



AIM Capital (Level 5) Application Checklist for Providers and Parents

This checklist is provided to support you in preparing a capital application under AIM Level 5. Please go through this list and be sure that you can answer 'yes' to each of these items before you begin to complete your online application form.

- Is your Early Learning and Care (ELC) setting under an active DCEDIY contract?
- Is the child (or will the child be) age eligible for ECCE in line with the ECCE Programme Rules? Is the child (or will the child) be in an ECCE room availing of the ECCE Programme?
- Have you read the information available about AIM on the AIM website and the Early Years Hive?
- Have you linked in with your local County Childcare Committee for support and guidance (if required)?
- Have you read through the [Application Guidelines](#) in full?
- Do you have the child's details to hand: first and last names, date of birth (DOB), PPSN. Have you both agreed the planned start date and the number of days per week the child will attend this service?
- Do you have the Parent's details to hand: name, contact number, email and postal address?
- Have you considered with the parent the types of support needed with regard to:
 - Minor Alterations
 - Equipment for children that are blind/visually impaired or deaf/hearing impaired
 - Equipment for child with other types of disability
- Have you had as an assessment carried out by a designated professional or visiting teacher as per the guidelines?
 - If yes, please attach the completed AIM Report or Letter of Recommendation to the application.
 - If no, please see guidelines for next step.
- Do you know what health services *have been provided* for the child, arising from the above assessment recommendations? Do you know what health services the child *is on a waiting list for*?
- Have you read through the [AIM Informed Consent](#) and discussed this with the parent?
- Have you read through the Privacy statement with the parent/guardian/carer?
- Has the parent/guardian/carer signed the [AIM Informed Consent form](#)?
- If you are applying for funding towards minor alterations:
 - have you confirmed that these will be compliant with the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#).
 - do you have a professional report from an Architect/Engineer that confirms that the alterations proposed are necessary, critical and will comply with Part M of the Building Regulations where required?

- Do you have the required number of quotes (one where project cost is under €5K, and three quotes where Project cost is in excess of €5K)?
- Do you have sufficient funds to complete the alteration works if the total cost exceeds the maximum grant of €7,000 (inclusive of VAT)?
- Are your quotes valid as per the application guidelines?
- Do you have a quote for professional fees which is dated within 3 months of this application?

If you have confirmed all of the above items relevant to your application, you are now ready to begin to complete your application form.