

How to use the application system

DfE childminder start-up grant scheme

Summary: *Technical guide on how to use the childminder start-up grants system to register and apply for grant funding.*

1.1 Before applying for a grant, please check if you are eligible, and read the FAQs if you are unclear how the scheme applies to your own circumstances. Support is available at childmindergrants@ecorys.com and during working hours 0203 959 0380.

1.2 Applications for the childminder start-up grants scheme are submitted and managed through a grants application system. When you access the system, you will need to create a login. You can use the login to make an application, respond to any queries about it, and check the status of your application.

1.3 If you submit a paper application, you will receive details of your login by email, and may access the system to check the status of your application. Further instructions are provided with the paper application form (section 5).

2. CHILDMINDER START-UP GRANT APPLICATION SYSTEM

2.1 This is the registration and login page for the childminder start-up grant application system, which you can access at <https://childmindergrants.aimsgrants.com> (figure 2.1).

The screenshot shows a web browser window with the title "Childminder start-up grants" and a status bar indicating "Not logged in". The main heading is "Sign In" with a sub-heading "You must sign in or register".

New Users
Please register with us to create your account to apply for the childminder start-up grants scheme. You will be able to access all the guidance documents when you register and login to your account.
If you need help registering, please contact us at childmindergrants@ecorys.com.
A green "Register" button is located below this section.

Existing Users
Please sign in to access your account.
A red asterisk indicates required fields.
Fields include:
* **Email**: "Email address" input field.
* **Password**: "Password" input field.
A checkbox labeled "Remember my login on this computer" is present below the password field.
A blue "Log In" button is located below the "Remember my login" checkbox.
A link "Forgot your password?" is located below the "Log In" button.

The footer contains the text: "This website is Powered by AIMS Any problems, email webmaster AIMS Cookie Information You're using Chrome 119 on Windows AIMS 4.0.3"

Figure 2.1

3. REGISTERING FOR AN ACCOUNT

3.1 To register as a new user, click on the 'Register' button.

3.2 Fill out the mandatory information on the following screen, including an email address and password. A prompt on the screen will help you to create a strong password, and this must reach 100% in strength (at least 12 characters). A bar on the screen will tell you when your password is strong enough (figure 3.2).

Childminder start-up grants Not logged in

Register

Register as a new applicant

New Users

Please register with us to create your account to apply for the childminder start-up grants scheme. You will be able to access all the guidance documents when you register and login to your account.

If you need help registering, please contact us at childmindergrants@ecorys.com.

Please enter your name, a valid email address and a password. Passwords must be at least 12 characters long.

*.required

* First names

* Last name

* Email

Enter a valid email address

* Email Confirmation

* Password

0%

Password strength must reach 100%. Passwords must be at least 12 chars long.

* Password Confirmation

* I agree my data will be stored

You must confirm consent to the storage of your user data to continue

OK

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Figure 3.2

3.3 Please read the scheme privacy notice (at registration or under the help section ((?) icon top left of the application system)) before checking “I agree my data will be stored”. Once the details have been entered successfully, click “OK”. You will receive an email with a link to follow to confirm your email address.

4. PREPARING TO APPLY

4.1 Please ensure that you have the following available at the start of your application:

- Ofsted registration number (URN) or childminder agency registration number
- Ofsted or CMA registration date
- National Insurance number, which can be found on tax notifications and reminders from HMRC
- Home address, and which region and local authority you live in – check which region your local authority falls under in the list attached to this guide.
- Setting address, if different to your home address.
- Bank details and a bank statement
- Proof of address

4.2 Bank details

You will need to provide the bank account number and sort code for the account you would like the grant to be paid to. You will also need a bank statement for that account, dated within the past six months. If you have an online bank account, you can request a bank statement from your bank (for free) or provide a screenshot of the online statement (you can also upload a photo of a printed bank statement). You can cover or ink over your transaction details on the version you upload (which can be a camera shot), as we need to see the statement header section only.

