

Core Funding Service Profile and Application Module Technical Guide

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Introduction

This guide shows the screen shots you will encounter as you process the Service Profile and Core Funding Application Module.

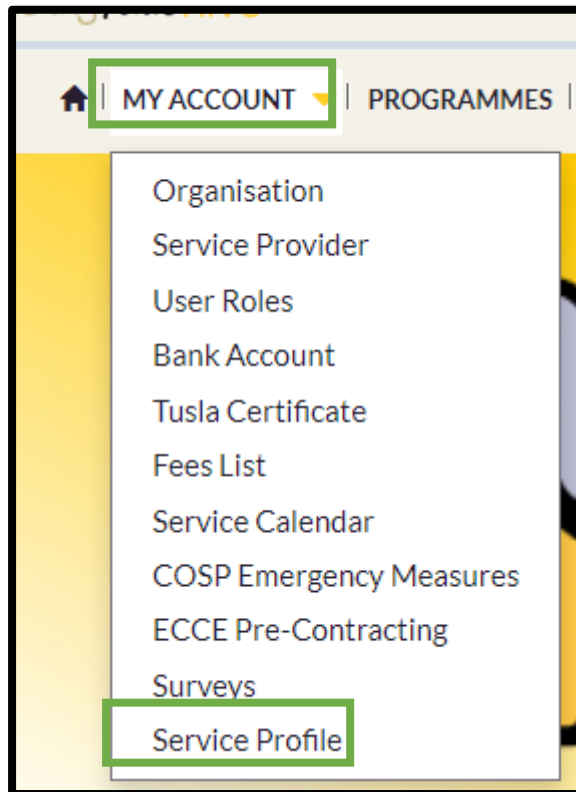
In the section titled “Service Profile” there is a walk through the process, screen shot by screen shot.

In the section titled “Core Funding Application Module” there is a walk through the process screen shot by screen shot.

For more detailed information, please refer to the Applicant Guidelines which you can find in the resources section of the EYP.

Service Profile

Step 1: Log into the “Service Profile” via the “My Account” tab.



Step 2: You are now in the Service Profile screen. The Service Profile screen is divided into the next two screen shots a) the top half and b) the bottom half.

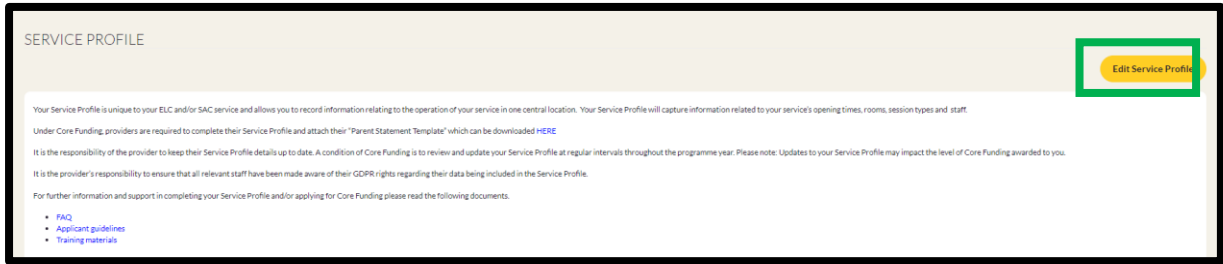
a)

b)

Guidance Notes

When you access the “Service Profile” for the first time, the system does not show data for the staff. Once you progress through the Service Profile, you will complete the GDPR declaration and input staff details. The staff section will then appear on the first screen of the Service Profile.

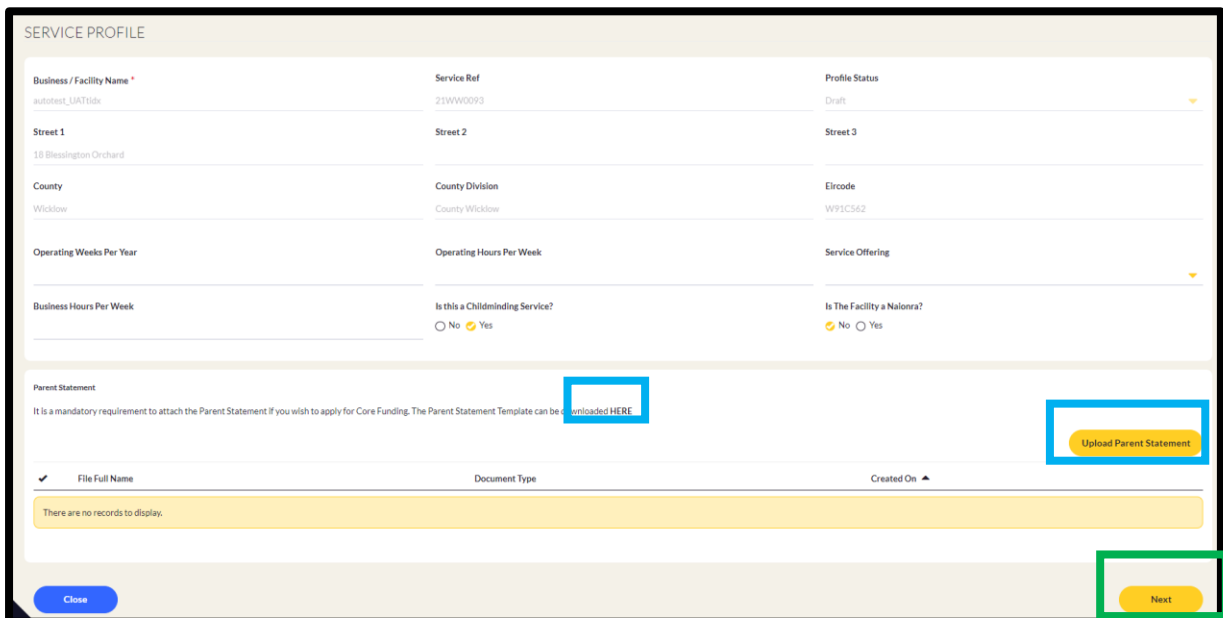
Step 3: To begin the Service Profile select “Edit Service Profile” at the top of the screen.



