

How to use the application system

DfE childminder start-up grant scheme

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Last updated: 29 January 2025: images updated to show application process following system upgrade

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@ecorys.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. You can access the landing page, with latest information on the scheme at https://childmindergrants.aimsgrants.com/aims/portal/selected-scheme?scheme_id=28462.

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).

The screenshot shows the 'Childminder start-up grants' website. The header includes the site name, navigation icons, and a 'Not logged in' status. The main content is split into two panels. The left panel, titled 'Sign In', contains a registration notice, contact information for help, a 'Schemes Available' section with a list, and a 'Create New Application' button. The right panel, titled 'New User', has a 'Register' button. Below it, the 'Existing User' section prompts for login details with fields for 'Email' and 'Password', a 'Remember my login on this computer' checkbox, and a 'Login' button. A '*required' note and a 'Forgotten your password?' link are also present. The footer contains website information, contact details, cookie policy, browser information, and version number.

Childminder start-up grants

Not logged in

Sign In

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.

Schemes Available

Create New Application

New User

Setup an account

Register

Existing User

Please enter your login details

Email

Enter your email

Password

Enter your password

☐ Remember my login on this computer

Login

*required

[Forgotten your password?](#)

This website is Powered by AIMS Any problems, email childmindergrants@ecorys.com AIMS Cookie Information You're using MS Edge Chromium 132 on Windows AIMS 5.0.0

Figure 2.1

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).

The screenshot shows a web application interface for 'Childminder start-up grants'. At the top left, there is a logo and the text 'Childminder start-up grants'. To the right of the logo are icons for a mobile app, information, and a user profile, followed by the text 'Not logged in'. The main content area is titled 'New User' and 'Setup an account'. A blue box contains a message: 'Please enter your name, a valid email address and a password. Passwords must be at least 12 characters long.' The form fields are: 'First names according to childminder registration', 'Last name according to childminder registration', 'Email', 'Email Confirmation', 'Password', and 'Password Confirmation'. The 'Password' field has a strength indicator bar showing 0% and a message: 'Password strength must reach 100%. Passwords must be at least 12 chars long.' Below the form fields is a checkbox for 'I agree my data will be stored' and a message: 'You must confirm consent to the storage of your user data to continue'. A blue 'Register' button is at the bottom right. A red asterisk and the word 'required' are at the bottom left of the form area. The footer contains the text: 'This website is Powered by AIMS Any problems, email childmindergrants@ecorys.com AIMS Cookie Information You're using MS Edge Chromium 1.32 on Windows AIMS 5.0.0'.

Figure 3.2

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.

3.4. Please note if your registration documentation is listed in your maiden name, we recommend you apply using this name. We will require one document, either the bank statement or the proof of address to match the name on the application.

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** - This must be taken from your Ofsted or childminder agency certificate. Do not use a reference number or inspection reference. Only apply once you have received your URN from Ofsted or your CMA.
- **Ofsted or CMA registration date** - This must be taken from your Ofsted or childminder agency certificate. Do not use email communication or inspection date. Only apply once you have received your URN on your certificate from Ofsted or your CMA.
- **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** - These details and document must be in your name, as per section 4.2, below.
- **Proof of address** - Please refer to the list of acceptable documents under section 4.3, below. Your address must match the address as per your childminder registration and application details.

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. The Bank Statement must be in your name. If this is a joint account, it must also show your name.

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

4.4 Your proof of address must not be the same bank statement you submit for bank details. We are unable to accept passports, certificates, PayPal documents or hospital letters as evidence.

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 or emailed to you if requested by email through childmindergrants@ecorys.com. Once you receive the paper application form, complete it and post it to the address provided or email the form back to childmindergrants@ecorys.com. 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*.

