

How to use the application system

DfE childminder start-up grant scheme

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1. 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@ecorvs.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).

Figure 2.1

The screenshot shows the 'Sign In' page for the Childminder start-up grants system. The page has a light blue header with the site logo 'Childminder start-up grants' on the left and 'Not logged in' on the right. The main heading is 'Sign In' with the subtext 'You must sign in or register'. The page is divided into two columns. The left column, titled 'New Users', explains that users must register to apply for the grants scheme and provides the contact email 'childmindergrants@ecorys.com'. Below this is a green 'Register' button. The right column, titled 'Existing Users', asks users to sign in to access their account. It includes a red asterisk and the word 'required' in red. There are two input fields: 'Email' (with placeholder 'Email address') and 'Password' (with placeholder 'Password'). Below these fields is a checkbox labeled 'Remember my login on this computer'. A blue 'Log In' button is positioned below the checkbox. A link 'Forgot your password?' is located below the 'Log In' button. The footer is a dark blue bar containing 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'.

Childminder start-up grants Not logged in

Sign In

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.

Register

Existing Users

Please sign in to access your account.

*required

* Email

* Password

☐ Remember my login on this computer

Log In

[Forgot your password?](#)

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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).

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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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

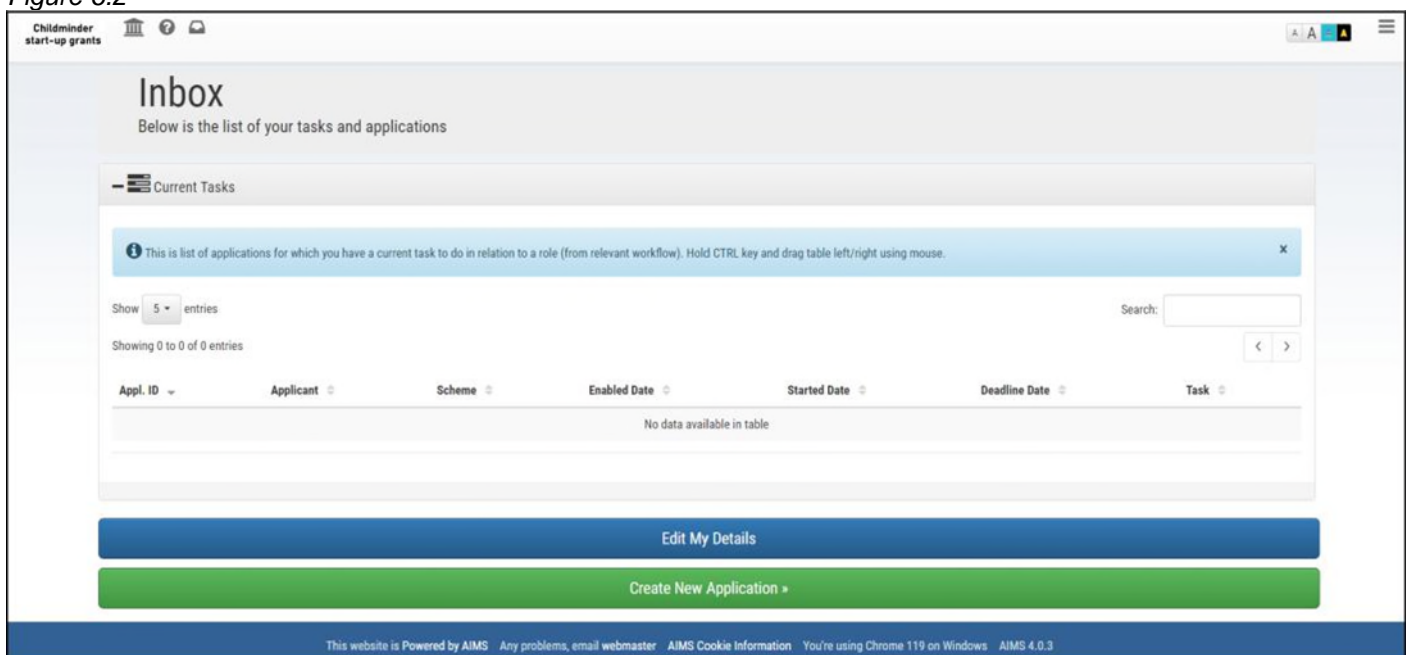
5.1 If you require a paper grant application, you may request this by contacting the helpline – childmindergrants@ecorys.com. This will be posted to your home address. Once you receive the paper application form, complete it and post it to the address provided. Please allow up to 7 days for it to reach 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).