Step 4: in this screen, we can update the Service Profile as per the guidance in the “Applicant Guidelines”

In this screen, we also access the Parent Statement for Partner Services document. In the “Parent Statement” box, you can access the Parent Statement template. Complete the Parent Statement for Partner Services document and upload the completed document. Select “Next” to progress.

Please refer to the Parent Statement guidelines, which you can find in the resources section of EYP, for more information.



Step 5: The next screen that appears is Service Profile/Rooms. Select the “Create” button and input the required data in the Create box. Please refer to the Applicant Guidelines for more information.

SERVICE PROFILE / ROOMS

Rooms (Here you can select a different view)

Please complete all information in relation to all of your care rooms.

Active ▾

Room Name ▲	Service Offering	Operating weeks of Term Time Only service	Operating weeks of Out Of Term Only service
There are no records to display.			

Previous Close Next

CREATE

ROOM DETAILS

Room Name *

Is this Room Indoors or outdoors? *

Square Meters *

Service Offering *

Create

Rectangular Spin

Room Offering selected: Both Term/Out of Term

Once you select “Both Term/Out of Term”, 2 more questions are generated. Input the data and select “Create”

CREATE ×

ROOM DETAILS

Room Name *

Is this Room Indoors or outdoors? *

Square Meters *

Service Offering *

Both Term / Out of Term

Operating weeks of Term Time Only service *

Operating weeks of Out Of Term Only service *

Create

Rectangular Snip

Room Offering selected: Term Time Only

Once you select “Term Time Only” another question is generated. Input the data and select “Create”

CREATE ×

ROOM DETAILS

Room Name *

Is this Room Indoors or outdoors? *

Square Meters *

Service Offering *

Term Time Only ▼

Operating weeks of Term Time Only service *

Create

Room Offering selected: Out of Term

Once you select “Out of Term” another question is generated. Input the data and select “Create”

CREATE ×

ROOM DETAILS

Room Name *

Is this Room Indoors or outdoors? *

Square Meters *

Service Offering *

Out of Term Only ▼

Operating weeks of Out Of Term Only service *

Create

Once you have the data on all relevant rooms input, select “Next” to continue.

Step 6: The next screen that appears is Service Profile Session Types. Select the “Create” button and input the required data. Please refer to the Applicant Process Guidelines for more information.

Select “Next” to continue, once input of the data is complete. See the guidance notes below the second screen shot.

SERVICE PROFILE / SESSION TYPES

Session Type (Here you can select a different view)

Session Type means a type of ELC/SAC session determined by the typical daily start and finish time and the day/s per week that it is applicable to. It also includes the capacity (numbers and age ranges of child places) being offered during the session which is also related to staff assigned to the session, this is what is referred to as staffed capacity.

The session offering and staffed capacity must remain consistent within the defined period outlined. A new Session Type is required where there is a change in the staffed capacity. A Session Type may be applicable to multiple rooms if the session offering and staffed capacity remain consistent within the defined period outlined and therefore need only be defined once and applied to each applicable room.

Example: ECCE Sessional AM 9am - 12pm Term Time Only, may be applicable to multiple rooms and only needs to be defined as a Session Type only once.

Room 1 - Capacity 11 Pre-school Sessional Places - 1 Qualified Adult - Session Type: ECCE Sessional AM 9am - 12pm Term Time Only

Room 2 - Capacity 22 Pre-school Sessional Places - 2 Qualified Adults - Session Type: ECCE Sessional AM 9am - 12pm Term Time Only

Please refer to the Applicant guidelines for further information on recording Session Types.

Active

Care Type ▲	Name	Service Offering	Start Time	End Time
There are no records to display.				

Previous Close Create Next

CREATE

×

SESSION TYPE

Name *

Care Type *



Service Offering *



Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Start Time

End Time



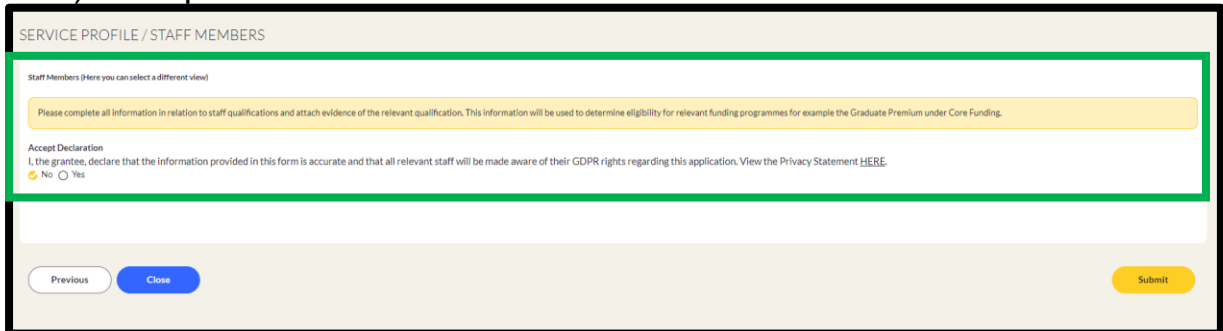


Create

Step 7: The next screen that appears is Service Profile/Staff Members. The option to add staff details will appear when the GDPR declaration is accepted.

