



## Access & Inclusion Model (AIM) Level 5 Capital Information

<b>The Capital Programme</b>	<p>A pre-school provider, in conjunction with a parent, and a health professional working for or on behalf of the HSE, can apply for equipment, appliances and/or a capital grant towards the cost of minor alterations to the pre-school setting where it is deemed necessary and critical to enable the meaningful participation of the child in the Early Learning and Care (ELC) setting.</p> <p>The application process opens in May each year, ahead of the commencement of the next pre-school year. There is no closing date for receipt of applications in the relevant pre-school year and applications are open year round.</p> <p><b><i>Definition of Critical to Participation</i></b></p> <p>Services are considered <b>critical to participation</b> in the Early Learning and Care (ELC) setting, where it is reasonably agreed that a child, in the absence of those services and taking into account other existing or available services and supports:</p> <ul style="list-style-type: none"><li>i. is unable to access the pre-school setting due to environmental barriers,</li><li>ii. is unable to commence any relevant ELC programmes,</li><li>iii. is unable to remain on said ELC programmes, or</li><li>iv. is unable to meaningfully participate in the activities provided as part of the ELC programmes,</li></ul> <p>and it is further agreed that the provision of the particular services will help to ensure that the child can access and meaningfully participate in their ELC programmes.</p> <p>To participate meaningfully in a mainstream setting in an ELC programme means that children with a disability should be enabled to reach their full potential in terms of experiencing new skills and opportunities, and actively engage in social activities and interactions with their peer group.</p>
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<b>Minimum eligibility requirements</b>	<ul style="list-style-type: none"> <li>• Pre-school provider is a registered pre-school setting under active Department of Children, Equality, Disability, Integration and Youth (DCEDIY) contract to deliver the ECCE programme.</li> <li>• Child qualifies for the ECCE programme in the relevant pre-school year or will qualify for the programme from the planned date of enrolment (<b>check ECCE eligibility here</b>).</li> <li>• Child must be in the ECCE room and registered on the ECCE programme or be eligible to avail of the ECCE programme and be registered and approved on the Community Childcare Subvention Plus (CCSP) scheme. Parent (or Guardian or Carer) must have provided their consent.</li> <li>• Confirmation that both parent and pre-school provider have read the Privacy Statement and Application Guidelines.</li> <li>• The proposed minor alterations and equipment fall within the list of AIM eligible building works and equipment maintained by Pobal.</li> <li>• Pre-school provider has confirmed that minor alterations works remain compliant with the Child Care Act 1991 (Early Years Services) Regulations 2016 where applicable.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Architect or Engineer’s professional report confirms alterations compliant with Part M of the Building Regulations 2010, where applicable.</li> <li>• Minimum of one professional report from ‘designated’ professional who is registered or accredited by the relevant professional body, as outlined in the application guidelines.</li> <li>• Reports supporting the application relate directly to the child named in the application and to the relevant pre-school setting.</li> <li>• Adherence with Public Procurement, as per the application guidelines.</li> <li>• Pre-school provider must be tax compliant with an up-to-date Tax Clearance Certificate or Tax Clearance Access Number (TCAN) and Tax Registration Number (TRN)</li> </ul>		
<b>Application types</b>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"><b>Minor Alterations</b></td> <td style="width: 50%;"><b>Equipment</b></td> </tr> </table>	<b>Minor Alterations</b>	<b>Equipment</b>
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<p><b>What is eligible?</b></p>	<ul style="list-style-type: none"> <li>• Access in and out of the pre-school setting</li> <li>• Access to and from play areas</li> <li>• Reconfiguration of toilet and changing areas</li> <li>• Reconfiguration within the ELC room(s) to facilitate ease of access and quiet space</li> <li>• Other (critical alterations that fall outside the above alteration types)</li> <li>• Alterations for children who are blind or visually impaired or deaf or hard of hearing</li> </ul> <p><b>Alterations may include fixtures, fittings, and partitions (fixed and portable) where appropriate, e.g. wall mounted changing benches, ceiling track hoists, etc.</b></p> <p><b>Where alterations include an equipment element that also falls within the list of eligible equipment (see list below), please apply for both alteration and equipment within the same application.</b></p>	<ul style="list-style-type: none"> <li>• Equipment for children who are blind or visually impaired or deaf or hard of hearing</li> <li>• Equipment for children with all other types of disability</li> </ul> <p><i>See Eligible Equipment list below</i></p>
<p><b>The grant</b></p>	<p><b>Total</b> maximum grant €7,000 (inclusive of VAT)*</p> <ul style="list-style-type: none"> <li>• Alteration works up to €7,000</li> <li>• Professional fees up to €300</li> </ul> <p>*Combined alterations and professional fees the total amount cannot exceed €7,000 (incl. VAT)</p>	<p>Not applicable, awarding of equipment will be by direct provision managed by Pobal</p>

