least 1 year proven track record on child issues and managing a Child Day Care Centre/ Crèche.
- viii. certified quotation from suppliers/ contractors of proposed upgrading works and other activities to be undertaken under the project.

**3.0 Site visits** by duly mandated officers of the National Children's Council will be undertaken at the on-site premises of the Child Day Care Centre/ Crèche to gather evidence. An initial visit will be made prior to the signature of the Contract Agreement and monitoring visits will be carried out after the applicant has submitted evidence certifying that activities have been fully completed.

**4.0** Applicants are advised that, if found to be eligible for the grant, they will be required to sign a Funding Agreement with the National Children's Council.

The grant will be disbursed in **3** phases:

**PHASE 1:** 50% on signature of Funding Agreement.

**PHASE 2:** 40% upon satisfactory completion of activities under the project.

**PHASE 3:** 10% upon satisfactory registration with the Ministry of Gender Equality, Child Development and Family Welfare.

- 5.0** The duration of the project will be within six (6) months of this financial year, starting upon signature of the Agreement. Applicants are advised that works should be completed within a total duration of 6 months within the financial year, 2018-2019, that is up to June 2019.
- 6.0** Applicants need to submit a description of the proposed upgrading works or services and any training programme together with a detailed breakdown of estimated costs and implementation calendar up to June 2019.
- 7.0** Any unspent funds would have to be refunded to the National Children's Council, within 3 months of written notice
- 8.0** Applicants are requested to sign the declaration that the information given on their application forms is true and correct; that they undertake to implement the upgrading programme, **failing which they shall reimburse the amount disbursed for this purpose within 3 months of written notice by the National Children's Council;** and undertake to operate the Child Day Care Centre/ Crèche as such for at least **3** years in case they benefit from the grant.
- 9.0** The completed application forms, together with all relevant documents, should be submitted to the National Children's Council, 1<sup>st</sup> Floor, CSK Building, Remy Ollier Street, Port Louis. For any further information, please contact: Mr Boodhoo or Mrs Tapsee and consult the Ministry's website <http://gender.govmu.org>.

Telephone number: 217 4333/ 218 1155

Fax number: 217 4088

Email address: [nccouncil@intnet.mu](mailto:nccouncil@intnet.mu)

- 10.0** The onus to submit all correct documents/information along with the application form rest with the applicant.
- 11.0** Applications with incomplete or incorrect information will not be considered.