



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

School Aged Childcare Capital

2017

APPLICATION TECHNICAL GUIDE



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How to make an Application

All applicants access the Application process through the PIP Portal.

- Have a PIP Account
- Have an DCYA reference number
- Be registered with Tusla
- Be tax compliant i.e. provide your Tax Clearance Access Number (TCAN) and Tax Registration Number (TRN).
- There are 3 strands of funding available under School Aged Childcare Capital 2017:
 - **Strand A: Establishment of new SAC services**
 - **Strand B: Expansion of existing SAC services**
 - **Strand C: Improvement of existing SAC services**

Applicants can make an application of funding **under one strand only**.

You will need to select the funding strand in Section 2 – Eligibility

	Section 2:	Select...
Select the funding strand you are applying under		(A) New SAC service
		(B) Expansion of SAC service
		(C) Improvement of SAC
Where is/will your school age childcare facility be located?		Our school premises

Who is eligible to apply?

- Existing school age services, both standalone and those part of a full day care service, as part of a full day care service, as well as providers wishing to open new services. Applicants can be either private, community service providers or school boards of management.
- Eligible applicants include:
 - Existing standalone school age services
 - New standalone school age services
 - Existing school age services who offers SAC as part of their full day care services
 - New early years services who now offer SAC as part of full day care services
 - Primary schools

Who is not eligible to apply?

- Home based childminders
- Applicants who have an outstanding debt and no repayment agreement with DCYA/Pobal
- Applications who are currently defaulting on a debt repayment management with DCYA/Pobal

Please reference the Applicant Guidelines in the below link for further information on applying for SAC.

<https://pip.pobal.ie/Shared%20Documents/Forms/How%20To%20Guides.aspx>

To access the PIP system, you need to go to www.pobal.ie and on the home page under useful links you will see PIP Login, using your current User Name and Password.



Login

Please use your current PIP Portal login credentials in order to access the Application form. If for any reason you are unable to login to the PIP portal using your username and password, you can request a new password from the PIP login page. Simply click on the “Forgot Password” tab and then enter your email and the verification code on the next page. Then click the “Send Password” tab and a new password will be sent to you by email.

A screenshot of a login form titled 'Portal Users Sign In'. The form has a light gray background. It contains two input fields: 'Username:' and 'Password:'. Below the input fields are two buttons: 'Sign In' and 'Forgot Password'. The buttons are dark red with white text.

You will be logged straight into the PIP Home Page.

Under **My Services** select the service for which you wish to make an application.

Select the **Funding** tab to access the Early Years Capital Application form.



On the **dashboard**, scroll down the screen and under **School Age Childcare Capital 2017 – Application**, click **Apply for SAC 2017**.

School Age Childcare Capital 2017 - Application	
Application Name	Application Status
SAC 2017	Draft

If you cannot see the application form on the PIP Portal under the Funding Tab and believe that you are eligible to apply, you can contact us **via e-mail** to onlinesupport@pobal.ie and we will endeavour to respond to you within 2 working days.

The instructions for completing your application can be accessed by pressing the button at the top of the Application page:



Please read the instructions carefully before you proceed to complete the application form. When you are clear about what you need to do, click **Open Application** at top of the page or alternatively at bottom of page - this will open the Application form.

Instructions for completing your Application

[Open Application](#)

The application form can now be completed. You can revert back to the Application Instructions at any time by clicking on **Application Instructions – Click here**

School Age Childcare Capital 2017 Application

[Application Instructions - Click Here](#)

You can save a draft of the application form at any time before final submission and any information inserted on form will be saved, by pressing save draft at bottom left hand corner of the form.

[Save Draft](#)

We advise that you save the form regularly as you fill in each section so in the event of any connection issues your data will not be lost.

You can edit and add to this draft form until finally submitted. **Once submitted, the form cannot be changed and no additional documents can be attached to the on-line form.**

NOTE: Fields denoted with a red * are mandatory. Fields surrounded by a dotted red line will display an error message and need to be corrected. E.g.:

	Service Offered
Breakfast Club	<input type="radio"/> Yes <input type="radio"/> No
Afterschool	<input type="radio"/> Yes <input type="radio"/> No

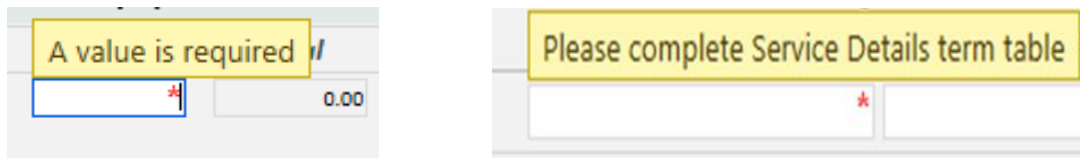
School Age Childcare Capital 2017 Application Form – Relevant Information

All sections of the form must be completed in order to submit your application. Some sections of the form are mandatory and will be indicated by either a red asterisks * or a dashed red line.