4.3 Proof of address

You will need to supply proof of your home address (not your setting address, if different). This could be any of the following. You only need to provide the first page of a multi-page document.

- Current UK driving licence
- Most recent utility bill (water, electricity, gas, telephone or Internet).
- Most recent financial statement (statement of a different bank account to the one you have provided for payment), mortgage letter, building society statement, credit union
- Most recent Council Tax bill
- Most recent letter from HMRC/DWP (Benefits, Child Tax credit, State Pension)
- Tenancy Agreement (private or housing association)
- Solicitor’s letter confirming house purchase dated within 6 months
- Most recent TV licence reminder

5. MAKING A PAPER APPLICATION

5.1 If you require a paper grant application, you may request this by contacting the helpline – childmindergrants@ecorys.com. This will be posted to your home address. Once you receive the paper application form, complete it and post it to the address provided. Please allow up to 7 days for it to reach us by post, and ensure that it reaches us before any deadlines that apply in relation to your registration date.

6. MAKING AN ONLINE APPLICATION

6.1 Once you have registered, go to childmindergrants.aimsgrants.com. Enter your email address and password and click 'Log In' to access the grant system.

6.2 You can start your application by clicking on the green button 'Create New Application', as shown in *Figure 6.2*.

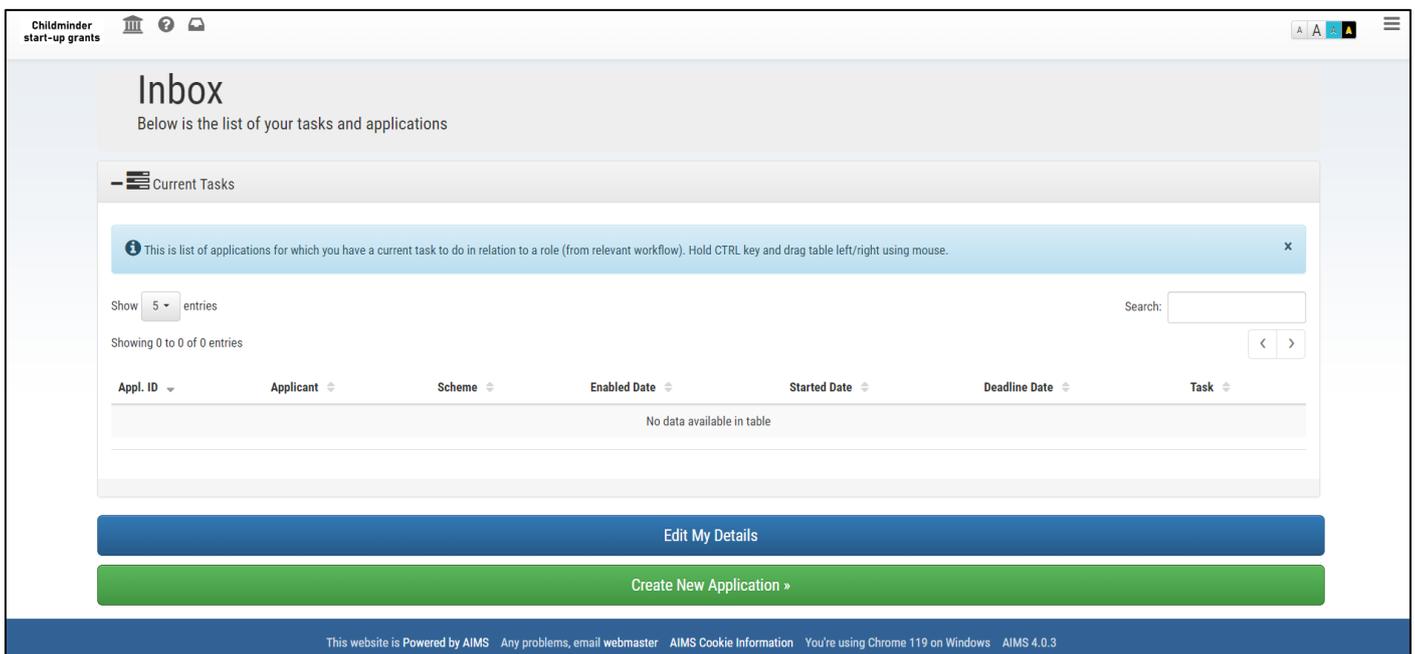


Figure 6.2

6.3 Your application form will appear as below with a series of tabs and questions to answer (Figure 6.3).

Childminder start-up grants

Application form

1. Introduction

Introduction

[Return to Index](#) [Print Form](#) [Generate new PDF](#)

Introduction Bank details Equalities monitoring information Declaration

1.1 Reference

Applicant ID 62923

1.2 Introduction

i This scheme is only open to NEW childminders who have completed their registration since 15 March 2023.

