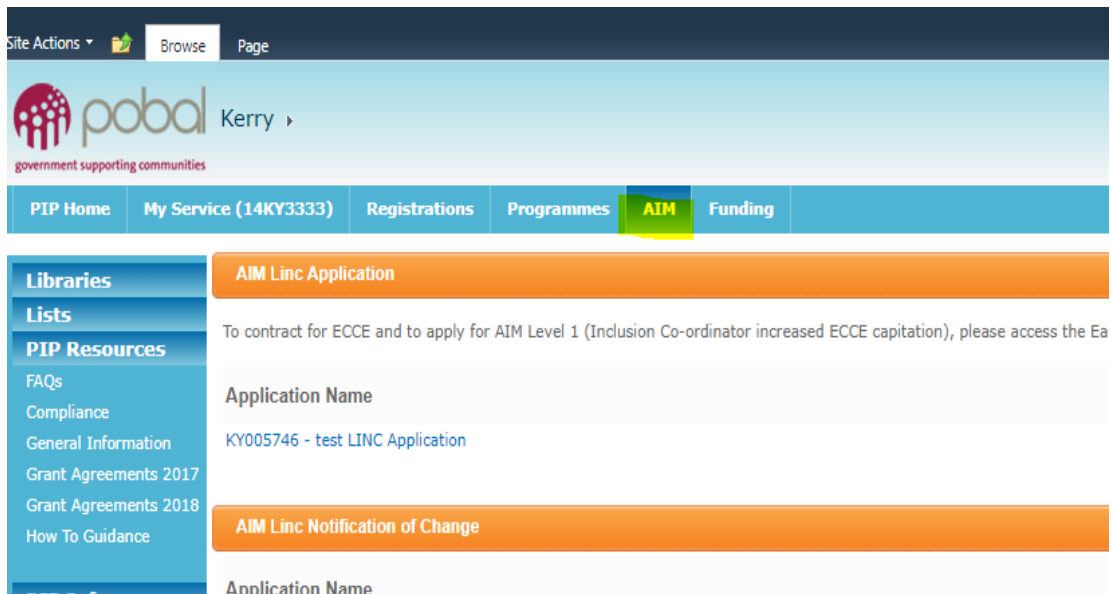


AIM Level 5 on PIP

Applicant Guidelines 2021

- 1) Go to the AIM tab of PIP to locate the AIM Level 5 Application.



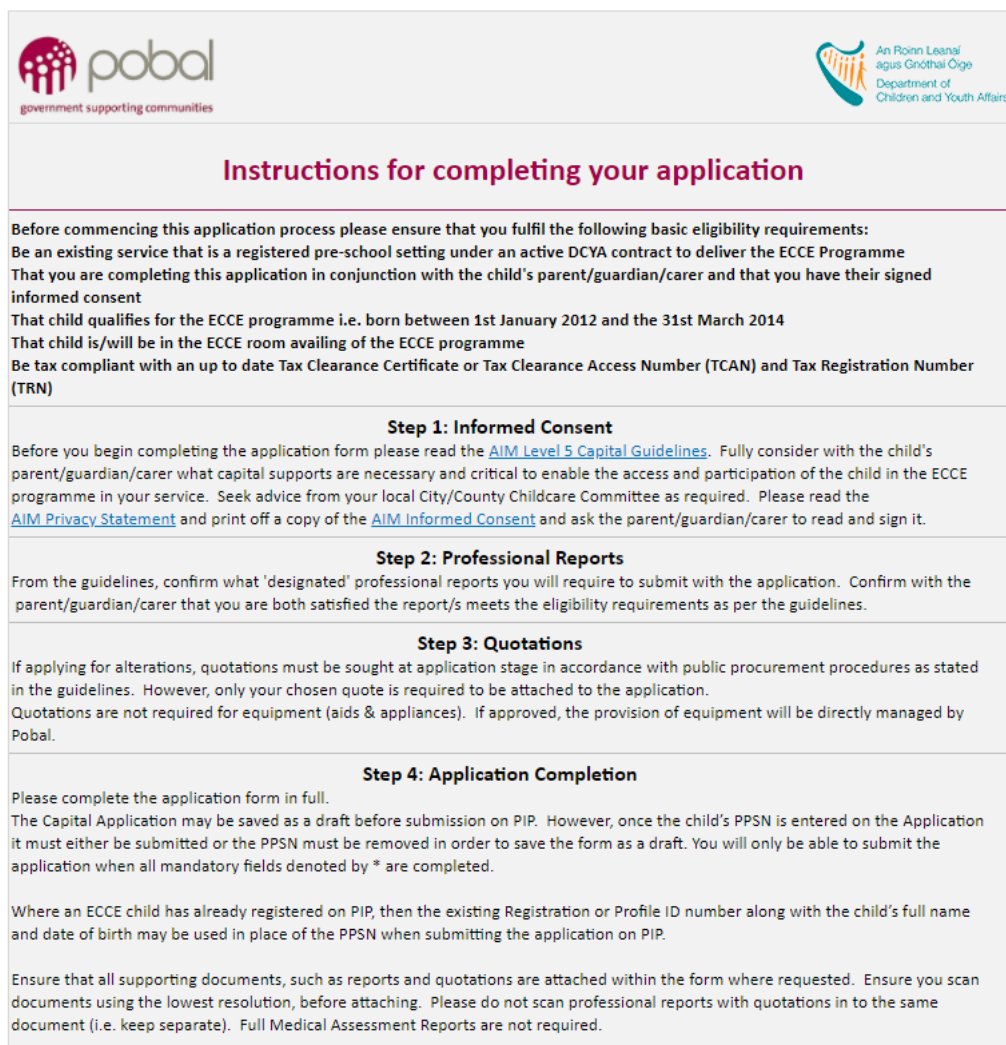
The screenshot shows the PIP website interface. At the top, there is a navigation bar with 'PIP Home', 'My Service (14KY3333)', 'Registrations', 'Programmes', 'AIM' (highlighted in yellow), and 'Funding'. Below this is a sidebar with 'Libraries', 'Lists', and 'PIP Resources'. The main content area shows 'AIM Linc Application' and 'AIM Linc Notification of Change' sections. The 'AIM Linc Application' section includes a text box for 'Application Name' with the value 'KY005746 - test LINC Application'.

