

Temporary Subsidy Scheme for financing Childcare for the Carribbean Netherlands

Manual for conducting project administration



BES(t) 4 KIDS

May 2020



Preface

This is the Project Administration Manual for the Temporary Subsidy Scheme for Financing Childcare for the Caribbean Netherlands. This scheme is intended for childcare organizations in the Caribbean Netherlands. You will find the rules that an organization must comply with, in order to be able to apply for subsidy in the subsidy scheme.

The Department of the Ministry of Social Affairs and Employment, Uitvoering van Beleid, (hereafter: UVB) provides this Project Administration Manual to help you as an applicant to comply with the administrative rules. This Project Administration Manual describes, among other things, how you can submit a subsidy application via our Subsidy Portal (hereafter: Subsidieportaal) and how you subsequently submit a progress report every quarter. Furthermore, information is also included about how you should set up your administration if you are going to receive a subsidy. This Project Administration Manual offers guidelines and formats for conducting a good project administration.



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1. Scheme Summary

Important goals of the BES (t) 4 kids program are to improve the quality of childcare in the Caribbean Netherlands and to realize the financial accessibility of childcare for all children. A regulation is being developed for this and will come into effect in 2022. The aim of the temporary subsidy scheme for childcare in the Caribbean Netherlands is to improve the financial accessibility of childcare and after-school care in the short term in the run-up to this scheme. By opening up the scheme to all childcare organizations that meet the requirements, the government is starting to reduce the costs of childcare for parents of children in the Caribbean Netherlands.

At the same time, childcare organizations, parents and the implementation with the temporary subsidy scheme for childcare in the Caribbean Netherlands are being prepared for the structural scheme as of 2022. In addition, information from the temporary scheme can be used for the structure of the structural scheme.

Two forms of subsidies are possible under this temporary subsidy scheme:

- Temporary cost-reducing subsidy for all childcare organizations that offer childcare and
- Childcare subsidies which is granted by the Public Entity to parents who cannot afford childcare.

Due to the developments regarding COVID-19, it has been decided to give the Public Entities longer time to organize and organize the exploitation permit. This process must be completed by 1 December 2020 and all applications from organizations that have demonstrably taken care of children in 2019 must be processed and completed by the Public Entity. If before 1 December 2020 the Public Entity decides not to grant an exploitation permit to an organization, the subsidy will stop from the end of the month in which the decision was taken by the Public Entity. This means, for example, that the subsidy for an organization that receives a negative decision regarding the exploitation permit on October 15 2020 will end at the end of October 2020. Grants awarded for the months preceding the month in which the negative decision was taken will not be reimbursed.

2. Subsidy process

In this chapter we explain the subsidy process. Here you will find a description of the entire subsidy process: from creating an account until determining the subsidy. The following sections are described in this chapter:

- Schematic overview of the subsidy process.
- Development of the subsidy portal.
- Quarterly reports.
- Other aspects.

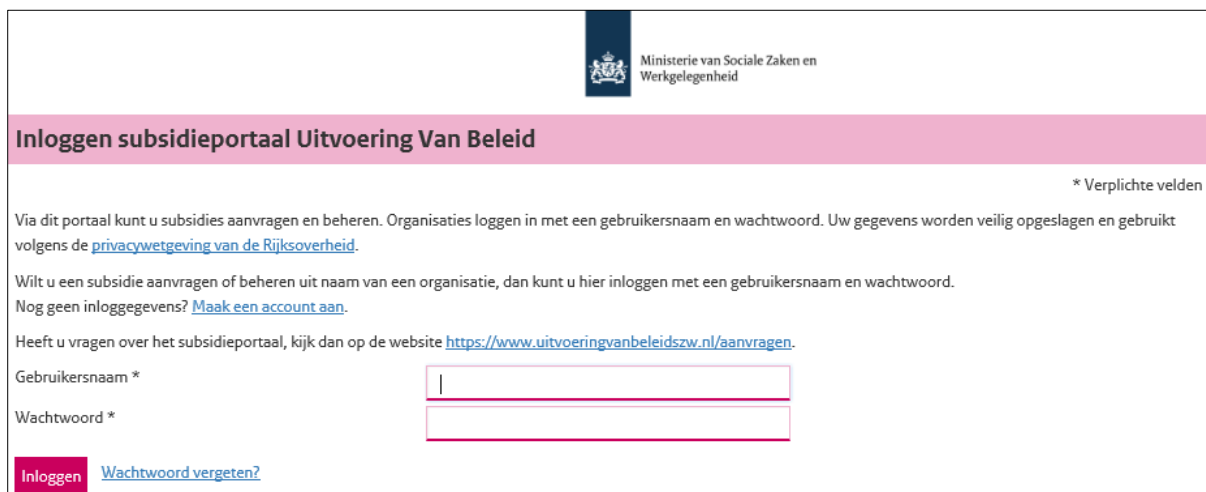
2.1 Schematic overview of the subsidy process