To be eligible for this grant, you must not have previously been registered with Ofsted or a childminder agency within 12 months prior to your application. If you registered from 15 March 2023 with either Rutland Early Years Agency or Koru Kids (Rua Kids), follow the instructions we sent by email.

You should refer to the application guidance as you complete the form. This includes detailed information for what you need to provide in each section.

Before you start your application, please confirm you have read the privacy notice and that you consent to your details being shared for the specified purposes.

If you do not consent, you will not be able to submit an application.

I agree that my details may be shared with relevant statutory bodies (which may include your Authority, Ofsted, Childminder Agencies, and the Department for Education).

I agree that my anonymised details will be shared with the evaluator of the Childminder Start-up Grant Scheme.

I agree that I may be contacted by email and/or telephone to verify my identity.

1.3 Applicant Information

First Name * **Last name ***

National insurance number * **Telephone number ***

Home address line 1 * **Home address line 2**

Post code *

Is your registered setting address different from your home address? * Yes No

Proof of address (see application guidance section X) * Max File Upload Size (mb): 5
Allowed File Type(s): ALL

Region * **Local Authority area ***

Childminder registration route *

Childminder registration number * **Childminder registration date ***

1.4 Question is not relevant - please go to next question

1.5 Question is not relevant - please go to next question

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Figure 6.3.

6.4 When completing the online form, mandatory questions are indicated by a red asterisk *. Some data fields will be pre-populated with information from your registration record.

6.5 Your draft application will appear in the list of 'Current Tasks'. You can re-open your draft application form, by clicking on the 'Submit application' task (Figure 6.5).

