

RS3 Initial Application for Funding for an Early Childhood Service



This form collects information that the Ministry will use to calculate your service's first advance funding payment. It should be completed with advice from your regional Ministry of Education office.

Once the form is complete, return it to your regional Ministry of Education office.

Make sure this form is signed by an appropriate person from your service's management, and has been stamped and initialled by your bank or has a pre-printed deposit slip attached.

1. Early Childhood Service

Service Name in Full	<input type="text"/>	
Ministry of Education Service Number	<input type="text"/>	
Service Postal Address	Building	
	Street	
	Suburb	
	Town/City	Postcode
	<input type="text"/>	
Contact Person for queries about this form	<input type="text"/>	
Contact Number	<input type="text"/>	

2. Verified Bank Account Details for Future Payments

- Complete bank account details
- Attached pre-printed deposit slip **OR** obtain bank stamp and bank teller's initials
(Note: any alterations must have bank stamp and bank teller's initials)
- Complete both signatories **OR** services with one signatory **MUST** write "sole signatory" in the second field

Bank	<input type="text"/>										Bank Stamp and Initials	
Branch	<input type="text"/>											
Account Name	<input type="text"/>											
Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Bank and Branch					Account					Suffix	
To be certified by two signatories, one of whom must be the treasurer/secretary.												
Signatory One	Signature X					Name (block letters)					Position Held	
Signatory Two	Signature X					Name (block letters)					Position Held	

3. Financial Year End / GST Number

Enter the date that your service's financial year ends:	<input type="text"/>	/	<input type="text"/>	Please provide your GST number. If you are not GST registered then write NIL.	<input type="text"/>
	Day		Month		
The GST Number is used for Ministry accounting requirements only.					

Ministry of Education Office use only (completed by Regional Office):

Pay Unit / Organisation Number (To create the Supplier Number)	<input type="text"/>
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4. Days of Operation

Enter the first five months from the date that the service was licensed.

For each month: - enter the number of days the service will operate as Teacher-led (TL) All Day (A) and Sessional (S), and
- enter the number of days the service will operate as Parent-led (PL).

Month										
Provision Type: Teacher-led (TL) & Parent-led (PL)	TL	PL	TL	PL	TL	PL	TL	PL	TL	PL
Licence Class: All Day (A) & Sessional (S)	A	S	A	S	A	S	A	S	A	S
Forecasted days open										

5. Estimated Number of Children Attending and Estimated Hours

For each day of a chosen week i.e. during a week that you identify as being an average week in the period:

1. Estimate the average number of children per day for: Under 2, 2 & Over, 20 Hours ECE and Plus 10.
2. Estimate the total number of hours you can claim funding for per day for: Under 2, 2 and Over, 20 Hours ECE and Plus 10.
3. Estimate the total number of children who will receive 20 Hours ECE over the week.

- Note:**
- You may claim funding up to:
 - 6 hours per day for Under 2 and / or 2 & Over **per licensed childplace**
 - 6 hours per day for 20 Hours ECE and / or Plus 10 **per eligible child**
 - You may claim a maximum of:
 - 30 hours per week for Under 2 and / or 2 & Over **per licensed childplace**
 - 20 hours per week for 20 Hours ECE **per eligible child**
 - 30 hours per week for 20 Hours ECE + Plus 10 **per eligible child**
 - Numbers expected to attend **must not** exceed the maximum number on your licence
 - **The estimated average number of children must not exceed 75% of the licence maximum**
 - The Ministry retains the right to reduce any advance funding paid to your service
 - The Ministry retains the right to request proof and evidence to support the numbers claimed on this RS3 form
 - Any overpayments that occur due to over-claims on this RS3 form are repayable to the Ministry immediately

Funding effective date

Day of Week		Mon	Tue	Wed	Thur	Fri	Sat	Sun
Subsidy Under 2	Children							
	Hours							
Subsidy 2 & Over	Children							
	Hours							
20 Hours ECE	Children							
	Hours							
Plus 10	Children							
	Hours							

6a. Proportion of Certificated Teachers (Estimated Staff Hour Count)

Teacher-led, centre-based Education and Care services and Kindergartens (with an All Day or Mixed licence) **MUST complete this section.**

If your service is Homebased, Parent/Whānau-led, Playcentre or Kindergarten (with a Sessional licence) **Go to Section 7.**

Proportion of Certificated Teachers:

Your funding rate depends on the proportion of regulated (ratio) staff hours that are worked by staff who are ECE qualified or Primary qualified and holders of current practising certificates. For details about how this is usually calculated, and what hours to include, see the ECE Funding Handbook, which is available from <http://www.education.govt.nz/early-childhood/running-an-ece-service/funding/ece-funding-handbook/>.

The estimated staff hour count data for All Day Kindergartens is applicable to their "All Day" days only.

Follow the steps below to calculate your proportion of certificated teachers for your first funding claim:

1. Estimate the number of regulated ratio hours worked by teachers during the first five months.
2. Total the hours under each heading (A and B) for both All Day and Sessional days; add these totals to find a grand total of All Day and Sessional hours (C).

Month	Operating Status	Estimated hours worked by ECE qualified and certificated teachers	Estimated hours worked by all other ratio teachers	
	All Day			
	Sessional			
	All Day			
	Sessional			
	All Day			
	Sessional			
	All Day			
	Sessional			
	All Day			
	Sessional			
Total	All Day	= A	= B	= C (A+B)
	Sessional	= A	= B	= C (A+B)

3. Calculate the **All Day** percentage $\frac{A}{C} \times 100 =$ %

4. Calculate the **Sessional** percentage (Not required for Kindergartens) $\frac{A}{C} \times 100 =$ %

This percentage figure will be used to place your service into one of the following funding bands: 0-24%, 25-49%, 50-79% and 80%+
A higher band will give you a higher hourly funding rate per child-hour.

6b. Attestation of Certificated Teachers' Salaries

- Services that want to access higher funding rates must pay all employed certificated teachers at least at the levels identified on the Education.govt.nz website. Refer to the ECE Funding Handbook for further information.
- Kindergartens are excluded from the attestation of registered teachers' salaries.

Once opened, will your service pay all employed certificated teachers at least at the level identified on the Education.govt.nz website Yes No

7. Declaration

To be completed by the management of the named service.

You must complete the declaration in full or your application will not be processed.

I certify that, to the best of my knowledge, the information contained on this form is true and correct.

I understand that:

- if I have made a false statement **or**
- if I have failed to answer all the questions in full **or**
- if I do not provide documentation supporting the funding claim **or**
- if I do not make documents available for inspection **or**
- if I do not tell the Ministry of Education of changes that may affect funding claims or rates

then

- The funding claim may be reviewed and funding withheld **and/or**
- I will have to pay back the total amount of any overpayment **and/or**
- I may be prosecuted and fined or imprisoned.

By signing this declaration, I am confirming that this funding claim is made in accordance with the conditions outlined in the current *Early Childhood Education Funding Handbook* and that the Ministry can withhold all or some of the funding if there is a breach of any of these conditions.

Name	<input type="text"/>
Signature	<input type="text" value="X"/>
Date	<input type="text" value="/ /"/>
Designation	<input type="text"/>

Ministry of Education use only

Regional Office acknowledgement

Name

Signature

Date

ECE Operational Funding processing:

	Date	Initial	Checked
Data Entered			
Sent to Finance			