

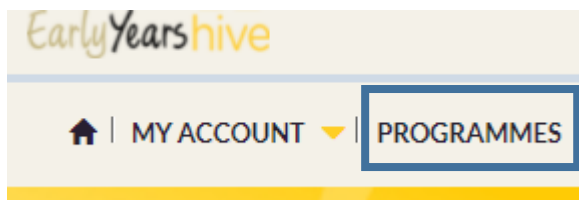
# Transition Fund Technical Guide



To complete the programme application for the Transition Fund please follow the steps below:

## Step 1

Select the "Programmes" tab.



## Step 2

Select to the left hand side of the line "Transition Fund". Please note until you place the check mark beside the "Transition Fund" you will not have the option to "Start"

AVAILABLE PROGRAMME APPLICATIONS

✓ Programme	Name ▲	Open Date/Time	Close Date/Time
AIM5	AIM Level 5 - 2022	01/01/2022 08:00	30/04/2023 23:00
Early Childhood Care and Education	ECCE 2021	28/05/2021 08:00	15/07/2022 23:30
National Childcare Scheme	NCS 2021	28/05/2021 08:00	21/08/2022 23:30
✓ Transition Fund	Transition Fund	01/02/2022 08:00	26/08/2022 08:00

Start

### Step 3

In this screen, you certify the organisation details. If you are satisfied with details, select the “Confirm Organisation button” and select “Next”.

**Transition Fund**

Certify OrganisationCertify Bank AccountCertify Service ProviderCertify Tusla RegistrationTransition Fund WeeksFunding Agreement

**Certify Organisation**

**Legal Name**  
Giordano Bloggs

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**Address Line 1**  
POBAL, Unit 1102

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**Address Line 2**  
Building 1000, City Gate

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**Address Line 3**  
Mahon

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**City / Town**  
Cork

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**County**  
Cork

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**TRN**  
2843106L

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**TCAN**  
752383

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**Legal Structure Group**  
Sole Trader

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Confirm Organisation?

Save

Print

Next

## Step 4

In this screen, you certify the bank account details. If you are satisfied with the details, select “Confirm Bank Account” and select “Next”.

The screenshot shows the 'Transition Fund' application form at the 'Certify Bank Account' step. The form is titled 'Transition Fund' and has a progress bar at the top with six steps: 'Certify Organisation', 'Certify Bank Account', 'Certify Service Provider', 'Certify Tuja Registration', 'Transition Fund Weeks', and 'Funding Agreement'. The 'Certify Bank Account' step is currently active. The form contains the following fields:

- Certify Bank Account**
  - \* Bank Account: test bank act 14
- Account Name**: test bank act 14
- Bank**: Bank of Ireland
- Bank Branch**
- BIC**
- IBAN**: IE75LRKF08591097060390
- Account Number**
- Sort Code**

At the bottom of the form, there is a checkbox labeled '\* Confirm Bank Account?' which is currently unchecked. Below the checkbox are 'Save' and 'Print' buttons. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted in yellow.

## Step 5

In this screen, you certify the Service Provider details. If you are satisfied with the details, select “Confirm Service Provider” and select “Next”.

The screenshot shows the 'Transition Fund' application form at the 'Certify Service Provider' step. The form is titled 'Transition Fund' and has a progress bar at the top with six steps: 'Certify Organisation', 'Certify Bank Account', 'Certify Service Provider', 'Certify Tuja Registration', 'Transition Fund Weeks', and 'Funding Agreement'. The 'Certify Service Provider' step is currently active. The form contains the following fields:

- Certify Service Provider**
  - Service Ref: 20GY0003
- Business / Facility Name**: Gls Toddlers Creche
- Street 1**: POBAL
- Street 2**: The Low Road
- Street 3**
- City**: CBRDEN
- County**: GALWAY
- Is The Facility a Naisiura?**: No
- Is this a Childminding Service?**: No
- Located on School Premises?**: No
- Full Time?**: No
- ECCE Only?**: No

At the bottom of the form, there is a checkbox labeled '\* Confirm Service Provider?' which is currently unchecked. Below the checkbox are 'Save' and 'Print' buttons. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted in yellow.