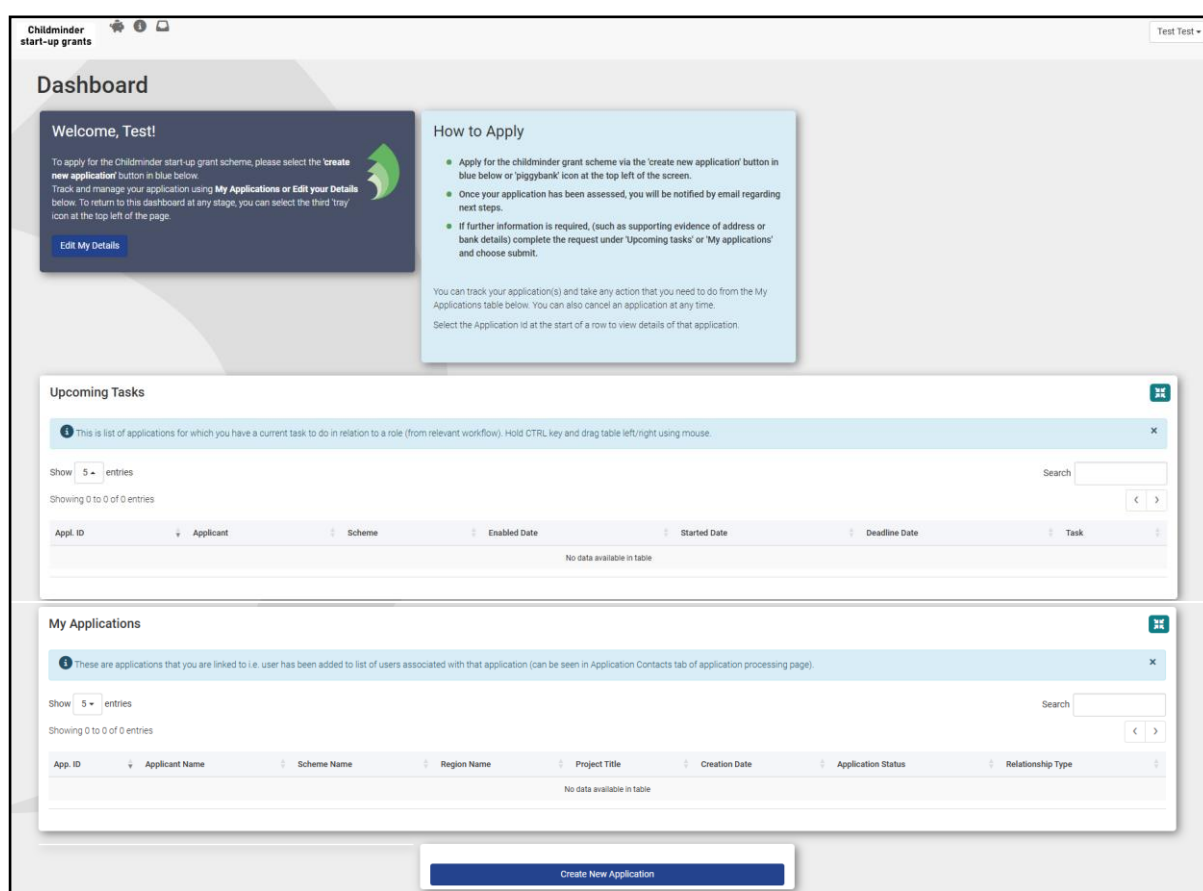








Figure 6.2

6.3 Your application form will appear as below with a series of tabs and questions to answer (Figure 6.3).

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

i 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 <input type="text"/>

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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Childminder start-up grants

Application form

2. Bank details

Bank details

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☐ Introduction
 ☐ Bank details
 ☒ Equalities monitoring information
 ☐ Declaration

2.1 Bank details

Account name*
 Bank Name*

Account number*
 Sort code*

Supporting bank statement (see application guidance section 4.2)*

Max File Upload Size (mb): 5
Allowed File Type(s): ALL

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Childminder start-up grants

Application form

3. Equalities monitoring information

Equalities monitoring information

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☐ Introduction
 ☒ Bank details
 ☒ Equalities monitoring information
 ☐ Declaration

3.1 Equalities monitoring information

ⓘ The government is keen to ensure that these grants are accessible to all. To help us monitor this, we would be grateful if you would answer the below questions. If you do not want to answer any of the questions, they can be left blank.

Sex
 Age

Ethnic group
 Ethnicity

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Figure 6.3.

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 'Upcoming Tasks'. You can re-open your draft application form, by clicking on the 'Submit application' task (Figure 6.5).

Upcoming 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 1 to 1 of 1 entries

Appl. ID	Applicant	Scheme	Enabled Date	Started Date	Deadline Date	Task
813919	Test Test	Childminder start-up grants scheme	29-01-2025	29-01-2025		Submit application

Nothing selected

Figure 6.5

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.

Proof of Home Address

File name: Proof of Home Address.jpg

Upload from mobile

Open

Cancel

Childminder registration route

Childminder registration number

How did you hear about the childminder start-up grant scheme before applying?

Did the grant motivate or influence your decision to become a childminder?

Santander-Bank-Statement

File name: Santander-Bank-Statement

Upload from mobile

Open

Cancel

Account name

Account number

Bank Name

Sort code

Supporting bank statement (see application guidance section 4.2)

Select file to upload

Max File Upload Size (mb): 5

Allowed File Type(s): ALL

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).

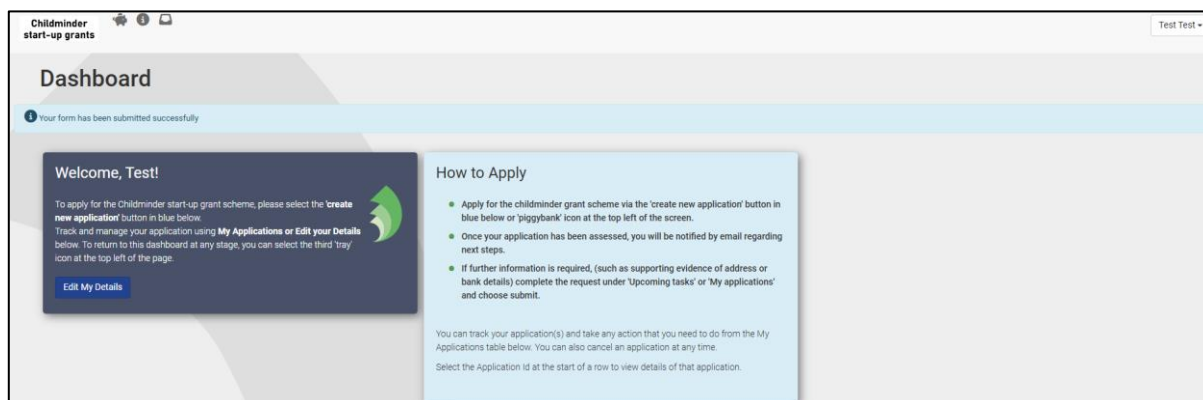


Figure 6.7.