	What	Who	Communication	When
APPLICATION	Create an account	Applicant	Subsidy portal	From 10-2-2020
	Register for Bes(t)4kids	Applicant	Subsidy portal	From 10-2-2020
	Approval registration	UVB	E-mail	Within 5 working days after registration
	Application (incl. forecast Q1)	Applicant	Subsidy portal	From publication of the subsidy scheme
	Acknowledgment of receipt	UVB	E-mail	Within 1 working day after application
	Review application	UVB	Inapplicable	After application
	Optional: request for more information	UVB	Secure environment	Within 4 weeks after application
	Optional: answer regarding request for more information	Applicant	Subsidy portal	5 working days after request for more information
	Optional: Intention letter to reject / lower subsidy	UVB	Official letter, e-mail and secure environment	Within 4 weeks after application
	Optional: reacton intention letter	Applicant, if needed with help from the Frontoffice	Subsidy portal	5 working days after sending intention letter
	Grant agreement	Applicant	Official letter & e-mail	Within 6 weeks after application
	First advance payment	UVB	Bank statement	Within 6 weeks after grant agreement
PROGRESS REPORT	Report: realisation Q1 & forecast Q2	Applicant	Subsidy portal	Dates are stated in the grant agreement
	Review	UVB	Inapplicable	Within 4 weeks after application
	optional: request for more information	UVB	Secure environment	Within 4 weeks after application
	optional: answer regarding request for more information	Applicant	Subsidy portal	5 working days after request for more information
	Advance settlement Q1 + advance payment Q2	UVB	Bank statement	Within 4 weeks after application
Progress reports have to be submitted every quarter and dealt with in the same manner. After the last quarter the subsidy will be determined for the whole project period.				

2.2 Elaboration of the Subsidy Portal

2.2.1 Start page of the Subsidy Portal

Via the Subsidieportaal (Subsidy Portal) it is possible, among other things, to apply for and justify a subsidy. This also applies to the Temporary Subsidy Scheme for financing childcare in the Caribbean Netherlands. You can submit an application through this portal and view the status of your application. Below you will find the login page that can be reached via: <http://www.mijnuitvoeringvanbeleidszw.nl/>



Ministerie van Sociale Zaken en
Werkgelegenheid

Inloggen subsidieportaal Uitvoering Van Beleid

* Verplichte velden

Via dit portaal kunt u subsidies aanvragen en beheren. Organisaties loggen in met een gebruikersnaam en wachtwoord. Uw gegevens worden veilig opgeslagen en gebruikt volgens de [privacywetgeving van de Rijksoverheid](#).

Wilt u een subsidie aanvragen of beheren uit naam van een organisatie, dan kunt u hier inloggen met een gebruikersnaam en wachtwoord.
Nog geen inloggegevens? [Maak een account aan](#).

Heeft u vragen over het subsidieportaal, kijk dan op de website <https://www.uitvoeringvanbeleidszw.nl/aanvragen>.

Gebruikersnaam *

Wachtwoord *

[Inloggen](#) [Wachtwoord vergeten?](#)

Figure 1: Login page of the Subsidieportaal (Subsidy Portal)

2.2.2 Create an account

You must create an account to use the Subsidy Portal. You can do this by clicking on the button "Maak een account aan"(create an account). After filling in the data you will receive an e-mail.

An account must be created by an authorized official board member as stated in the Chamber of Commerce. The authorized official is therefore the only person who can actually submit an application. However, later in the process, you can add an additional contact person. The role of an authorized official is that he / she can view the application, also fill it but not send it.