## Step 6

In this screen, you certify the Tusla registration details. If you are satisfied with the details, select “Confirm Tusla Registration” and select “Next”.

The screenshot displays a web interface for a 'Transition Fund' registration process. At the top, a horizontal progress bar contains six steps: 'Certify Organisation', 'Certify Bank Account', 'Certify Service Provider', 'Certify Tusla Registration' (the current step, highlighted in grey), 'Transition Fund Weeks', and 'Funding Agreement'. Below this, the 'Certify TUSLA Registration' section contains two input fields: 'TUSLA Number' with the value 'TU2021' and 'Registration Status' with the value 'Registered'. A red asterisk icon is positioned to the left of the 'Confirm Tusla Registration?' button, which is highlighted with a blue border. At the bottom of the screen, there are four buttons: 'Save', 'Print', 'Previous', and 'Next'. The 'Next' button is highlighted with a blue border and a yellow background.

## Step 7

In the screen “Transition Fund Weeks”, there is a question as follows “Will your service be open each week between the 2<sup>nd</sup> May and the 31<sup>st</sup> August?” Here you can select “Yes” or “No” from the drop down menu. If you select “Yes” the following screen appears and you can select “Next” to proceed.

**Transition Fund**

Certify Organisation   
 Certify Bank Account   
 Certify Service Provider   
 Certify Tusla Registration   
Transition Fund Weeks   
Funding Agreement

\* Will your service be open each week between 2nd May and 31st August?

Yes

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**Weekly Amount**  
€186.94

**Total**  
€ 3,551.86

If you select the “No” the following screen appears and you will need to select “Yes” or “No” ,from the dropdown, for each individual week before you can select “Next” to proceed.

**Transition Fund**

Certify Organisation   
 Certify Bank Account   
 Certify Service Provider   
 Certify Tusla Registration   
Transition Fund Weeks   
Funding Agreement

\* Will your service be open each week between 2nd May and 31st August?

No

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**Transition Fund Weeks**

Transition Funding is calculated as a proportion of your Calculated Income Capacity by the number of weeks you are open within the period 2nd May – 31st August 2022. [Please note: Transition Fund Weeks are not back dated so you will be unable to submit information for dates which have already passed.](#)

Date	Is Open?
23-04-2022	▼
02-05-2022	▼
09-05-2022	▼
16-05-2022	▼
23-05-2022	▼
30-05-2022	▼
06-06-2022	▼
13-06-2022	▼
20-06-2022	▼
27-06-2022	▼
04-07-2022	▼
11-07-2022	▼
18-07-2022	▼
25-07-2022	▼
01-08-2022	▼
08-08-2022	▼
15-08-2022	▼
22-08-2022	▼
29-08-2022	▼

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**Weekly Amount**  
€186.94

**Total**  
€ 0.00

### Step 8

You are now in the last screen titled “Funding Agreement”. Please read the terms, conditions, and if satisfied to proceed, select the two confirmation buttons and select “Submit” .

\* I confirm that in accepting this funding, I agree to maintaining my fees list at September 2021 levels

\* I confirm that I agree to comply with the Terms and Conditions of the grant and proceed with contract activation.

Save Print Previous **Submit**

### Step 9

A confirmation box will now appear and select “Submit” to proceed.

**SUBMIT APPLICATION** ×

Once submitted, you cannot update or edit the form any further.

Cancel **Submit**

### Step 10

You will receive a message confirming your Transition Funding is approved. Select “Close” to continue.

Transition Fund

Your application for Transition Funding has been approved. We will now proceed to check your payment status; once all is in order you should receive your first payment as per the published payment schedule.

**Close**

### Step 11

## You will now see your Transition Fund programme Application under the “My Active Programme Applications”

### MY ACTIVE PROGRAMME APPLICATIONS

Please note that if your application is at a 'draft' stage this has not been submitted and you will not be in contract

Programme Application Type ▲	Submitted By	Created On	Stage
Transition Fund	Giordano Bloggs	16/03/2022 13:46	Approved ▼