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

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 *

Sam

Last name *

Doe

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) *

Select file to upload :

Max File Upload Size (mb): 5

Allowed File Type(s): ALL

Region *

No Value ▾

Local Authority area *

No Value ▾

Childminder registration route *

No Value ▾

Childminder registration number *

Childminder registration date *

d

-- ▴ ▾

m

-- ▴ ▾

y

1.4 Question is not relevant - please go to next question

1.5 Question is not relevant - please go to next question

Save Draft

Save Draft & continue »

Save Draft & exit

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- 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).

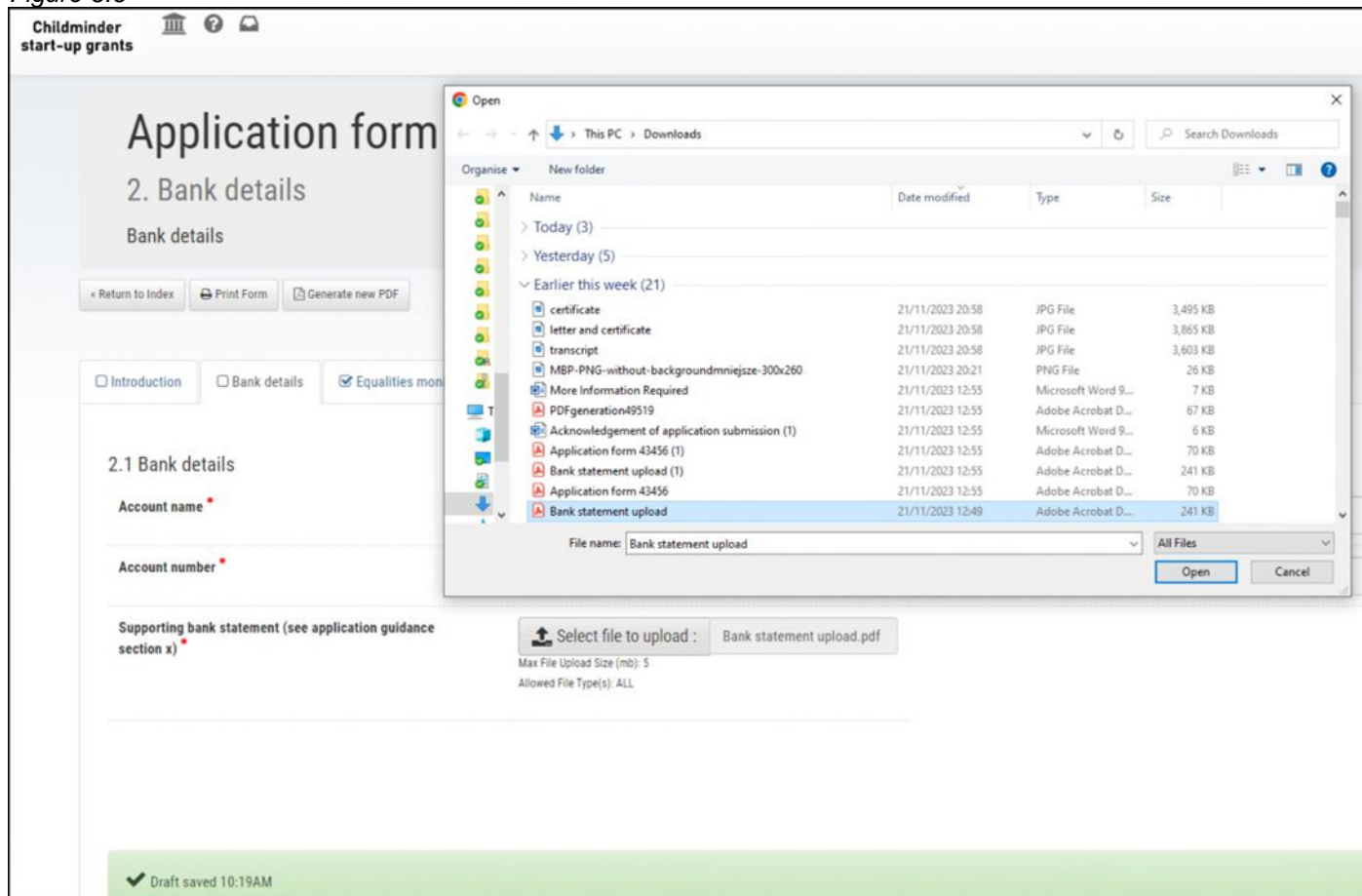
Figure 6.5

The screenshot shows the 'Childminder start-up grants' website. The header includes the site name, a logo, and navigation icons. The main section is titled 'Inbox' with the subtitle 'Below is the list of your tasks and applications'. A 'Current Tasks' section contains a table of applications. A blue information box at the top of the table states: 'This is list of applications for which you have a current task to do in relation to a role (from relevant workflow). Hold CTRL key and drag table left/right using mouse.' The table has columns for Appl. ID, Applicant, Scheme, Enabled Date, Started Date, Deadline Date, and Task. One entry is shown for Sam Doe with a 'Submit application' button. Below the table are two buttons: 'Edit My Details' and 'Create New Application »'. The footer contains website information and version details.

Appl. ID	Applicant	Scheme	Enabled Date	Started Date	Deadline Date	Task
62923	Sam Doe	Childminder start-up grants scheme	23-11-2023	23-11-2023		Submit application

- 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.

The screenshot displays the 'Childminder start-up grants' application portal. At the top, the header includes the site name, a help icon, and a user profile icon. The main heading is 'Inbox' with the subtitle 'Below is the list of your tasks and applications'. A light blue notification bar states: 'Your form has been submitted successfully'. Below this is a section titled 'Current Tasks' with a sub-notification: 'This is list of applications for which you have a current task to do in relation to a role (from relevant workflow). Hold CTRL key and drag table left/right using mouse.' The task list includes a 'Show 5 entries' dropdown, a search bar, and pagination controls. The table headers are: Appl. ID, Applicant, Scheme, Enabled Date, Started Date, Deadline Date, and Task. The table body is empty, displaying 'No data available in table'. At the bottom of the main content area are two large buttons: 'Edit My Details' (blue) and 'Create New Application »' (green). 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'.