Note that you must activate the account within 30 minutes.


 Ministerie van Sociale Zaken en
Werkgelegenheid

Subsidieportaal Uitvoering Van Beleid

Account aanmaken


Maak een account voor het subsidieportaal door een gebruikersnaam en wachtwoord te kiezen. Tevens dient u een geldig e-mailadres op te voeren. * Verplichte velden

Gebruikersnaam *	<input type="text"/>	?	
E-mailadres *	<input type="text"/>		
Wachtwoord *	<input type="password"/>	?	
Wachtwoord bevestigen *	<input type="password"/>		

Figure 2: Page "Account aanmaken" (Creating an account)

Filling in data

After creating your account, you can log in to the Subsidy Portal. Before you can use the Subsidy Portal, you must first enter your details. After entering the data, click on the button "Opslaan" (save). Make sure that you choose Caribbean Netherlands as your location for the first question.


 Ministerie van Sociale Zaken en
Werkgelegenheid

Home
Mijn gegevens
Mijn regelingen
Mijn aanvragen
Mijn contactpersonen

Mijn gegevens

Organisatie gegevens

Waar is uw organisatie gevestigd? *

Nederland
 Caribisch Nederland

Naam organisatie *

KvK-nummer *

Is de organisatie een rechtspersoon, die een arbeidsorganisatie in stand houdt? *

Ja
 Nee

Telefoonnummer *

Postadres

Adres is postbus? *

Ja
 Nee

Straatnaam *

Huisnummer *

Huisnummer toevoeging

Vestigingsplaats en/of eiland *

Land

Bezoekadres	
Is het bezoekadres gelijk aan het postadres? *	<input checked="" type="radio"/> Ja <input type="radio"/> Nee
Bankgegevens	
Is uw rekeningnummer een Nederlands IBAN/SEPA nummer? *	<input type="radio"/> Ja <input checked="" type="radio"/> Nee
Rekeningnummer *	258963147789
BIC *	RABONL2U
Ten name van *	kinderopvang.XYZ
Persoonlijke gegevens	
Achternaam *	Munroo
Tussenvoegsel	
Voornaam *	Angelique
Voorletters *	A
Geslacht *	Vrouw
Functie *	Directeur
Vestiging / Organisatieonderdeel *	KO Saba
E-mailadres *	subsidieportaal@voorbeeld.com
Telefoonnummer *	1236985214789
<input type="button" value="Annuleren"/> <input type="button" value="Opslaan"/>	

Figure 3: "Mijn gegevens" (my details) page.

Home page

After entering all data, new tabs will be available. For you as an applicant, these are as follows:

- Mijn gegevens
- Mijn regelingen
- Mijn aanvragen
- Mijn contactpersonen

Ministerie van Sociale Zaken en Werkgelegenheid	
Home Mijn gegevens Mijn regelingen Mijn aanvragen Mijn contactpersonen	
Registreren Om een aanvraag in te dienen moet u als organisatie bij ons geregistreerd zijn. Per subsidieregeling (Sectorplannen, ESF 2014-2020, Kinderopvang Taal- en Interactievaardigheden, etc.) kunt u zich eenmalig registreren. U dient uw registratie in voordat het tijdvak van de aanvraag geopend wordt. Kijk voor meer informatie over de procedure van registreren en aanvragen op onze website www.uitvoeringvanbeleidszw.nl .	Toevoegen van een bijlage Let op! Wilt u enkel een bijlage naar Uitvoering Van Beleid versturen dan dient u te kiezen voor de optie "Bijlage toevoegen" op uw aanvraag overzicht pagina. U kiest in dit geval niet voor de optie "Aanvraag herzien", deze optie kiest u alleen als u inhoudelijke wijzigingen wilt doorvoeren aan het project. Kijk voor meer informatie in de handleiding. Help rechts boven in het scherm.