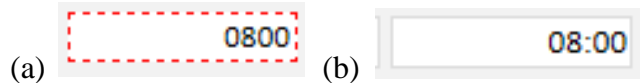


You will not be able to submit your application form until all these mandatory fields are filled in.

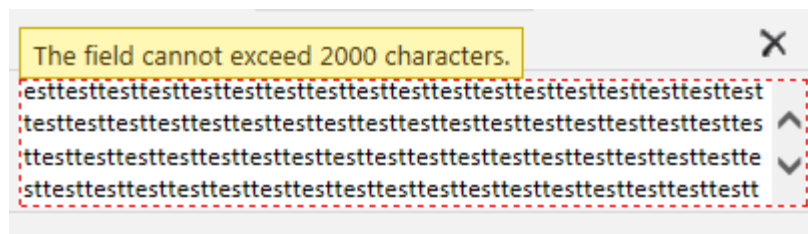
The application form offers guidance in the form of prompts as you are filling it out. If you click on a field often a text box will appear detailing what is required in that field.



Opening and Closing Hours is in a 24 hour format. If you enter the time without a decimal point you will get an error like below (a). Once you enter a decimal point it will correct itself (b).



Please be aware that a number boxes in the application form has character limits i.e. there is a limit on the amount of text you can insert into the box. Please try to be as concise and factual in your responses. The character count includes spaces, punctuation and lines.



The above message will appear when you exceed the number of characters and you will be required to and reduce the characters to 2,000 or less.

Applicant Details

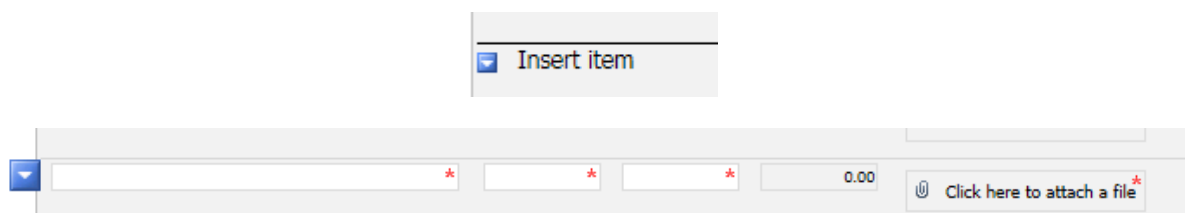
This section should pre-populate with your PIP Profile details.

Section 1: Applicant Details	
URN	<input type="text"/> DCYA Reference No <input type="text"/>
Facility name	<input type="text"/> <i>The facility name here must be the facility where the capital works will take place and equipment will be used.</i>
Facility address	<input type="text"/> <i>The facility address here must be the facility where the capital works will take place and equipment will be used.</i>
Applicant name	<input type="text"/> <i>This is your legal organisation name or owner name and must be the same as the name on any contracts or grant agreements with DCYA.</i>
Applicant type	<input type="text"/> <i>If this box is blank or incorrect please contact Pobal to have your service details updated. Email onlinesupport@pobal.ie or telephone 01 5117222.</i>
Charity Registration Number	<input type="text"/>
Multiple Facility <i>Organisation with multiple services?</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Please check that the details in this section are accurate and up to date. If some of this information has changed recently you must contact onlinesupport@pobal.ie or 01-5117222 to have those details amended or updated.

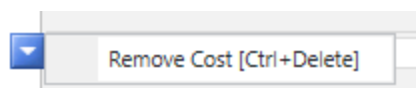
Under Project Costs in section 6, you may require more than 4 line items.

In order to insert an item under the costs, you need to click on the blue arrow and this will insert a line for you to enter your data.



The image shows a button labeled "Insert item" with a blue downward arrow. Below it is a table row with several input fields, each containing a red asterisk, and a numerical field with "0.00". To the right of the table row is a button labeled "Click here to attach a file" with a red asterisk.

If you wish to remove this item, you click on the blue arrow and you can remove the line item. You will be asked to confirm that you want to delete the line item before the system will delete it.