Please refer to the Applicant Guidelines for more information.

a) Accept the GDPR Declaration



SERVICE PROFILE / STAFF MEMBERS

Staff Members (Here you can select a different view)

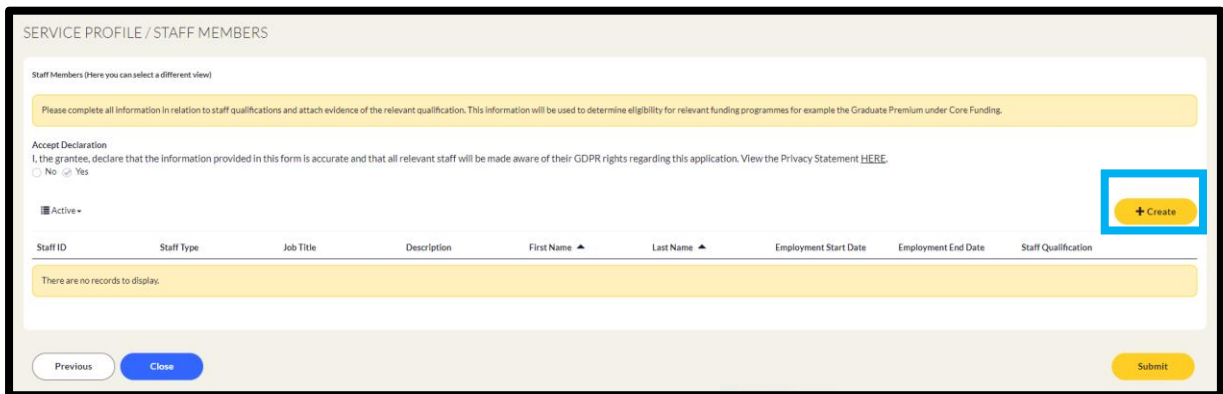
Please complete all information in relation to staff qualifications and attach evidence of the relevant qualification. This information will be used to determine eligibility for relevant funding programmes for example the Graduate Premium under Core Funding.

Accept Declaration
I, the grantee, declare that the information provided in this form is accurate and that all relevant staff will be made aware of their GDPR rights regarding this application. View the Privacy Statement [HERE](#).

No Yes

Previous Close Submit

b) You now have the option to input staff details, select “Create”.



SERVICE PROFILE / STAFF MEMBERS

Staff Members (Here you can select a different view)

Please complete all information in relation to staff qualifications and attach evidence of the relevant qualification. This information will be used to determine eligibility for relevant funding programmes for example the Graduate Premium under Core Funding.

Accept Declaration
I, the grantee, declare that the information provided in this form is accurate and that all relevant staff will be made aware of their GDPR rights regarding this application. View the Privacy Statement [HERE](#).

No Yes

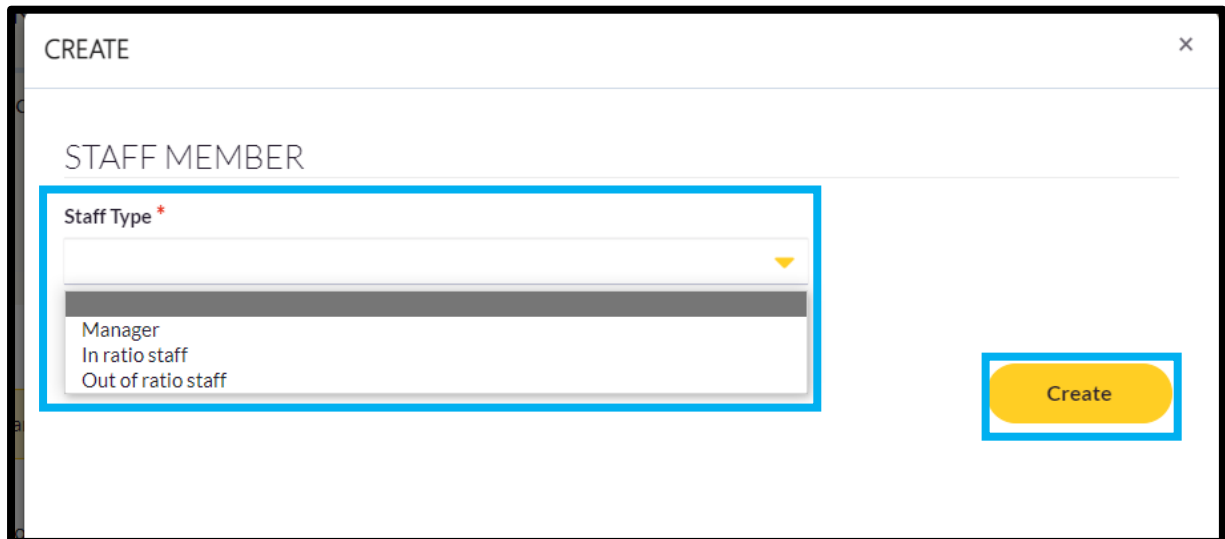
Active+ + Create

Staff ID	Staff Type	Job Title	Description	First Name ▲	Last Name ▲	Employment Start Date	Employment End Date	Staff Qualification
There are no records to display.								

Previous Close Submit

From the drop-down menu select the Staff Type and select Create. You will have 3 options and we will explore each one separately.

- a) Manager
- b) In ratio staff
- c) Out of ratio staff



The screenshot shows a web form titled "CREATE" with a close button (x) in the top right corner. Below the title is the heading "STAFF MEMBER". The form contains a required dropdown menu labeled "Staff Type *" with a red asterisk. The dropdown menu is open, showing three options: "Manager", "In ratio staff", and "Out of ratio staff". To the right of the dropdown menu is a yellow "Create" button. Both the dropdown menu and the "Create" button are highlighted with a blue rectangular border.

Manager

NB: There must be a Manager recorded on the system at all times.