- 2) Scroll down to link "Apply for Level 5 Supports". Please click here.



The screenshot shows a section titled 'Level 5: Alterations & Equipment'. Below the title is a link with a pencil icon that says 'Apply for Level 5 Supports'. Below the link is a table with three columns: 'Registration ID', 'Child Name', and 'Status'.

This brings you to a page with instructions for completing your application and includes- guidelines, privacy statement and consent form all of which can be downloaded from this page. Please review these documents carefully. (Please note that the ECCE eligibility in screen shot is only an example from the past).



Instructions for completing your application

Before commencing this application process please ensure that you fulfil the following basic eligibility requirements:
Be an existing service that is a registered pre-school setting under an active DCYA contract to deliver the ECCE Programme
That you are completing this application in conjunction with the child's parent/guardian/carer and that you have their signed informed consent
That child qualifies for the ECCE programme i.e. born between 1st January 2012 and the 31st March 2014
That child is/will be in the ECCE room availing of the ECCE programme
Be tax compliant with an up to date Tax Clearance Certificate or Tax Clearance Access Number (TCAN) and Tax Registration Number (TRN)

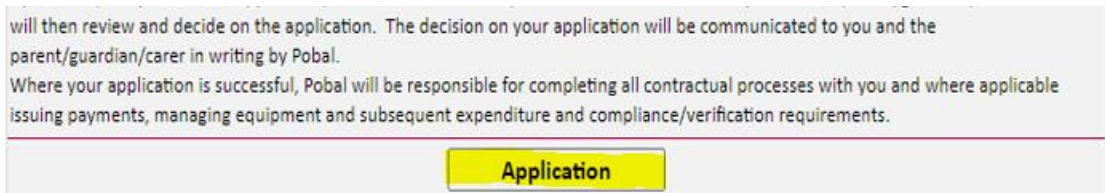
Step 1: Informed Consent
Before you begin completing the application form please read the [AIM Level 5 Capital Guidelines](#). Fully consider with the child's parent/guardian/carer what capital supports are necessary and critical to enable the access and participation of the child in the ECCE programme in your service. Seek advice from your local City/County Childcare Committee as required. Please read the [AIM Privacy Statement](#) and print off a copy of the [AIM Informed Consent](#) and ask the parent/guardian/carer to read and sign it.

Step 2: Professional Reports
From the guidelines, confirm what 'designated' professional reports you will require to submit with the application. Confirm with the parent/guardian/carer that you are both satisfied the report/s meets the eligibility requirements as per the guidelines.

Step 3: Quotations
If applying for alterations, quotations must be sought at application stage in accordance with public procurement procedures as stated in the guidelines. However, only your chosen quote is required to be attached to the application. Quotations are not required for equipment (aids & appliances). If approved, the provision of equipment will be directly managed by Pobal.