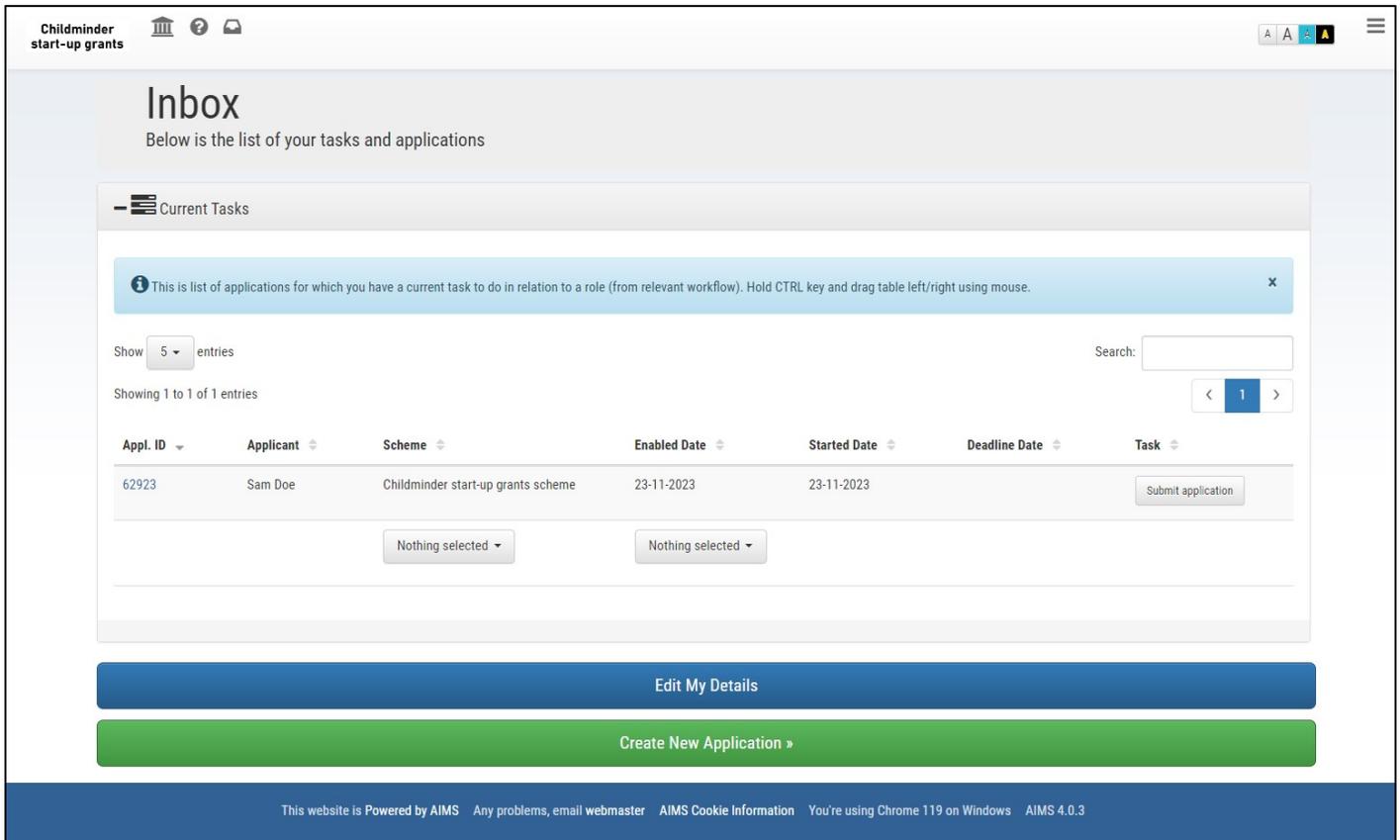


Figure 6.5

6.6 For sections where you need to upload documents (1. Introduction: proof of home address, and 2. Bank details – supporting bank statement – see section 4 of this guidance for acceptable documents), please click the 'select file to upload' button (Figure 6.6), which will open a box where you need to select a file. Select the file and press 'open'. This file must not exceed 5mb. Once added, please select the green 'save draft & continue' button to save your upload and move on to the next section of the application.

