

PG Number:

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Playgroup Funding Claim Form For the period 1 January - 30 June 2019

Please note: You can request Playgroup Funding online through the Education Resourcing System instead of using this form. Talk to your Education Advisor or visit www.services.education.govt.nz/ers/early-learning-funding/playgroup-funding to find out how.

Funding Contact Details

All funding correspondence is sent to the funding contact person at the address below. Please update any changes or

omissions to the funding contact person or to their postal a	
Attn:	
	Tel:
	Mob:
	Email:

IMPORTANT: Only enter your playgroup bank account details below if you are a new playgroup or your bank account details have changed since the last funding round.

Playgroup Det	ails														
Playgroup Name:															
Playgroup Address:	Tel:														
	Fax:														
								Emai	l:						
Bank Account Number RS2 attached Yes / No An RS2 Change of Bank Account form must be completed and attached if the bank account section has been															
completed. Pleas															

Instructions

Please refer to the Playgroup Funding Handbook for instructions on filling out this form. Once filled in and completed, a photocopy of this form must be retained by the playgroup for Ministry of Education (the Ministry) audit purposes. This form collects information that the Ministry will use to update our information about your group, and to calculate your playgroup's payments. It should be completed and signed by appropriate people from your group.

You must complete and post this form to be received no later than the end of the funding round, to:

Ministry of Education

Local Office -please see Regional Ministry contacts for address details of your local office

Note: Forms received later than the final date for the round may result in delayed funding.



PG Number:

Attendance Detail	I.S
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Calculate the average number of children attending each session over the 10 most recent weeks of operation.

- 1. Use your playgroup roll or attendance records to verify the number of children who attended each session each week.
 - <u>Note:</u> Use the codes below in Table 1 <u>only</u> if any of these scenarios apply during a week you have previously claimed funding for. This will affect the average number of children funded for your playgroup.

O Open but no children attended SH Statutory Holiday C Closed

- 2. Use **TABLE 1** to add up the number of children who attended each session for the 10 most recent weeks of operation, then divide the total by the number of weeks open.
 - Example: 112 children attended divided by 10 weeks open = average Monday attendance of 11.2 children.
 - <u>Note:</u> Newly certificated playgroups that have operated for less than 10 weeks should use the same rules but divide by the number of weeks that the group has operated.

Do not count children who attend with a paid home-based caregiver, as these children already receive Ministry funds.

- 3. Transfer the average (e.g.11.2) into TABLE 2. Please note there is a maximum of 25 children per session that can be claimed.
 - Count how many times each session will actually be open during the funding period. Do not count when the session is <u>not</u> open.
 - <u>Note:</u> When calculating your weeks open (in Table 2) remember to consider school and public holidays. If you have more than 5 sessions in a week please calculate the additional sessions using the same format as the table above.

Ministry playgroup funding can only be claimed for up to 20 hours a week for certificated playgroups.

TABLE 1 Session day / time	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Total	Average number of children (divide Total by weeks open)		
Example: Mondays 9-12	9	11	12	11	15	8	9	10	14	13	112	11.2		
Example: Tuesdays 1-4	28	30	22	30	24	26	26	22	27	20	255	25.5 – maximum of 25		
Enter the start date for We	ek 1 and	end date	for Wee	k 10		S	tart Date	e/_	/ 20		End	Date// 20		
TABLE 2 Day and time of each ses	_			childre	ige num en per s er table :	ession	Number of times the session will be open during 1 Jan – 30 Jun 2019			ng	Anticipated date of last session on or before 30 June 2019			
Example: Thursdays 9am-	12pm		3		11.2			2	20			27/06/2019		
Example: Fridays 1pm-4pm			3		25		15				28/06/2019			
Enter the expected start ar	nd end da	ites of op	eration fi	rom 1 Jar	n – 30 Ju	ın 2019	Start	Date		/ 20	End	Date// 20		



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We certify that, to the best of our knowledge, the information contained on this form is true and correct in every particular. We agree that in the event of the playgroup closing we will undertake to ensure that the balance of any grant is repaid to the Ministry of Education and equipment purchased with Ministry funding may be reclaimed by the Ministry.

By signing this declaration we confirm that the playgroup has operated in accordance with the Playgroup Funding Handbook.

Signature	X			Signature	X			
Full Name				Full Name				
Address				Address				
Telephone No	()			Telephone No	()			
Position in Group				Position in Group				
Date		/	1	Date		/	1	



PG Number:

MINISTRY OF EDUCATION USE ONLY

Note:

- This section to be completed by Ministry of Education Staff only. Certificated playgroups can claim up to 20 hours per week. 1.

Funding Formula							
Total number of hours the playgroup is open each week	X	Average number of children funded	X	Number of weeks funded	X	Funding rate (GST-inclusive)	Notes
Add up the hours for each week, see note in header re maximum hours that can be claimed		Add up the average number attending each session and divide by the number of sessions per week. *See notes column		Add up the number of times each session will be open during the period and divide by the number of sessions per week (exclude holidays)		The rate as set by Ministry of Education each year	*Use the exact total to complete the calculation, even if the total average number of children is a fraction
	X		X		X	\$1.51	TOTAL FUNDED \$
Calculated and completed by:	Sigi	nature:		Print Name:		Date:	
Minister of Educ		ion Francisco Conf	·•				

Ministry of Education Funding Confirmation											
Has a PG5 been received and filed for year?	or the last financial	Yes / No	Date received								
Ministry ECE Advisor I confirm I have checked the inforr funding as a:	nation provided in this	application and	that the playgro	oup is eligible for							
Certificated playgroup		Date of certificat	ion								
Ministry ECE Advisor	Signature X		Name (block letters)								
Approved for funding:											
Manager Education	Signature		Name (block letters)								