Step 4: Application Completion
Please complete the application form in full.
The Capital Application may be saved as a draft before submission on PIP. However, once the child's PPSN is entered on the Application it must either be submitted or the PPSN must be removed in order to save the form as a draft. You will only be able to submit the application when all mandatory fields denoted by * are completed.
Where an ECCE child has already registered on PIP, then the existing Registration or Profile ID number along with the child's full name and date of birth may be used in place of the PPSN when submitting the application on PIP.
Ensure that all supporting documents, such as reports and quotations are attached within the form where requested. Ensure you scan documents using the lowest resolution, before attaching. Please do not scan professional reports with quotations in to the same document (i.e. keep separate). Full Medical Assessment Reports are not required.

3) Please proceed to open application form by clicking "Application" at the bottom of this page.



will then review and decide on the application. The decision on your application will be communicated to you and the parent/guardian/carer in writing by Pobal.
Where your application is successful, Pobal will be responsible for completing all contractual processes with you and where applicable issuing payments, managing equipment and subsequent expenditure and compliance/verification requirements.

Application

- 4) You must tick the following sections of the form by ticking the boxes.
Parental consent is a mandatory requirement within this application process. There are two ways this can be provided on the application form: you can print out the 'AIM Informed Consent' form, ensure that it is signed by the child's parents/guardians and then attached it to the application or alternatively if Informed Consent has already been submitted with an Access and Inclusion Profile for the child, this will be sufficient.

ECCE Access and Inclusion Capital Application		
Application Instructions - Click Here		
ID:	STATUS: In Progress	
Pre-school Information		* indicates mandatory fields
Name	Demonstration Service	
Address	The Hill House, Kilarney, test	
DCYA Reference	14KY3333	
Applicant Name	Demonstration Service	
Manager's Name	test1 test	
Contact Number	Email	test@test.com
<p>Before you begin completing the application both parent/guardian/carer and pre-school manager must read the AIM Level 5 Capital Guidelines. Additionally, the parent/guardian/carer is asked to print off and read the AIM Informed Consent form. As part of Better Start AIM, parental consent is required to share information regarding their child with relevant professionals in order to prepare and plan for the child's inclusion in the pre-school setting.</p> <p>I confirm that both the parent/guardian/carer and the pre-school manager have read the guidance document and that the parent/guardian/carer has signed and attached the informed consent form. <input type="checkbox"/></p> <p>I confirm that both the parent/guardian/carer and the pre-school manager have read the AIM Privacy Statement and that the pre-school manager is ware of their obligations under the Data Protection Acts. <input type="checkbox"/></p> <p>Informed Consent Declaration already submitted with Access & Inclusion Profile? <input type="checkbox"/></p> <p>Please attach the Signed Informed Consent Declaration Click here to attach a file</p>		

- 5) You must then complete the Parent and Child data section. It is important to click “verify PPSN” as form cannot be submitted until PPS is verified.

Parent Data

Name *

Address *

Contact Number * Email *

Child Data

First name * Last name *

Date of Birth * Gender Select... *

PPSN

Or
Existing Registration / Profile id

ECCE Start Date * Planned Number Days

In the case of an overage exemption or where a PPSN cannot be validated, you must go to the Service Requests section and attach relevant documents.

To confirm overage exemption, please provide the exemption code or attach the confirmation letter.

Where PPSN Validation fails, please attach a copy of the child’s birth cert or passport, and a document confirming their PPSN. We can then manually verify the details.

Service Requests

Reason Comment Attachment

Add Registration Request

- 6) In the next section of the form, **you must indicate if you are applying for equipment, alterations or both.** Please ensure that you complete this correctly (ie If applying for alterations, they **must** tick minor alterations).

Capital Funding Request

Select Type of Proposal

Minor Alterations	<input type="checkbox"/>
Equipment for children that are blind/visually impaired or deaf/hard of hearing	<input type="checkbox"/>
Equipment for children with all other types of disability	<input type="checkbox"/>

Submission

- 7) If applying for equipment, you must provide a brief description of the equipment being requested. Each application must be endorsed by a relevant prescribing professional (eg HSE occupational therapist or a NCSE visiting teacher). A signed copy of the HSE/NCSE Report must be attached to the form.

Capital Funding Request	
<i>Select Type of Proposal</i>	
Minor Alterations	<input type="checkbox"/>
Equipment for children that are blind/visually impaired or deaf/hard of hearing	<input type="checkbox"/>
Equipment for children with all other types of disability	<input checked="" type="checkbox"/>
Equipment	
Provide a brief description of the Equipment being requested	<input style="width: 100%; height: 40px;" type="text"/>
Has the equipment been recommended by a DES Visiting Teacher?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the equipment been recommended by one of the designated HSE healthcare professionals, as per the guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please Attach a copy of the letter of recommendation from the Visiting Teacher or the health professional report that verifies:	Click here to attach a file
<ul style="list-style-type: none"> a. that the proposed equipment is necessary and critical to enable the access and participation of the child in the ECCE programme in this pre-school setting, and b. that the proposed equipment is not already available in the pre-school setting or capable of being transferred to and used in the pre-school setting 	

- 8) If applying for alterations, you must select the type of alterations you are applying for and provide a brief description. Again, similar to equipment the proposed works must be endorsed by a designated health professional and confirmation of this attached to the form. You must also provide details of the costing of the project and include one valid quote for the proposed works. If the total cost of the works from any one contractor is greater than €5000, you must provide three quotes from separate contractors (to meet Public Procurement requirements).

