EARLY YEARS CAPITAL

2017

APPLICANTION TECHNICAL GUIDE

Version 1

Contents

How to make an Application

All applicants access the Application process through the PIP Portal.

- Have a PIP Account
- Be registered with Tusla
- Be tax compliant i.e. provide your Tax Clearance Access Number (TCAN) and Tax Registration Number (TRN).
- Be funded under one of the following DCYA programmes
  - Strand 1: New 0-3s Places
  - Strand 1: New ECCE Places
  - Strand 2: Building Improvement/Maintenance
  - Strand 3: Natural Outdoor Play

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.

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.
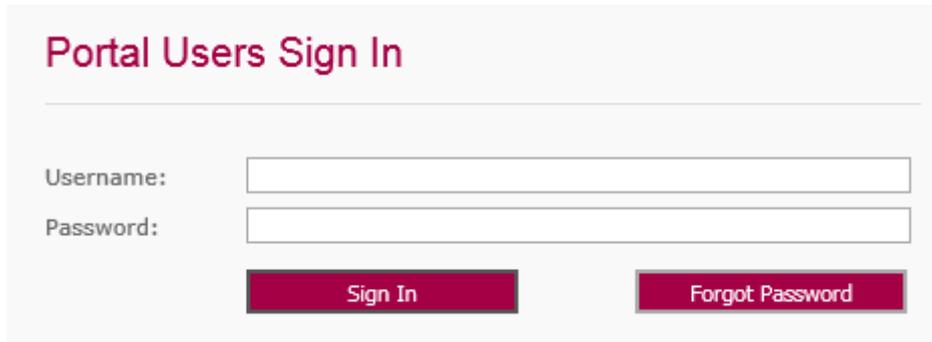
You will be logged straight into the PIP Home Page.

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 **Early Years Capital 2017**, click **Apply for EYC 2017.**

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:

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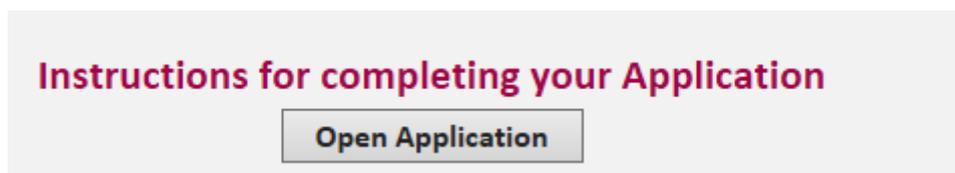
Please read the instructions carefully before you proceed to complete the application form. When you are clear about what you need to do, click **Open Application** at top of the page or alternatively at bottom of page - this will open the Application form.

Early Years Capital 2017 Application
Application Instructions - Click Here

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
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

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.:
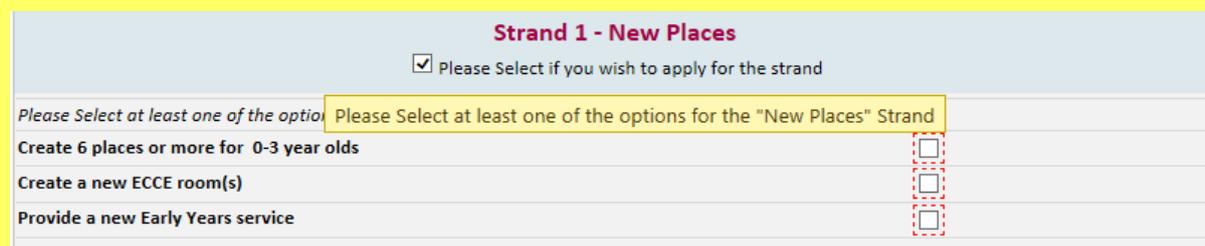
Strand 1 - New Places	
☑ Please Select if you wish to apply for the strand	
Please Select at least one of the optio Please Select at least one of the options for the "New Places" Strand	
Create 6 places or more for 0-3 year olds	☐
Create a new ECCE room(s)	☐
Provide a new Early Years service	☐