CREATE

Staff Type *
Manager

Working Hours Per Week For Service Manager *

Employment Details

First Name *	Middle name	Last Name *
Previous Name	Employment Start Date * 📅	Employment End Date 📅
Paid Non-Contact Hours *	Rate of Pay Per Hour * €	Graduation Year

Industry Experience

Years Experience *	Month Experience *
--------------------	--------------------

Qualifications

Staff Qualification	Date Qualification Obtained 📅	Title/Subject of Award
---------------------	----------------------------------	------------------------

Training Provider

Awarding Body	Country
---------------	---------

QQI Level 5 QQI Level 6 QQI Level 7 Or Above

Attach Qualification Confirmation (PDF, TIFF, JPEG, PNG)
 No file chosen

In Ratio Staff- 2 options A. Employed and B. Vacant A. Employed

CREATE

STAFF MEMBER

Staff Type *

In ratio staff

Is this staff member currently employed OR Is the position currently vacant?

Vacant Employed

SAC contact staff only?

No Yes

Employment Details

First Name *

Middle name

Last Name *

Previous Name

Employment Start Date *

Employment End Date

Paid Non-Contact Hours *

Rate of Pay Per Hour *

Graduation Year

€

Industry Experience

Years Experience *

Month Experience *

Qualifications

Staff Qualification *

Date Qualification Obtained

Title/Subject of Award

Training Provider

Awarding Body

Country

QQI Level 5

QQI Level 6

QQI Level 7 Or Above

Attach Qualification Confirmation (PDF, TIFF, JPEG, PNG)

No file chosen

Create

B. Vacant

CREATE

STAFF MEMBER

Staff Type *
In ratio staff ▼

Is this staff member currently employed OR Is the position currently vacant?
 Vacant Employed

Description *

Qualifications

Staff Qualification *	Date Qualification Obtained	Title/Subject of Award
<hr/>	<hr/>	<hr/>
Training Provider	Awarding Body	Country
<hr/>	<hr/>	<hr/>

QQI Level 5 QQI Level 6 QQI Level 7 Or Above

Attach Qualification Confirmation (PDF, TIFF, JPEG, PNG)
 No file chosen

Guidance Note

When you select the “Vacant” option, it is mandatory to add a staff qualification. In the Staff Qualification field, select “Other”. You must also select at least one QQI record.

Out of Ratio Staff

Select the relevant Job Title from the list and select “Create”.

CREATE

STAFF MEMBER

Staff Type *

Out of ratio staff

Job Title *

- Administrator
- Caretaker / Maintenance / Gardener
- Cleaner
- Deputy Manager
- Driver
- Kitchen Staff
- Non-salaried Director
- Owner-Operator / Sole-Trader
- Salaried Director
- Security
- AIM Level 7 (Assigned to specific children)
- Other

Create

Guidance on Qualifications

The Qualification Details are mandatory if Contact Staff (employed) is selected and the SAC question is flagged as ‘No’.

The Qualification Details (Only Staff Qualification field and QQI fields) are mandatory if Contact Staff (vacant) is selected.

The Qualification Details are optional if Contact Staff is selected and the SAC question is flagged as ‘Yes’.

The Qualification attachment is mandatory only if the field ‘QQI Level 7 or Above’ is selected.

Once you select your qualification in the “Staff Qualification” field, the boxes highlighted in the screen shot below are prepopulated.

Qualifications

Staff Qualification * BA (Hons) Early Childhood Education

Date Qualification Obtained * 01/06/2017

Title/Subject of Award BA (Hons) Early Childhood Education

Training Provider Institute of Technology Carlow

Awarding Body ITC

Country Ireland

QQI Level 5 QQI Level 6 QQI Level 7 Or Above

Qualification Documents

about 11 hours ago

Step 8: To submit the Service Profile, select “Submit” once you have completed Service Profile/Staff Members.

SERVICE PROFILE / STAFF MEMBERS

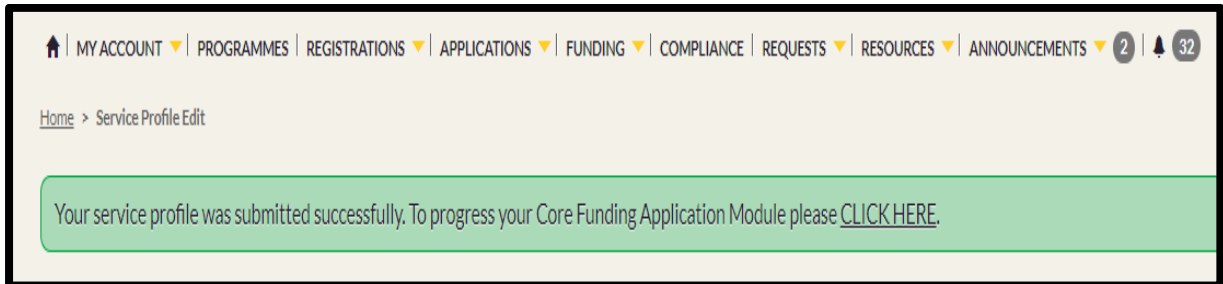
Staff Members (Here you can select a different view)

Please complete all information in relation to staff qualifications and attach evidence of the relevant qualification. This information will be used to determine eligibility for relevant funding programmes for example the Graduate Premium under Core Funding.

Accept Declaration
I, the grantee, declare that the information provided in this form is accurate and that all relevant staff will be made aware of their GDPR rights regarding this application. View the Privacy Statement [HERE](#).
 No Yes

Staff ID	Staff Type	Job Title	Description	First Name	Last Name	Employment Start Date	Employment End Date	Staff Qualification
21WW0095-MG47805	Out of ratio staff	Administrator						
21WW0095-HS19176	In ratio staff		Vacancy for a QQI Level 7 or above qualified person					Other
21WW0095-WT22738	In ratio staff			Aine	Reidy	01/01/2017		Bachelor of Education - Early Childhood Education
21WW0095-LJ35621	In ratio staff			Aisha	Bakir	01/01/2018		BA (Hons) Early Childhood Education and Care
21WW0095-VC56884	Manager			Isabella	Rossi	01/01/2017		B.A. (Hons) Early Childhood Education and Care
21WW0095-CJ78584	In ratio staff			John	Baker	01/01/2018		Advanced Certificate in Childcare Practice
21WW0095-DD49499	In ratio staff			Niamh	Murphy	01/01/2018		Advanced Certificate in Childcare Practice
21WW0095-IY56531	In ratio staff			Nika	Matic	01/01/2018		BA (Hons) Early Childhood Education and Care