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).

The screenshot shows the 'Application form' for 'Childminder start-up grants', specifically the '4. Declaration' section. At the top, there are navigation links: 'Return to Index', 'Print Form', and 'Generate new PDF'. Below these are four tabs: 'Introduction', 'Bank details', 'Equalities monitoring information', and 'Declaration'. The 'Declaration' tab is selected. The section is titled '4.1 Declaration' and contains a blue box with the text 'Please confirm the following information'. Below this are four checkboxes with their respective statements:

- ☐ 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
- ☐ I understand that the grant will not be paid until my application and supporting documents have been verified

 Below these checkboxes 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? *'. This question has two radio button options: 'Yes' and 'No'. At the bottom of the form, there are three buttons: 'Save Draft', 'Save Draft & continue »', and 'Save Draft & exit'. The footer of the page states: 'This website is Powered by AIMS Any problems, email childmindergrants@ecorys.com AIMS Cookie Information You're using MS Edge Chromium 132 on Windows AIMS 4.0.3'.

Figure 6.8

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).

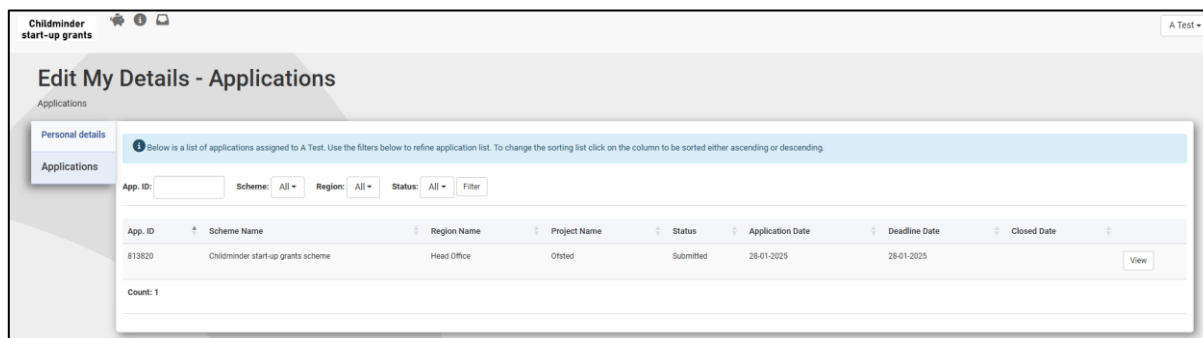


Figure 6.10

6.11 Please do not contact the helpline for a progress update. Your application will be reviewed, and you will be notified in due course. Please refer to the applicant timeline for more detail. You can access this under the help section ((?) icon top left of the application system).

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. If we request an alternative document for proof of address or bank statement, please upload this to your application. Do not send via email unless you are requested to do so.

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@aimsgroups.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:

EAST	
Bedford	
Cambridgeshire	
Central Bedfordshire	
Essex	
Hertfordshire	
Luton	
Norfolk	
Peterborough	
Southend-on-Sea	
Suffolk	
Thurrock	
EAST MIDLANDS	
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
Barking and Dagenham	London
Barnet	London
Bexley	London
Brent	London
Bromley	London
Camden	London
City of London	London
Croydon	London
Ealing	London
Enfield	London
Greenwich	London
Hackney	London
Hammersmith and Fulham	London
Haringey	London
Harrow	London
Havering	London
Hillingdon	London
Hounslow	London
Islington	London

Kensington and Chelsea	London
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
Westmorland and Furness	North West
Wigan	North West
Wirral	North West
Bracknell Forest	South East
Brighton and Hove	South East
Buckinghamshire	South East
East Sussex	South East
Hampshire	South East
Isle of Wight	South East
Kent	South East
Medway	South East
Milton Keynes	South East
Oxfordshire	South East
Portsmouth	South East
Reading	South East
Slough	South East
Southampton	South East
Surrey	South East
West Berkshire	South East
West Sussex	South East
Windsor and Maidenhead	South East
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
Telford and Wrekin	West Midlands
Walsall	West Midlands
Warwickshire	West Midlands
Wolverhampton	West Midlands
Worcestershire	West Midlands
Barnsley	Yorkshire and The Humber
Bradford	Yorkshire and The Humber
Calderdale	Yorkshire and The Humber
Doncaster	Yorkshire and The Humber
East Riding of Yorkshire	Yorkshire and The Humber
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