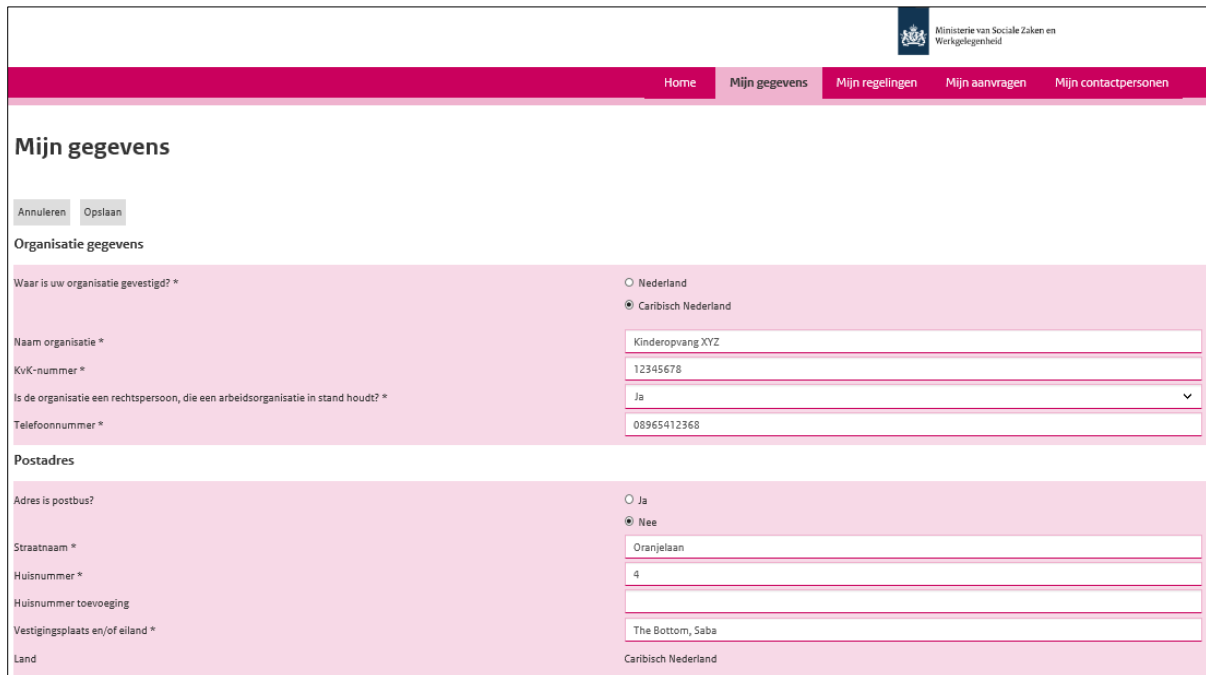
Figure 4: Home page, with access to all tabs

My details

The tab "Mijn gegevens" (my details) shows an overview of the details of the logged-in applicant. In addition, it is also possible to change the password. You are advised to keep the password properly. The function "wachtwoord wijzigen" (change password) is only available if the data in the data overview is not edited.

Customizing data

To change data, click on the button "bewerken" (edit). The data can then be adjusted. After adjusting, click on the "Opslaan" (save) button to actually save the data.



Mijn gegevens

Annuleren Opslaan

Organisatie gegevens

Waar is uw organisatie gevestigd? * Nederland Caribisch Nederland

Naam organisatie *

KvK-nummer *

Is de organisatie een rechtspersoon, die een arbeidsorganisatie in stand houdt? *

Telefoonnummer *

Postadres

Adres is postbus? Ja Nee

Straatnaam *

Huisnummer *

Huisnummer toevoeging

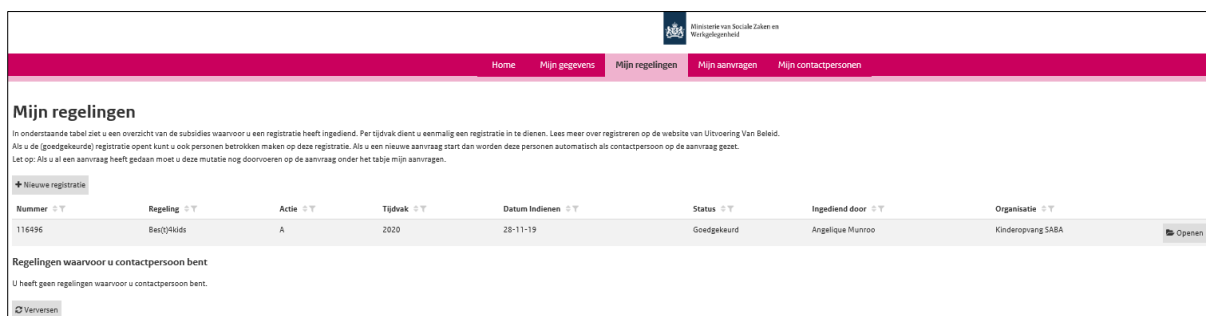
Vestigingsplaats en/of eiland *

Land

Figure 5: Adjusting the page "Mijn gegevens" (My data)