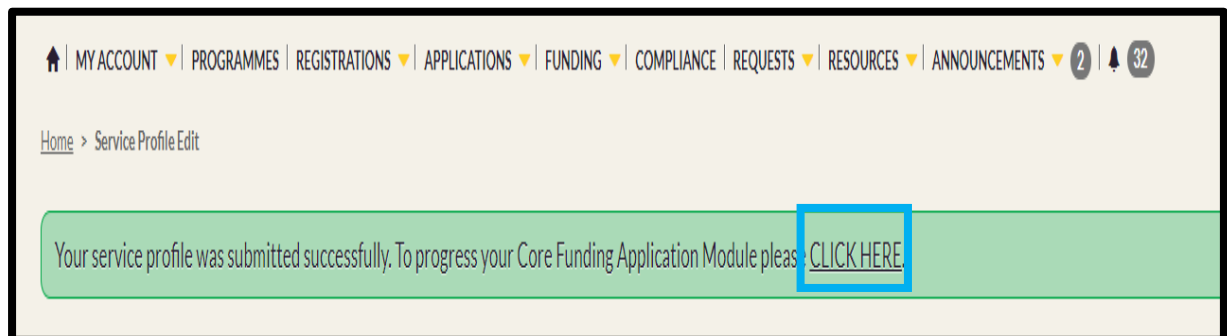
You will receive a message that the “Submission completed successfully. To progress your Core Funding Application Module please [CLICK HERE](#)”.



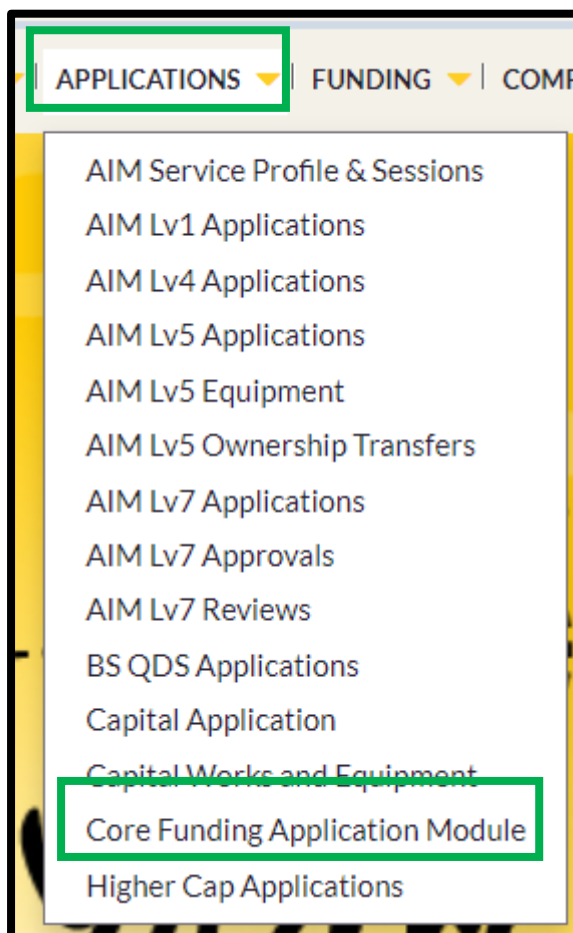
Core Funding Application Module

Step 1: There are two ways to access the “Core Funding Application Module”:

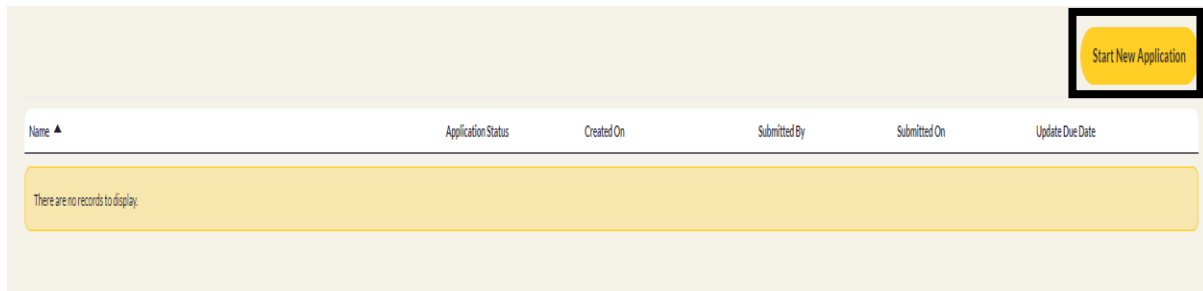
- a) Once you submit your Service Profile, a message is generated which will allow you to begin your Core Funding Application Module.



- b) Via the “Applications” tab.