Minor Alterations	
Select the type of alterations proposed	
Access In/Out of the ECCE setting/room	<input type="checkbox"/>
Access to/from play areas	<input type="checkbox"/>
Reconfiguration of toilet/changing areas	<input type="checkbox"/>
Reconfiguration within the ECCE room to facilitate ease of access and quiet space	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, please provide details	<input type="text"/>
Provide a brief description of the alterations being requested	<input type="text"/>
Have the proposed alterations been recommended by one of the designated HSE healthcare professionals, as per the guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have the proposed alterations been recommended by an Architect or Engineer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach one or more Professional Reports that verify:	<input type="button" value="Click here to attach a file"/>
a. that the proposed minor alteration works are necessary and are critical to enabling the access and participation of the child in the ECCE programme in this pre-school setting	<input checked="" type="checkbox"/> Add attachment
b. that the proposed minor alteration works are compliant with the Building (Part M Amendment) Regulations 2010 (if Architect/Engineer)	
Is your organisation registered for VAT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If registered for VAT, you must enter ALL figures below exclusive of VAT</i>	
<i>Please provide a summary breakdown of quoted costs by alteration type as per the application guidelines</i>	
Access In/Out of the ECCE setting/room	<input type="text"/>
Access to/from play areas	<input type="text"/>
Reconfiguration of toilet/changing areas	<input type="text"/>
Reconfiguration within the ECCE room to facilitate access and quiet space	<input type="text"/>
Other	<input type="text"/>
Total cost of the proposed alterations	0.00
Enter the Total cost of the professional fees (if applicable) - Max €300 inclusive of VAT	<input type="text"/>
Total cost of the proposed alterations and professional fees	0.00
Enter the amount of the grant requested	<input type="text"/>
Own funds to complete the project	0.00
Please attach at least one valid quote to support the amount of grant requested	<input type="button" value="Click here to attach a file"/>
NOTE: For a quote to be considered valid it must contain the following information	<input checked="" type="checkbox"/> Add attachment
<ul style="list-style-type: none"> • Be Dated within three months of application • Be on Headed Paper • Include a VAT Number • Clearly Itemised 	
Where more than one quote is attached, they must be from separate providers	

- 9) You will then come to the submission section of the form. Please review information and tick on boxes and then click submit. The status of your application should then be “Submitted” - this means that it has been submitted successfully. Please note, the status “In progress” means an application is in draft and has not yet been submitted.

Submission	
I confirm that the child who is the subject of this application will be in the ECCE room of my service and availing of the ECCE programme	<input type="checkbox"/>
I confirm that the Board of Management/Service Owner has authorised the submission of this application and will adhere to the AIM Privacy Statement	<input type="checkbox"/>
I confirm that any capital grant works will be in compliance with the Tusla Child Care Act 1991 (Early Years Services) Regulations 2016	<input type="checkbox"/>
I confirm that no alteration costs, or part thereof, of any element of the proposed alterations as outlined in this application has already been expended or purchased. All items or services purchased (excluding professional fees) will be post the approval date of this application.	<input type="checkbox"/>
I confirm that I/we will comply fully with statutory procurement requirements in relation to any Grant awarded. Noting that the current requirements are as follows: For building works and repairs less than €5,000 one written quotation/tender is required For building works and repairs for €5,000 but less than or equal to €25,000 a minimum of 3 written quotations/tenders are required	<input type="checkbox"/>
I confirm that the requested funding will be fully spent and reported by the dates outlined in the applicant guidelines	<input type="checkbox"/>
I confirm on behalf of the legal owner that where the total project cost is greater than €7,000; I/we have in place the additional funds to complete the project and will submit evidence of this with our expenditure claims	<input type="checkbox"/>
I confirm my commitment to ensure that suppliers or providers for costs of €10,000 or more (inclusive of VAT) will have a valid TCAN or Tax Clearance Certificate or Valid C2, which I will retain for inspection for at least 7 years after the delivery period.	<input type="checkbox"/>
I confirm that I have the permission of the legal owner to carry out the alterations as outlined in this application: Note evidence of this must be available for future expenditure claims or inspections.	<input type="checkbox"/>
<input type="button" value="Save Draft"/>	<input type="button" value="Submit"/>