Early Years 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.
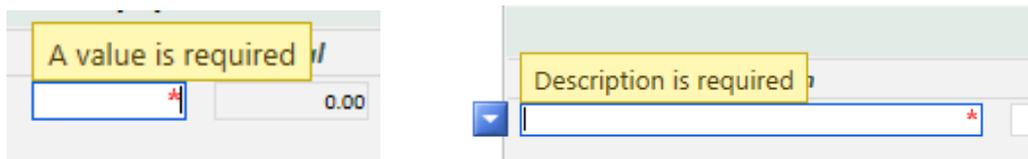
Please be aware that a number boxes in the application form has character limits i.e. there is a limit on the amount of text you can insert into the box. Please try to be as concise and factual in your responses. The character count includes spaces, punctuation and lines.
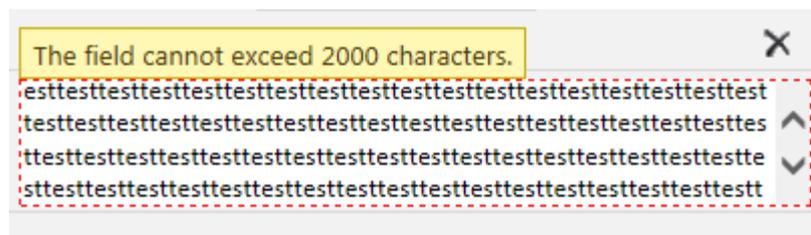
The above message will appear when you exceed the number of characters and you will be required to and reduce the characters to 2,000 or less.

Applicant Details

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

Applicant Details

DCYA reference number	
Facility name	
	The facility name here must be the facility where the capital works will take place and equipment will be used.
Facility address	
	The facility address here must be the facility where the capital works will take place and equipment will be used.
Applicant name	
	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.
Applicant type	
	If this box is blank or incorrect please contact Pobal to have your service details updated. Email onlinesupport@pobal.ie or telephone 01 5117222.
Organisation primary contact	
Primary contact email address	
	If you feel your applicant details are incorrect please contact Pobal on onlinesupport@pobal.ie or telephone 01 5117222

Charity Registration Number
Enter your charities registration number (if applicable). Please note that this is not the CHY number issued by Revenue. This is the number issued to your organisation by the Charities Regulator. Private early years service will not have a Charities Registration Number.

Are you or your Service registered for VAT?
Please note that if you are registered for VAT the grant awarded will be based on the net cost i.e. total cost less the VAT amount. ○ Yes ○ 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.

You will need to select the relevant strand (s) that you will be applying to activate the relevant sections in the form.

By clicking on Strand 1 – New Places, the form will automatically generate the questions relevant to this strand. You can select all the strands that are relevant to your application.

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.

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.

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 hyerlink with your document name should appear like in the example below – test1.docx. You can access your document by clicking on the hperlink to open. If you wish to delete the document you can click on the delete button shown below.
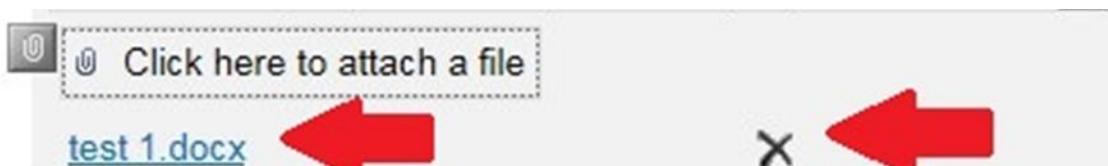
While there is a 2MB file size upload limit for each individual document on the PIP Portal, please note that this limit does not apply when attaching documents to your this Application. As a result, there should be no difficulty uploading larger files and there is no limit on the combined size of files. 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.

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.
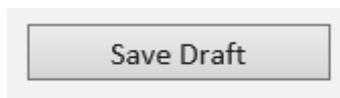
However, once you click "SUBMIT", your application cannot be changed.
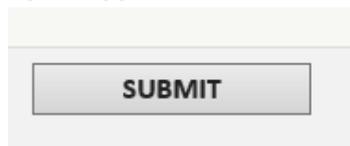
If you have not completed each section or have incorrectly entered information a list of errors will appear at the end of form. You must correct these errors before you can resubmit the form.

If you have successfully submitted the form you will receive the following message on screen. You will also be able to print your completed application form.
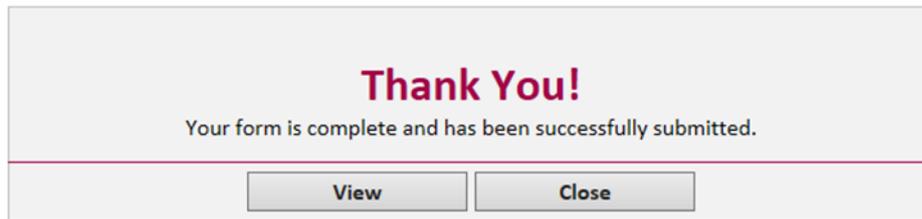
In your programmes tab under Early Years Capital 2017 – Application: you can review or print your submitted form.

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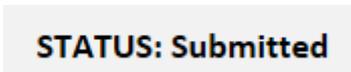
Further Support

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.