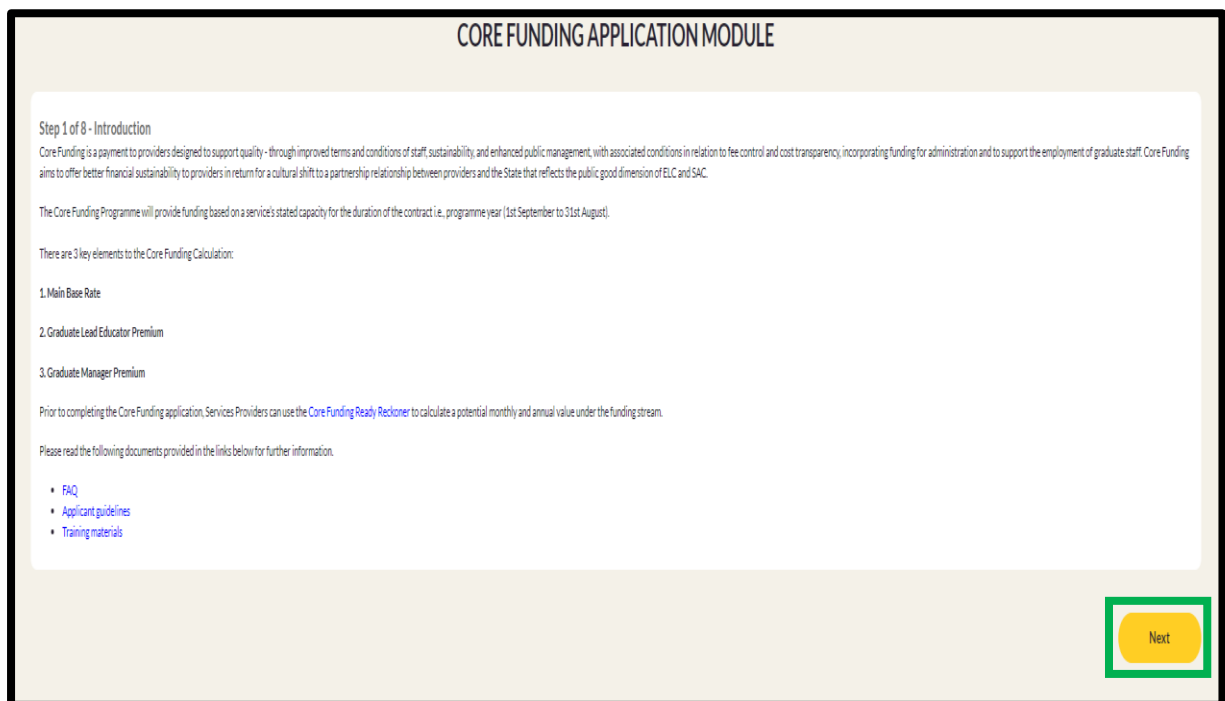


Step 2: Select “Start New Application”



Step 3: This is screen 1 out of 8 – Introduction

Please read the introductory notes. There is an option on this screen to access support material if needed. Select “Next” to continue.



Step 4: This is screen 2 out of 8 – Service Provider Information

This screen displays Service Level information. Please check that the information is correct and if so, select “Next” to continue. If you wish to change, any of the information navigate to the Service Profile, update as necessary and continue your Core Funding Application Module.

CORE FUNDING APPLICATION MODULE ID: EI-4388841

Step 2 of 8 - Service Provider Information
This page displays Service Provider level information relevant to the Core Funding Application Module. Please check that the information is correct and proceed to the next page. If any of this information is incorrect you can navigate to [My Account > Service Profile](#) and update as necessary.

Service Provider
autotest_UATrldx ▼

Application Id
EI-4388841

Operating Hours per Week
45

Operating Weeks per Year
50

Status
New ▼

ELC Tusla Service Type

If the numbers listed below are not correct or complete for your facility (for example if you are registered to provide SAC and ELC you should have a number displayed for both), please visit "My Account" and provide the correct Tusla Registration number(s) before completing the Core Funding Application Module.

TUSLA ELC Reg No.	Number of places for ELC age ranges	TUSLA SAC Reg No.	Number of places for SAC age ranges
TU2024FL300	120	TU2024FL175SA	120

Previous Next

Step 5: This is screen 3 out of 8 – Rooms

This screen displays the full list of rooms that you had previously submitted as part of your Service Profile. By default all rooms are listed as active, (check mark ✓ in the “Active” column).

If you wish to make any of the rooms inactive, uncheck the relevant room in the “Active” column.

If you wish to change any of the room information, navigate to the Service Profile, update as necessary and continue your Core Funding Application Module.

Select “Next” to continue

CORE FUNDING APPLICATION MODULE

ID: EI-4388841

Step 3 of 8 - Rooms

This page displays the full list of rooms that you have previously submitted as part of your Service Profile. By default, all rooms are listed as active as part of this Core Funding Application Module.

If you wish to make any of the Rooms inactive, then untick the 'Active' column on the right hand side of the screen.

If you need to modify the Room information, such as adding further rooms, then please navigate to [My Account > Service Profile](#), update the necessary information and restart your Core Funding Application Module.

You can restart your application by navigating to [Applications > Core Funding Application Module](#), and then selecting the 'Edit' option for the Application, which will be at 'Draft' stage.

Room	Square Meters	Offering	Term Time Only Weeks	Out of Term Only Weeks	Active
Butterfly	950.00	Both Term / Out of Term	50	0	<input checked="" type="checkbox"/>
Ladybird	950.00	Both Term / Out of Term	50	0	<input checked="" type="checkbox"/>

Previous Next

Step 6: This is screen 4 out of 8 – Session Types

Screen shot A, screen displays the full list of Care Types that you had previously submitted as part of your Service Profile. By default all Session Types are listed as active, (check mark ✓ in the “Active” column).

If you wish to make any of the Session Types inactive, uncheck the relevant room in the “Active” column. Select “Next” to continue.

If you wish to change any of the Session Type information navigate to the Service Profile, update as necessary and continue your Core Funding Application Module.

Screen Shot B displays that there is an option to upload supporting evidence if the Service Type(s) in your Tusla Registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

A

CORE FUNDING APPLICATION MODULE ID: EI-4388841

Step 4 of 8 - Sessions Types
This page displays the full list of Session Types that you have previously submitted as part of your Service Profile. By default, all Session Types are listed as active as part of this Core Funding Application Module. If you wish to make any of the Session Types inactive, then untick the 'Active' column on the right hand side of the screen.

