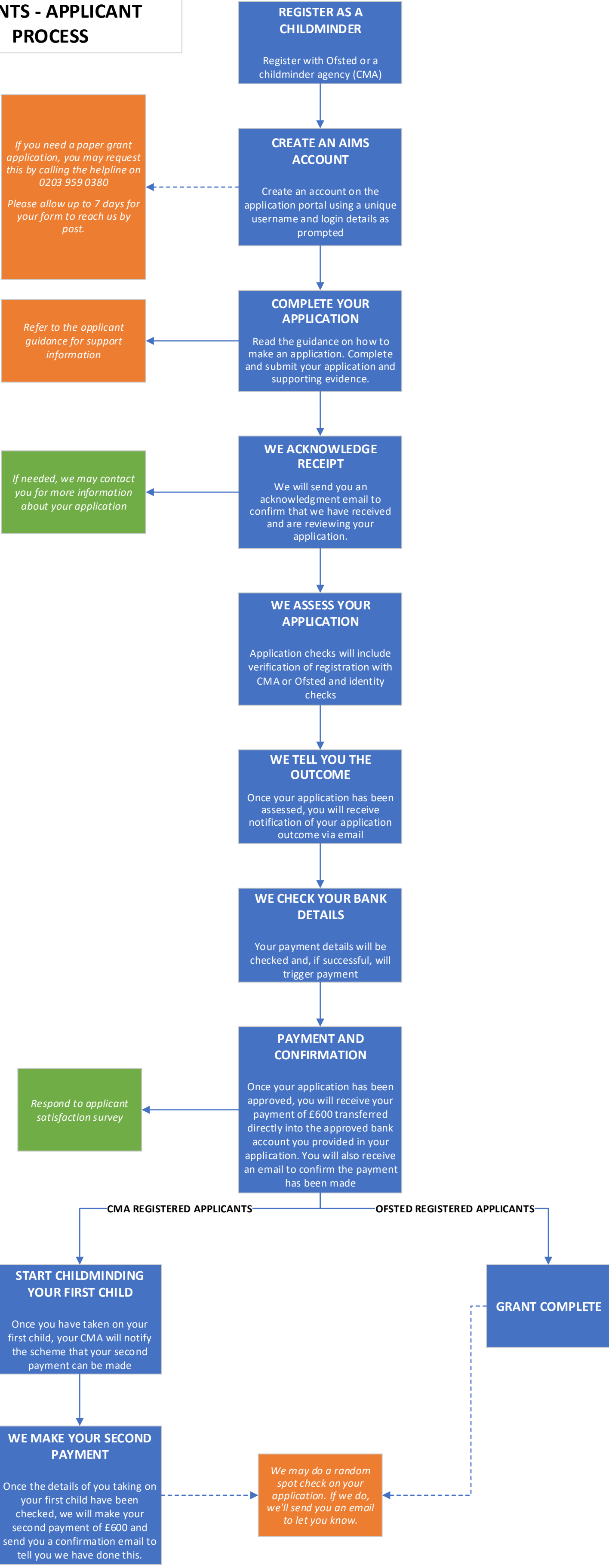


# CHILDMINDER START-UP GRANTS - APPLICANT PROCESS



**REGISTER AS A CHILDMINDER**  
Register with Ofsted or a childminder agency (CMA)

**CREATE AN AIMS ACCOUNT**  
Create an account on the application portal using a unique username and login details as prompted

*If you need a paper grant application, you may request this by calling the helpline on 0203 959 0380  
Please allow up to 7 days for your form to reach us by post.*

**COMPLETE YOUR APPLICATION**  
Read the guidance on how to make an application. Complete and submit your application and supporting evidence.

*Refer to the applicant guidance for support information*

**WE ACKNOWLEDGE RECEIPT**  
We will send you an acknowledgment email to confirm that we have received and are reviewing your application.

*If needed, we may contact you for more information about your application*

**WE ASSESS YOUR APPLICATION**  
Application checks will include verification of registration with CMA or Ofsted and identity checks

**WE TELL YOU THE OUTCOME**  
Once your application has been assessed, you will receive notification of your application outcome via email

**WE CHECK YOUR BANK DETAILS**  
Your payment details will be checked and, if successful, will trigger payment

**PAYMENT AND CONFIRMATION**  
Once your application has been approved, you will receive your payment of £600 transferred directly into the approved bank account you provided in your application. You will also receive an email to confirm the payment has been made

*Respond to applicant satisfaction survey*

**START CHILDMINDING YOUR FIRST CHILD**  
Once you have taken on your first child, your CMA will notify the scheme that your second payment can be made

**GRANT COMPLETE**

**WE MAKE YOUR SECOND PAYMENT**  
Once the details of you taking on your first child have been checked, we will make your second payment of £600 and send you a confirmation email to tell you we have done this.

*We may do a random spot check on your application. If we do, we'll send you an email to let you know.*