2.2.3 Register

The tab "Mijn regelingen" (my schemes) shows an overview of all subsidies for which you have registered as an applicant. Approved registration is required to apply for a subsidy grant. In your case, select the B4K scheme here (Temporary Subsidy Scheme for Financing Childcare in the Caribbean Netherlands).



Mijn regelingen

In onderstaande tabel ziet u een overzicht van de subsidies waarvoor u een registratie heeft ingediend. Per tijdvak dient u eenmalig een registratie in te dienen. Lees meer over registreren op de website van Uitvoering Van Beleid. Als u de (goedgekeurde) registratie opent kunt u ook personen betrokken maken op deze registratie. Als u een nieuwe aanvraag start dan worden deze personen automatisch als contactpersoon op de aanvraag gezet. Let op: Als u al een aanvraag heeft gedaan moet u deze mutatie nog doorvoeren op de aanvraag onder het tabje mijn aanvragen.

[Nieuwe registratie](#)

Nummer	Regeling	Actie	Tijdstip	Datum Indienen	Status	Ingediend door	Organisatie	
116496	Bes(t)4kids	A	2020	28-11-19	Goedgekeurd	Angelique Munroo	Kinderopvang SABA	Openen

Regelingen waarvoor u contactpersoon bent

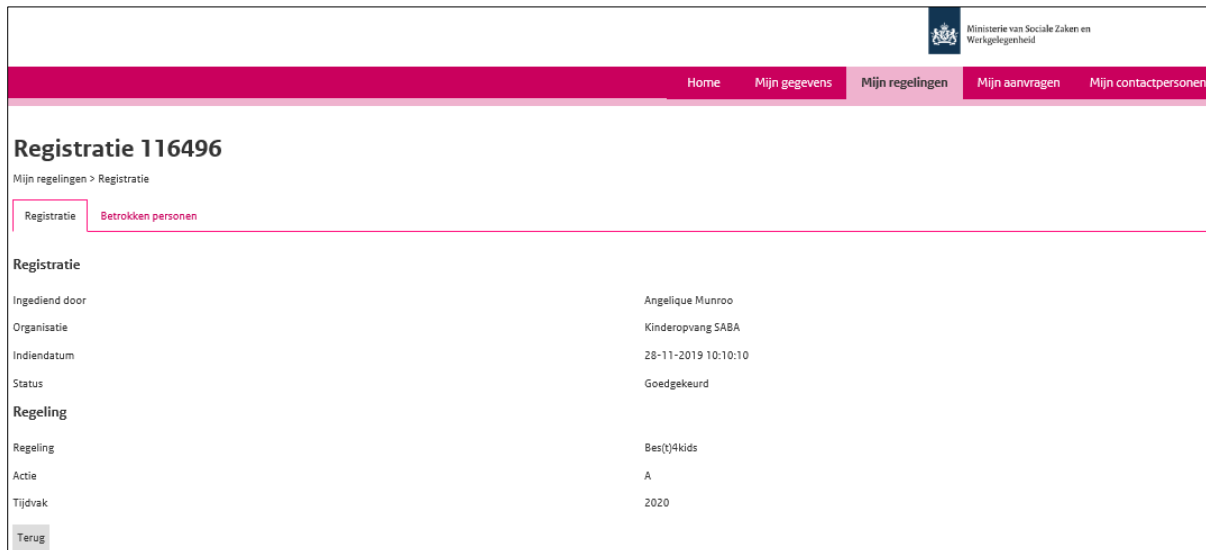
U heeft geen regelingen waarvoor u contactpersoon bent.

[Verwijzen](#)

Figure 6: Registering for Bes (t) 4kids

The authorized user can open an existing registration. This is possible by using the button "Openen" (open).