If you need to modify the Session Type information, such as, adding further Session Types or changing the Care Types, Offering, Days per Week or Start/End time then please navigate to [My Account > Service Profile](#), update the necessary information and restart your Core Funding Application Module. You can restart your application by navigating to [Applications > Core Funding Application Module](#) and then selecting the "Edit" option for the Application which will be at "Draft" stage.

Seq.	Name	Care Type	Offering	Days per Week	Start Time	End Time	Active
1	Toddlers 2-3 Yr	Full Day	Both Term / Out of Term	5	08:00	17:00	<input checked="" type="checkbox"/>
2	Wobblers 1-2 Yr	Full Day	Both Term / Out of Term	5	08:00	17:00	<input checked="" type="checkbox"/>

Supporting evidence is only required if the Service Type(s) in your Tusla Registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

Attach supporting evidence

Previous **Next**

B

CORE FUNDING APPLICATION MODULE ID: EI-4388841

Step 4 of 8 - Sessions Types
This page displays the full list of Session Types that you have previously submitted as part of your Service Profile. By default, all Session Types are listed as active as part of this Core Funding Application Module. If you wish to make any of the Session Types inactive, then untick the 'Active' column on the right hand side of the screen.

If you need to modify the Session Type information, such as, adding further Session Types or changing the Care Types, Offering, Days per Week or Start/End time then please navigate to [My Account > Service Profile](#), update the necessary information and restart your Core Funding Application Module. You can restart your application by navigating to [Applications > Core Funding Application Module](#) and then selecting the "Edit" option for the Application which will be at "Draft" stage.

Seq.	Name	Care Type	Offering	Days per Week	Start Time	End Time	Active
1	Toddlers 2-3 Yr	Full Day	Both Term / Out of Term	5	08:00	17:00	<input checked="" type="checkbox"/>
2	Wobblers 1-2 Yr	Full Day	Both Term / Out of Term	5	08:00	17:00	<input checked="" type="checkbox"/>

Supporting evidence is only required if the Service Type(s) in your Tusla Registration are different to the Care Type(s) specified in the Session Type(s) in your Service Profile.

Attach supporting evidence

* Supporting Evidence + Add Line

Document

No file chosen Remove

Previous **Next**

Step 7: This is screen 5 out of 8 – Specify Session Type(s) for each Room

Select the Room and then the relevant Session Type attaching to the Room from the values in each drop-down menu. Specify whether this is ELC, SAC or both.

Use the “Add Line” button to add each combination of a Room and Session Type.

Select “Next” to continue.

CORE FUNDING APPLICATION MODULE ID: EI-4388641

Step 5 of 8 - Specify Session Type(s) for each Room
Please specify which Session Type(s) will run in each Room.

For each Room/Session Type combination, select the Room and then the Session Type from the available values in each dropdown, then specify whether this is ELC, SAC or both. Use the 'Add Line' button to add each combination of a Room and Session Type.

Only the Rooms that you listed as 'Active' in Step 3 will be available to select. For each Room flagged as 'Active' in Step 3, you must select at least one Session Type.

Only the Session Types that you listed as 'Active' in Step 4 will be available to select.

If you have forgotten to include either a Room or Session Type, then navigate back to those pages using the 'Previous' button.

+Add Line

Room*	Session Type*	ELC / SAC Type*	
Butterfly	01 - Toddlers 2-3 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	ELC and SAC	Remove
Ladybird	02 - Wobblers 1-2 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	ELC and SAC	Remove

Previous Next

Step 8: This is screen 6 out of 8 - Specify staff member(s) for each Room/Session Type.

For each Staff Member/Session Type combination, select the Staff Member and then the Session Type from the available values in each drop-down menu.

Specify the role with “Start” and “End” times.

Use the “Add Line” button to add each additional Staff Member/Session Type combination.

A Staff Member can be assigned to multiple session types once the Start and End Times of each Service Type and Service Offering do not overlap.

You can only select from the list of Staff Members previously submitted as part of your Service Profile. If you need to add additional staff navigate to the Service Profile, update as necessary and continue your Core Funding Application Module.

Select “Next” to continue.

CORE FUNDING APPLICATION MODULE ID: EI-438841

Step 6 of 8 - Specify Staff Member(s) for each Room/Session Type
Please specify for each Staff Member, the Session Type(s) and the Role (Lead Educator or Educator) that they are assigned to.

For each Staff Member/Session Type combination, select the Staff Member and then the Session Type from the available values in each dropdown, then specify the Role with Start and End Times. Use the 'Add Line' button to add each additional Staff Member/Session Type combination. A Staff Member can be assigned to multiple Session Type(s), once the Start and End times of each Session Type and Service Offering do not overlap.

You can only select from the list of Staff Members previously submitted as part of your Service Profile. If you need to add additional Staff then navigate to [My Account > Service Profile](#), update the necessary information and restart your Core Funding Application Module. You can restart your application by navigating to [Applications > Core Funding Application Module](#), and then selecting the 'Edit' option for the Application which will be at 'Draft' stage.

Only the Rooms /Session Type(s) that you listed in Step 5 are available to select.

If you have forgotten to list a Room/Session Type combination, then navigate back to Step 5 using the 'Previous' button.

Manager
Emily Johnson

* Staff Members + Add Line

Staff Member*	Room x Session Type*	Role*	Start Time*	End Time*	
Abbie Jones	Butterfly-- Toddlers 2-3 Yr - Full Day - Both Term / Out of Term - (08:00 - 17:00)	Lead Educator	08:00	17:00	Remove
John Potts	Butterfly-- Toddlers 2-3 Yr - Full Day - Both Term / Out of Term - (08:00 - 17:00)	Educator	08:00	17:00	Remove
Erma Taylor	Ladybird- Wobblers 1-2 Yr - Full Day - Both Term / Out of Term - (08:00 - 17:00)	Lead Educator	08:00	17:00	Remove

Previous Next

Step 9: This is screen 7 out of 8 – Specify capacity for each Child Age Group

The Child Age Ranges are listed for each Room/Session Type combination listed previously at step 7 (screen 5 out of 8).