<p><b>Requested documents</b></p>	<p><b><u>Minor Alterations</u></b></p> <p>A. An <u>AIM Level 5 Capital Report form for HSE and HSE funded Health Professional</u> must be completed by a health professional:</p> <ul style="list-style-type: none"> <li>• Occupational therapist working for, or on behalf of, the HSE</li> <li>• Other health and social care professional as may be recognised by Pobal, in consultation with the Department of Children, Equality, Disability, Integration and Youth and the Department of Health and Department of Education and Skills, for the purposes of this scheme e.g. Visiting Teacher for the deaf or hard of hearing or blind or visually impaired</li> </ul>	<p><b>Equipment for children who are blind or visually impaired or deaf or hard of hearing:</b></p> <p>A. <u>AIM Level 5 – DES Visiting Teacher Capital Recommendation Template</u> form and/or</p> <p>B. <u>AIM Level 5 - Capital form for HSE and HSE funded Health Professional</u>, from Occupational Therapist or Speech and Language Therapist or Physiotherapist or other Health Professional working for, or on behalf of, the HSE.</p>
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	<p>and</p> <p>B. A <u>Professional report or installation quote</u> from:</p> <ul style="list-style-type: none"> <li>• An Architect</li> <li>• An Engineer</li> <li>• Builder or</li> <li>• Specialist installer</li> </ul> <p><i>In all cases the <u>professional report or specialist installers report or quote and/or Level 5 Capital Report Form</u> must be:</i></p> <ul style="list-style-type: none"> <li>• Specific to a named child</li> <li>• Specific to the pre-school setting that the child is attending.</li> </ul>	<p><b>Equipment for children with all other types of disability:</b></p> <p><u>AIM Level 5 Capital form for HSE and HSE funded Health Professional, from:</u></p> <ul style="list-style-type: none"> <li>• An Occupational Therapist or Speech and Language Therapist or Physiotherapist working for, or on behalf of, the HSE;</li> <li>• Other health and social care professional recognised by Pobal, in consultation with Department of Children, Equality, Disability, Integration and Youth, the Department of Health, for the purposes of this scheme.</li> </ul> <p><b>Reports from private health professionals will not be accepted for the purposes of this scheme.</b></p>
<p><b>Payment</b></p>	<p>90% upon signing the contract 10% upon report of expenditure</p>	<p>Not applicable – Pobal will procure all aids and appliances directly. Pobal will hold ownership on behalf of DCEDIY of all equipment (aids and appliances) procured under AIM.</p>
<p><b>Contractual requirements</b></p>	<p>Grant Agreement</p>	<p>Standard Operational Agreement</p>
<p><b>Equipment Category</b></p>		
<p><b><u>Changing Table and Nursing Bench</u></b>                  Freestanding height adjustable changing table – electric                  Freestanding height adjustable changing table – hydraulic</p>		
<p><b><u>Standers and Standing Frames</u></b></p>		

**Hoists and Slings**

**Portable Ramps**

**Tables and Desks**

Height adjustable tables and desks  
Sloped writing board and Tilt Desk

**Specialised Chairs**

**Toileting Supports**

Toilet frames and seats

**Play Equipment**

Specialised trikes

**Assistive Technology**

Switch Adapted Toys

Please note single items less than €50 under all categories are **not** eligible under  
AIM Level 5

**Level 5 Capital Application Process - The Steps**

- Go through the Checklist
- Ensure you have the written consent of the parent or guardian or carer of the child to submit an application

- Prepare the information and documentation to submit with the application

## Online Application

- Log onto the Early Years Hive (application forms will be available **from May prior to ECCE eligibility year, no closing date within relevant pre-school year in which child is eligible for ECCE**)
- Complete the online application form in conjunction with the parent or guardian or carer of the child.
- Attach supporting information, reports etc.

## Application Appraisal

- Your application will be reviewed by Pobal, who may contact you for clarifications or further information.

## Decision

- Once a decision is reached, you will receive a notification of approval or notify you if your application has been unsuccessful.
- If you are not approved for funding, you may seek feedback or a review of the decision.

## Payments and Contracting

- If approved, and depending on whether the grant is for minor alterations or equipment either a grant agreement or a Standard Operational Agreement will be issued to the preschool service.
- For minor alterations – the first payment will be 90% made on receipt of a signed grant agreement with the final 10% paid on receipt of a final expenditure report showing 100% of the funding has been spent.
- For equipment grants – Pobal will process the order directly with the HSE and will advise you of when to expect receipt of the equipment.