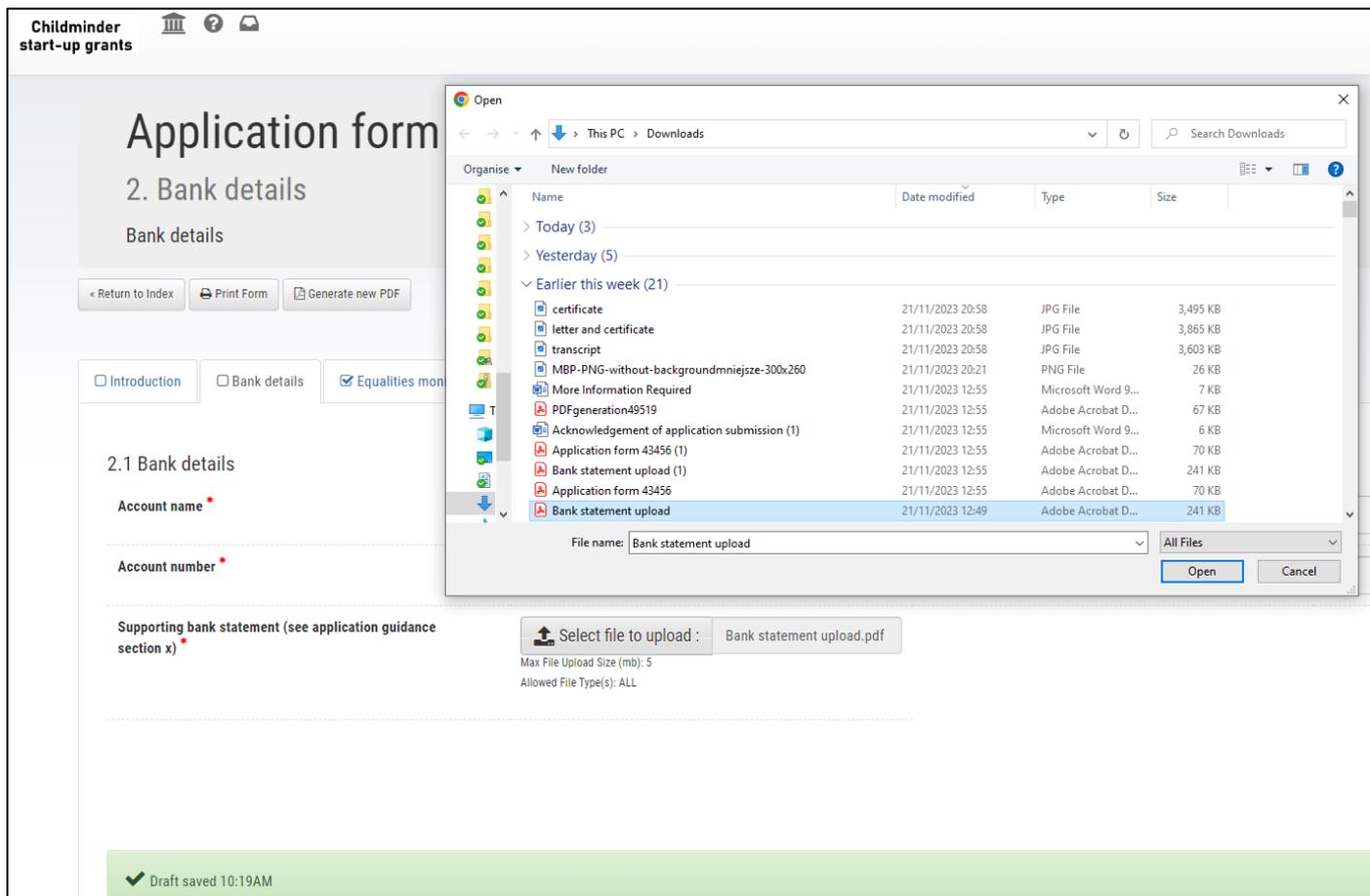


Figure 6.6

6.7 Once you have completed all sections of the form and uploaded the necessary documents, you can submit your application. An information box will confirm that your application has been submitted successfully (Figure 6.7).