After opening an existing registration the authorized person will find two different tabs. The tab "Registratie" (registration) provides the same information that you see in the list under "Mijn regelingen" (my schemes).



Ministerie van Sociale Zaken en
Werkgelegenheid

Home Mijn gegevens **Mijn regelingen** Mijn aanvragen Mijn contactpersonen

Registratie 116496

Mijn regelingen > Registratie

Registratie **Betrokken personen**

Registratie

Ingediend door	Angelique Munroo
Organisatie	Kinderopvang SABA
Indiedatum	28-11-2019 10:10:10
Status	Goedgekeurd

Regeling

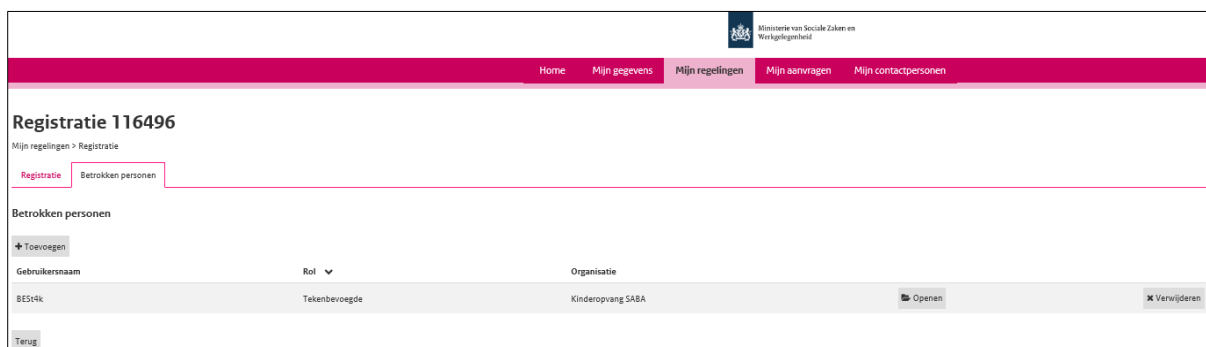
Regeling	Bes(t)4kids
Actie	A
Tijdvak	2020

Terug

Figure 7: Registration overview

Involved persons

In the tab "Betrokken personen" (persons involved), the person authorized to sign sees all persons involved in this registration, including the logged in authorized person. In addition to the authorized official, this overview also contains the contact persons involved in the registration. These contacts are either automatically added when submitting the registration (based on the people involved in the organization) or afterwards manually added to the registration by the person authorized to sign. An existing contact person can be added by the authorized signing person by using the button "Toevoegen" (add). Type the username of the contact you want to add. Note that the user must already be a contact person. To create a new user contact person, a signing authorized person must do this in the tab "Mijn contactpersonen" (my contact persons).



Ministerie van Sociale Zaken en
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Home Mijn gegevens **Mijn regelingen** Mijn aanvragen Mijn contactpersonen

Registratie 116496

Mijn regelingen > Registratie

Registratie **Betrokken personen**

Betrokken personen

Toevoegen

Gebruikersnaam	Rol	Organisatie	
BE54k	Tekenbevoegde	Kinderopvang SABA	Openen Verwijderen

Terug

Figure 8: persons involved in the registration

2.2.4 Applying for a subsidy grant

This is the part where you can actually submit an application, for this scheme the effective date on which an application can be submitted is May 2020.