Childminder start-up grants

Inbox

Below is the list of your tasks and applications

Your form has been submitted successfully

Current Tasks

This is list of applications for which you have a current task to do in relation to a role (from relevant workflow). Hold CTRL key and drag table left/right using mouse.

Show 5 entries

Showing 0 to 0 of 0 entries

Search:

Appl. ID	Applicant	Scheme	Enabled Date	Started Date	Deadline Date	Task
No data available in table						

[Edit My Details](#)

[Create New Application »](#)

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- 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).

Figure 6.8

The screenshot shows the 'Childminder start-up grants' application form. The title 'Application form' is at the top, followed by '4. Declaration' and 'Declaration'. Below the title are three buttons: 'Return to Index', 'Print Form', and 'Generate new PDF'. A progress bar shows four sections: 'Introduction', 'Bank details', 'Equalities monitoring information', and 'Declaration', with the last one being active. The section is titled '4.1 Declaration' and contains a blue bar with the text 'Please confirm the following information'. Below this are four checkboxes, all of which are checked: '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', and 'I understand that the grant will not be paid until my application and supporting documents have been verified'. Below these is a question: 'Other than the registration body named in your application, have you been registered with another childminding agency or Ofsted within the last 12 months?'. It has two radio buttons: 'Yes' (unselected) and 'No' (selected). At the bottom of the form are three buttons: 'Save Draft' (grey), 'Save Draft & continue >' (green), and 'Save Draft & exit' (blue). 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'.

- 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).

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: Region: Status:

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	<input type="button" value="View"/>

Count: 1

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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:

Bedford	East
Cambridgeshire	East
Central Bedfordshire	East
Essex	East
Hertfordshire	East
Luton	East
Norfolk	East
Peterborough	East
Southend-on-Sea	East
Suffolk	East
Thurrock	East
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
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
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
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