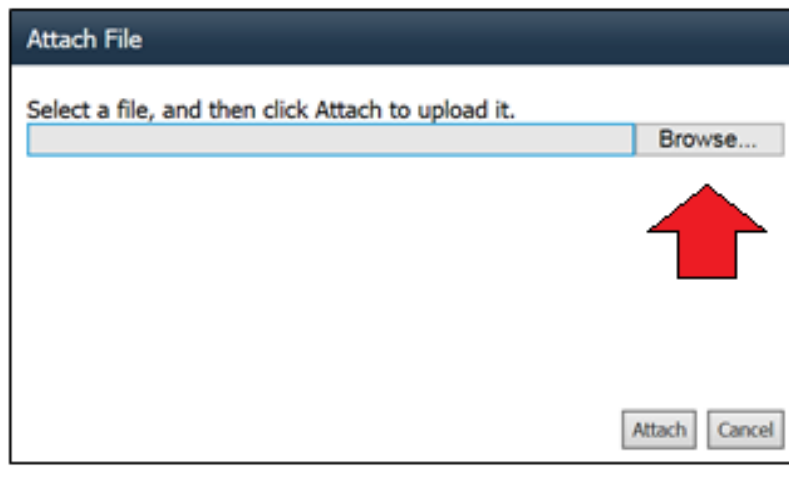


The image shows a button labeled "Remove Cost [Ctrl+Delete]" with a blue downward arrow.

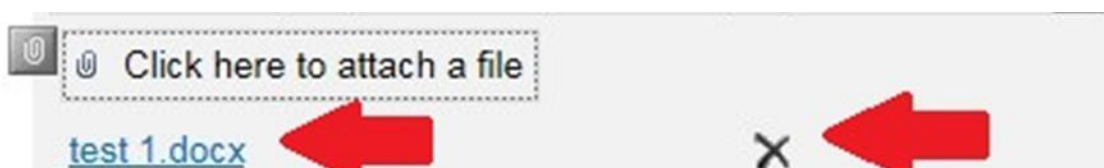
When completing your Application form, you will be required to attach files to support the information you are providing. A number of these fields are mandatory denoted by the red asterisks *. These fields can also be attaching a document.

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.



When you have successfully uploaded your document, a hyperlink with your document name should appear like in the example below – test1.docx. You can access your document by clicking on the hyperlink to open. If you wish to delete the document you can click on the delete button shown below.



While there is a 2MB file size upload limit for each individual document on the PIP Portal, please note that this limit does not apply when attaching documents to your this Application. As a result, there should be no difficulty uploading larger files and there is no limit on the combined size of files. However, please note that if an individual attachment is extremely large (e.g. 15 MB), the system will not be able to upload an individual file of this size.

The naming of the document may result in uploading issues. The use of symbols, dashes and underscores may result in the document not being accepted as an upload. If your document names contain any such instances, can you please rename and then attempt to attach.

Link to Pobal Maps

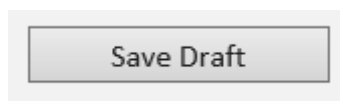
A link to Pobal Maps (which contains various socio-demographic data) is provided for possible assistance. <http://maps.pobal.ie/>

Disclaimers

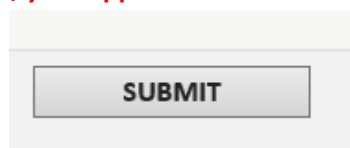
Please read these sections carefully in the application form to ensure you understand their content. If appropriate for your application, please complete the request for non-disclosure of sensitive information, with accompanying rationale.

Submission of Applications

Note that you can save your application as “DRAFT” at any time if you wish to save it for further editing at a later date.



However, once you click “SUBMIT”, your application cannot be changed.



If you have not completed each section or have incorrectly entered information a list of errors will appear at the end of form. You must correct these errors before you can resubmit the form.

ERRORS

*Errors must be corrected before progressing, please check that there are no * or other errors that need to be completed*

- AfterschoolClosing - Please complete Service Details term table
- File_tAttachment - At least one attachment is required

Failure to submit the required documents may lead to your application being invalid and therefore unsuccessful at the appraisal stage.

Save Draft SUBMIT

If you have successfully submitted the form you will receive the following message on screen. **This will confirm that your application has been successfully submitted to Pobal.** You will also be able to print your completed application form.

Thank You!

Your form is complete and has been successfully submitted.

View Close

In your programmes tab under School Age Childcare Capital 2017 – Application: you can review or print your submitted form.

School Age Childcare Capital 2017 - Application		
Application Name	Application Status	Modified
SAC 2017	Submitted	28/03/2017

By opening the form, you will also see the status reflected on the right hand corner

STATUS: Submitted

Further Support

If you have any further queries or require any assistance please do not hesitate to contact our Online Support Team either by email – onlinesupport@pobal.ie or by phone – 01 5117222.