

Service Number:

PG Number:

PG3

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 address details in the shaded areas to the right.

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.

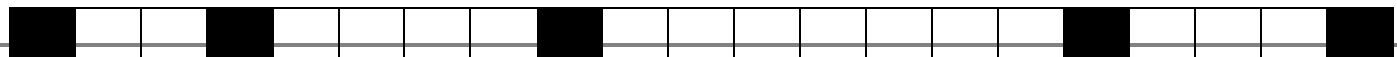
Playgroup Details

Playgroup Name:			
Playgroup Address:		Tel:	
		Fax:	
		Email:	

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. Please contact your ECE Playgroup Advisor immediately for a form.



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.

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Declaration

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

/ /

Date

/ /

Service Number:

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MINISTRY OF EDUCATION USE ONLY

Note:

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

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 <u>exact total</u> 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:

Signature:

Print Name:

Date:

Ministry of Education Funding Confirmation

Has a PG5 been received and filed for the last financial year?

Yes / No

Date received

Ministry ECE Advisor

I confirm I have checked the information provided in this application and that the playgroup is eligible for funding as a:

Certificated playgroup

Date of certification

Ministry ECE Advisor

Signature

X

Name (block letters)

Approved for funding:

Manager Education

Signature

X

Name (block letters)