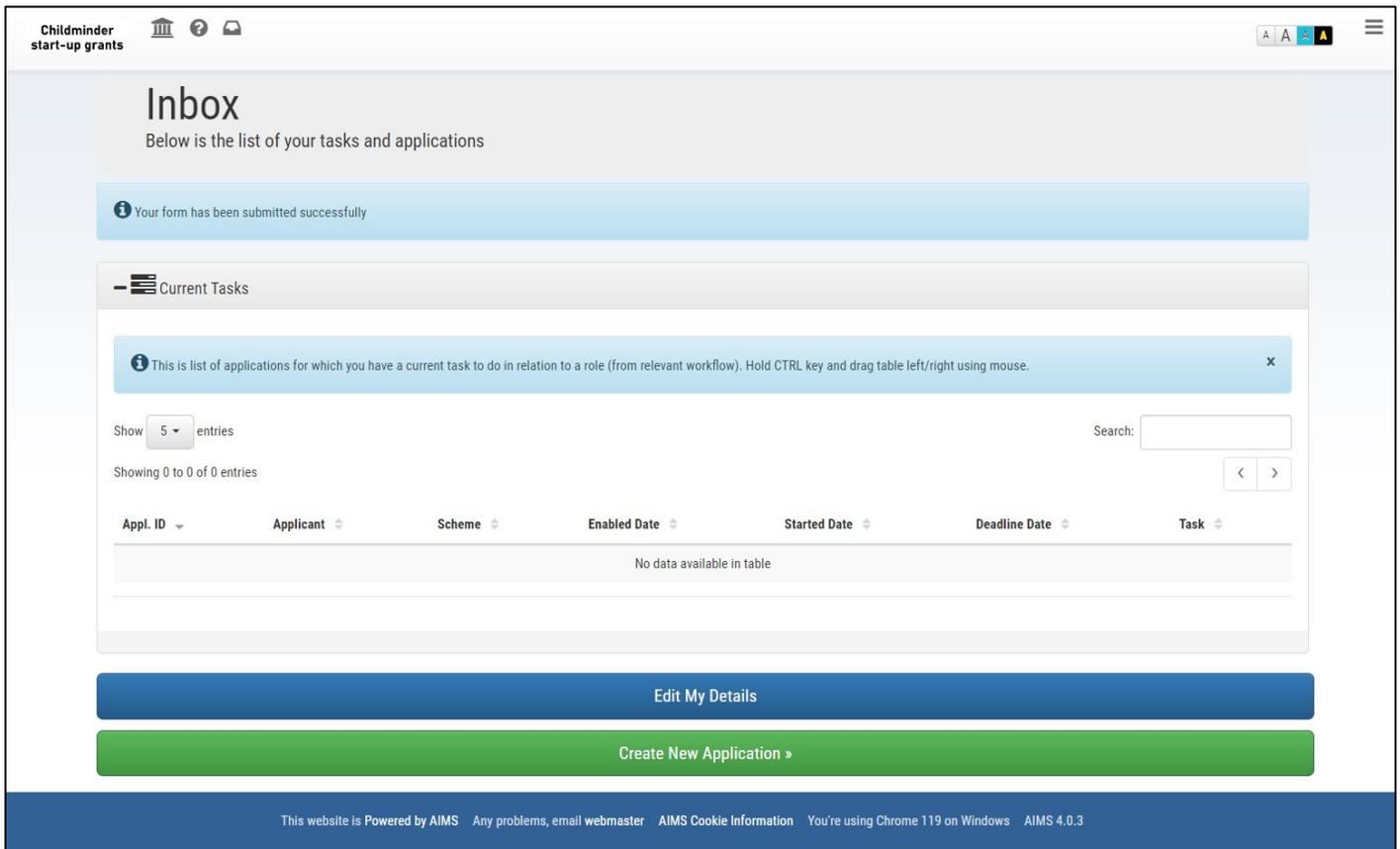


Figure 6.7.

6.8 Please ensure each of the 4 sections of the application form (Introduction, Bank details, Equalities Monitoring Information, Declaration) have been completed, and 'ticked' as per figure 6.8, before submitting your application (fields selected within Equalities monitoring can be left blank, if necessary).

Childminder start-up grants

Application form

4. Declaration

Declaration

« Return to Index Print Form Generate new PDF

Introduction Bank details Equalities monitoring information Declaration

4.1 Declaration

Please confirm the following information

- I confirm that I am the above-named applicant and the details I have given here are correct to the best of my knowledge
- I confirm that I have not previously received a grant under the Childminder Start-up Grants Scheme
- I understand that providing false information will invalidate my application
- I understand that the grant will not be paid until my application and supporting documents have been verified

Other than the registration body named in your application, have you been registered with another childminding agency or Ofsted within the last 12 months? *

Yes
 No

Save Draft

Save Draft & continue »

Save Draft & exit

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Figure 6.8

6.9 When you have submitted your application, you will receive an email notification confirming your application has been submitted.