Please enter the maximum capacity for each Child Age Range across all Room/Session type(s).

If a Child Age Range does not apply for a given Room/Session Type, the Capacity field can remain blank. The Applicant may also include a “0” value in each field that does not apply, for the purpose of reviewing the data to ensure the correct Child Age Range for a given Room/Session Type has been completed

Select “Next” to continue.

CORE FUNDING APPLICATION MODULE ID: EI-4388841

Step 7 of 8 - Specify Capacity for each Child Age Group
 This page lists the Child Age Ranges for each Room/Session Type combination listed previously in Step 5.

Please enter the maximum capacity for each Child Age Range across all Room/Session Type(s). If a Child Age Range does not apply for a given Room/Session Type, the Capacity field can remain blank.

Room	Session Type	Child Age Range	No. of Staff	Capacity
Butterfly	01 - Toddlers 2-3 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	0-1 years of age	2	
Butterfly	01 - Toddlers 2-3 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	1-2 years of age	2	
Butterfly	01 - Toddlers 2-3 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	2-3 years of age	2	12
Butterfly	01 - Toddlers 2-3 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	3-6 years of age	2	
Butterfly	01 - Toddlers 2-3 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	SAC 4-15 years of age	2	
Ladybird	02 - Wobblers 1-2 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	0-1 years of age	1	
Ladybird	02 - Wobblers 1-2 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	1-2 years of age	1	5
Ladybird	02 - Wobblers 1-2 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	2-3 years of age	1	
Ladybird	02 - Wobblers 1-2 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	3-6 years of age	1	
Ladybird	02 - Wobblers 1-2 Yr - Full Day - Both Term / Out of Term (08:00-17:00)	SAC 4-15 years of age	1	

Supporting evidence is only required if the capacity in your Tusla Registration(s) are different to the capacity specified above.
 Attach supporting evidence

Previous Next

Step 10: This is screen 8 out of 8 and contains the Core Funding payment information. The screen is shown over the next 3 screen shots.

A

CORE FUNDING APPLICATION MODULE ID: EI-4388841

Step 8 of 8 - Summary
 Please review the summary page before submitting your Application.

The first section details key information on your grant such as the Annual and Monthly amounts.

The second section shows a full breakdown for each Room - the Session Type(s), Staff Member(s) and Capacity. You can use the Collapse/Expand (+/-) symbols on the right hand side of the screen to hide or show section details.

Programme Call	Core Funding 2022 (01/09/2022 - 31/08/2023)	▼
Service Provider	autotest_UATixdx	▼
Application Id	EI-4388841	
Operating Hours per Week	45	
Operating Weeks per Year	50	
Base Rate Grant	€ 36,877.50	
Graduate Premium	€ 19,980.00	
Graduate Manager Premium	€ 9,990.00	Refresh Page
Annual Grant <small>Financial value</small>	€ 66,847.50	
Monthly Grant <small>Financial value</small>	€ 5,570.63	
Date Calculated		

B

Manager

Emily Johnson

Rooms

Room	Offering	Square Meters	Term Time Only Weeks	Out of Term Only Weeks	Base Rate Grant	Graduate Premium	Annual Grant	Monthly Grant
Butterfly	Both Term / Out of Term	950.00	50	0	€ 24,840.00	€ 9,990.00	€ 34,830.00	€ 2,902.50

Session Type	Name	Care Type	Offering	Days per Week	Start Time	End Time	Annual Hours	SAC Only?
01 - Toddlers 2-3 Yr	Toddlers 2-3 Yr	Full Day	Both Term / Out of Term	5	08:00	17:00	2,250.00	<input type="checkbox"/>

Staff Member	Role*	L7 or Above	Years of Experience	Graduate Premium
Abbie Jones	Lead Educator	<input checked="" type="checkbox"/>	5	€ 9,990.00
John Potts	Educator	<input checked="" type="checkbox"/>	5	€

Child Age Range	Capacity	Base Rate Grant
2-3 years of age	12	€ 24,840.00

Room	Offering	Square Meters	Term Time Only Weeks	Out of Term Only Weeks	Base Rate Grant	Graduate Premium	Annual Grant	Monthly Grant
Ladybird	Both Term / Out of Term	950.00	50	0	€ 12,037.50	€ 9,990.00	€ 22,027.50	€ 1,835.63

Session Type	Name	Care Type	Offering	Days per Week	Start Time	End Time	Annual Hours	SAC Only?
02 - Wobblers 1-2 Yr	Wobblers 1-2 Yr	Full Day	Both Term / Out of Term	5	08:00	17:00	2,250.00	<input type="checkbox"/>

Staff Member	Role*	L7 or Above	Years of Experience	Graduate Premium
Emma Taylor	Lead Educator	<input checked="" type="checkbox"/>	5	€ 9,990.00

Child Age Range	Capacity	Base Rate Grant
1-2 years of age	5	€ 12,037.50

C

Declaration:
I declare that all the information I have provided is true and accurate to the best of my knowledge.
I understand that the funding award displayed has been calculated on the information provided by me and is provisional until such a time as it is appraised (where applicable) and approved.
I acknowledge that Core Funding is contingent upon Employment Regulation Orders being in effect to cover all roles across the sector as defined in the Early Years' Service Joint Labour Committee Establishment Order.
I have submitted a complete Parent Statement, which I will publish and distribute to all users of my service, and will display at all times in an area accessible to parents/guardians as well as on any online platform maintained by my service for the purpose of advertising or providing information to parents/guardians.

* I confirm that I agree to the declaration above?

Previous Submit

If you need to check any aspect of the application, use the previous button to move back through the screens, before select the declaration box and submitting the application.

ONCE YOU SUBMIT YOUR CORE FUNDING APPLICATION MODULE YOU WILL NOT BE ABLE TO EDIT THE APPLICATION