6.10 To view the status of your application, you can select 'edit my details' and the 'applications' tab, which will show your application ID, status and application date (Figure 6.10).

Childminder start-up grants

Edit My Details - Applications

Applications

Personal details | Addresses | Bank details | Applications

Below is a list of applications assigned to Sam Doe. Use the filters below to refine application list. To change the sorting list click on the column to be sorted either ascending or descending.

App. ID: Scheme: All - Region: All - Status: All - Filter

| App. ID | Scheme Name | Region Name | Project Name | Status | Application Date | Deadline Date | Closed Date |
|---------|------------------------------------|-------------|--------------|-----------|------------------|---------------|----------------------|
| 62923 | Childminder start-up grants scheme | Head Office | Ofsted | Submitted | 23-11-2023 | 23-11-2023 | View |

Count: 1

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Figure 6.10

7. ASSESSING YOUR APPLICATION

7.1 We will carry out an identity check and verify that you are registered with Ofsted or a CMA. This will include using the personal data you have provided to work with Ofsted and CMAs in order to conduct fraud management checks.

8. NOTIFYING YOU OF THE OUTCOME

8.1 If we need more evidence to support eligibility or identity check, we will send you an email notification with the action required. You will need to re-open your application on the system, provide the necessary update, and resubmit it. You will receive another acknowledgement of your submission.

8.2 Once your application has been assessed, we will email you to let you know the outcome. Most childminders will find out if they can receive a grant within two weeks of submitting their application.

8.3 Emails about your application will be sent from noreply-childmindergrants@aimsgrants.com so we recommend that you add this to your safe senders list in your email account. If you haven't received an email about your application as expected, please contact us.

8.4 For more information about timeframes for your application and payment, please refer to the application process timeline, available under the help section (top left (?) icon) of the application system.

9. PAYMENT AND REMITTANCE ADVICE

9.1 If your application is successful you can expect to receive your payment within 15 days of your outcome notification.

9.2 You may receive a request to check your bank details or upload a clearer bank statement.

9.3 The payment speed may vary depending on who you bank with, and we will not know the exact date that your account will be credited.

9.4 On your bank statement, the payment reference will be "Ecorys CMGS", subject to any character limit on your statement.

9.5 Payments will be made to the bank details supplied. Please contact Ecorys straightaway if your bank details change, well ahead of any expected payment. Payments cannot be redirected unless new bank details are provided more than two weeks before payment.

ANNEX 1: Local authorities by region

The application form will ask you which Government region and local authority you live in. If you are not sure which region your local authority is in, you can find a list below:

| | |
|------------------------|---------------|
| EAST | |
| Bedford | |
| Cambridgeshire | |
| Central Bedfordshire | |
| Essex | |
| Hertfordshire | |
| Luton | |
| Norfolk | |
| Peterborough | |
| Southend-on-Sea | |
| Suffolk | |
| Thurrock | |
| EAST MIDLANDS | |
| Derby | East Midlands |
| Derbyshire | East Midlands |
| Leicester | East Midlands |
| Leicestershire | East Midlands |
| Lincolnshire | East Midlands |
| North Northamptonshire | East Midlands |
| Nottingham | East Midlands |
| Nottinghamshire | East Midlands |
| Rutland | East Midlands |
| West Northamptonshire | East Midlands |
| Barking and Dagenham | London |
| Barnet | London |
| Bexley | London |
| Brent | London |
| Bromley | London |
| Camden | London |
| City of London | London |
| Croydon | London |
| Ealing | London |
| Enfield | London |
| Greenwich | London |
| Hackney | London |
| Hammersmith and Fulham | London |
| Haringey | London |
| Harrow | London |
| Havering | London |
| Hillingdon | London |
| Hounslow | London |
| Islington | London |
| Kensington and Chelsea | London |

| | |
|---------------------------|------------|
| Kingston upon Thames | London |
| Lambeth | London |
| Lewisham | London |
| Merton | London |
| Newham | London |
| Redbridge | London |
| Richmond upon Thames | London |
| Southwark | London |
| Sutton | London |
| Tower Hamlets | London |
| Waltham Forest | London |
| Wandsworth | London |
| Westminster | London |
| Darlington | North East |
| Durham | North East |
| Gateshead | North East |
| Hartlepool | North East |
| Middlesbrough | North East |
| Newcastle upon Tyne | North East |
| North Tyneside | North East |
| Northumberland | North East |
| Redcar and Cleveland | North East |
| South Tyneside | North East |
| Stockton-on-Tees | North East |
| Sunderland | North East |
| Blackburn with Darwen | North West |
| Blackpool | North West |
| Bolton | North West |
| Bury | North West |
| Cheshire East | North West |
| Cheshire West and Chester | North West |
| Cumberland | North West |
| Halton | North West |
| Knowsley | North West |
| Lancashire | North West |
| Liverpool | North West |
| Manchester | North West |
| Oldham | North West |
| Rochdale | North West |
| Salford | North West |
| Sefton | North West |
| St. Helens | North West |
| Stockport | North West |
| Tameside | North West |
| Trafford | North West |
| Warrington | North West |

| | |
|-------------------------------------|---------------|
| Westmorland and Furness | North West |
| Wigan | North West |
| Wirral | North West |
| Bracknell Forest | South East |
| Brighton and Hove | South East |
| Buckinghamshire | South East |
| East Sussex | South East |
| Hampshire | South East |
| Isle of Wight | South East |
| Kent | South East |
| Medway | South East |
| Milton Keynes | South East |
| Oxfordshire | South East |
| Portsmouth | South East |
| Reading | South East |
| Slough | South East |
| Southampton | South East |
| Surrey | South East |
| West Berkshire | South East |
| West Sussex | South East |
| Windsor and Maidenhead | South East |
| Wokingham | South East |
| Bath and North East Somerset | South West |
| Bournemouth, Christchurch and Poole | South West |
| Bristol, City of | South West |
| Cornwall | South West |
| Devon | South West |
| Dorset | South West |
| Gloucestershire | South West |
| Isles of Scilly | South West |
| North Somerset | South West |
| Plymouth | South West |
| Somerset | South West |
| South Gloucestershire | South West |
| Swindon | South West |
| Torbay | South West |
| Wiltshire | South West |
| Birmingham | West Midlands |
| Coventry | West Midlands |
| Dudley | West Midlands |
| Herefordshire | West Midlands |
| Sandwell | West Midlands |
| Shropshire | West Midlands |
| Solihull | West Midlands |
| Staffordshire | West Midlands |
| Stoke-on-Trent | West Midlands |

| | |
|-----------------------------|--------------------------|
| Telford and Wrekin | West Midlands |
| Walsall | West Midlands |
| Warwickshire | West Midlands |
| Wolverhampton | West Midlands |
| Worcestershire | West Midlands |
| Barnsley | Yorkshire and The Humber |
| Bradford | Yorkshire and The Humber |
| Calderdale | Yorkshire and The Humber |
| Doncaster | Yorkshire and The Humber |
| East Riding of Yorkshire | Yorkshire and The Humber |
| Kingston Upon Hull, City of | Yorkshire and The Humber |
| Kirklees | Yorkshire and The Humber |
| Leeds | Yorkshire and The Humber |
| North East Lincolnshire | Yorkshire and The Humber |
| North Lincolnshire | Yorkshire and The Humber |
| North Yorkshire | Yorkshire and The Humber |
| Rotherham | Yorkshire and The Humber |
| Sheffield | Yorkshire and The Humber |
| Wakefield | Yorkshire and The Humber |
| York | Yorkshire and The Humber |