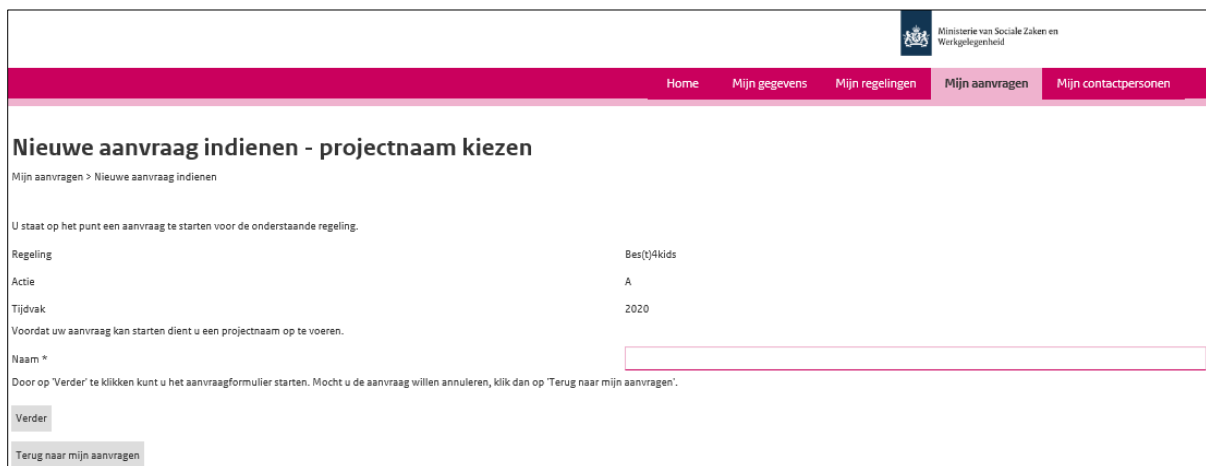
To submit a new application, click on the button "Nieuwe aanvraag" (new application). A new application can only be submitted if the registration has been approved by UVB. Registrations are approved within 5 working days. It is therefore important to register on time. You can register as of the 10th of February 2020.



The screenshot shows the 'Mijn aanvragen' (My requests) page. At the top right is the logo of the 'Ministerie van Sociale Zaken en Werkgelegenheid'. Below it is a navigation bar with links: Home, Mijn gegevens, Mijn regelingen, **Mijn aanvragen**, and Mijn contactpersonen. The main heading is 'Mijn aanvragen'. Below the heading is a sub-heading 'Aanvragen van mijn organisatie' and a button 'Nieuwe aanvraag'. There are two tabs: 'Aanvragen van mijn organisatie' (selected) and 'Aanvragen van andere organisaties'. Below the tabs, it says 'Er zijn geen aanvragen gevonden bij geselecteerd filter.' and a 'Verversen' button.

Figure 9: My request Bes(t) 4kids, homepage

After choosing the registration, click on the button "Verder" (proceed) to provide the project with a project name, after that you can complete the application form.



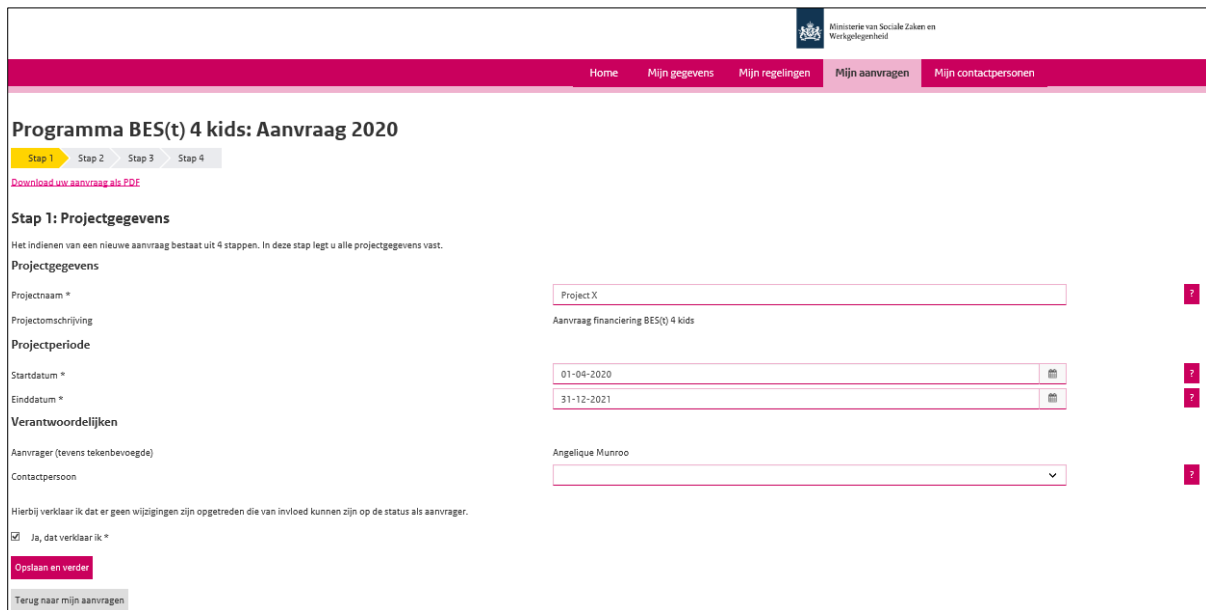
The screenshot shows the 'Nieuwe aanvraag indienen - projectnaam kiezen' (New application submission - choose project name) screen. At the top right is the logo of the 'Ministerie van Sociale Zaken en Werkgelegenheid'. Below it is a navigation bar with links: Home, Mijn gegevens, Mijn regelingen, **Mijn aanvragen**, and Mijn contactpersonen. The main heading is 'Nieuwe aanvraag indienen - projectnaam kiezen'. Below the heading is a sub-heading 'Mijn aanvragen > Nieuwe aanvraag indienen'. The text says 'U staat op het punt een aanvraag te starten voor de onderstaande regeling.' Below this is a table with the following data:

Regeling	Bes(t)4kids
Actie	A
Tijdvak	2020

Below the table, it says 'Voordat uw aanvraag kan starten dient u een projectnaam op te voeren.' There is a text input field for 'Naam *'. Below the input field, it says 'Door op "Verder" te klikken kunt u het aanvraagformulier starten. Mocht u de aanvraag willen annuleren, klik dan op "Terug naar mijn aanvragen".' There are two buttons: 'Verder' and 'Terug naar mijn aanvragen'.

Figure 10: my request: input screen for a project name

After this you can complete the form in four steps by answering the questions.



Ministerie van Sociale Zaken en Werkgelegenheid

Home Mijn gegevens Mijn regelingen **Mijn aanvragen** Mijn contactpersonen

Programma BES(t) 4 kids: Aanvraag 2020

Stap 1 > Stap 2 > Stap 3 > Stap 4

[Download uw aanvraag als PDF](#)

Stap 1: Projectgegevens

Het indienen van een nieuwe aanvraag bestaat uit 4 stappen. In deze stap legt u alle projectgegevens vast.

Projectgegevens

Projectnaam * ?

Projectomschrijving

Projectperiode

Startdatum * ?

Einddatum * ?

Verantwoordelijken

Aanvrager (tevens tekenbevoegde) ?

Contactpersoon

Hierbij verklaar ik dat er geen wijzigingen zijn opgetreden die van invloed kunnen zijn op de status als aanvrager.

Ja, dat verklaar ik *


Opslaan en verder

[Terug naar mijn aanvragen](#)

Figure 11: my application, step 1

In step 1 you enter the project data.

- Project name is already entered and you do not have to change anything.
- For the project period, state the start and end date within which you wish to make use of the scheme. The scheme starts on the 1st of July 2020 at the earliest and runs until the 31st of December 2021.
- If you have added a contact person to your account, you can select this person so that UVB will let the communication go through this person. If you do not select a person here, UVB will communicate with the authorized official person.
- Finally, you should tick "ja, dat verklaar ik" (yes, I declare) and choose "opslaan en verder" (save and proceed).


 Ministerie van Sociale Zaken en Werkgelegenheid

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Mijn regelingen
Mijn aanvragen
Mijn contactpersonen

Programma BES(t) 4 kids: Aanvraag 2020

Stap 1
Stap 2
Stap 3
Stap 4

[Download uw aanvraag als PDF](#)

Stap 2: Specifieke gegevens

In deze stap vermeldt u de voor uw aanvraag van belang zijnde informatie.

Eiland

Op welk eiland vindt de kinderopvang plaats? *

Bonaire
 Sint Eustatius
 Saba

Exploitatievergunning

Nummer exploitatievergunning van kinderopvangorganisatie waar u subsidie voor aanvraagt *

123465678

Opvang

Wat voor type opvang verzorgt uw kinderopvangorganisatie? *

Dagopvang
 Buitenschoolse opvang
 Dagopvang en buitenschoolse opvang

Hoeveel kinderen mag uw kinderopvangorganisatie maximaal opvangen conform de exploitatievergunning?

Dagopvang *

10

Buitenschoolse opvang *

8

Subsidie

Let op! Hieronder dient u het aangevraagde subsidiebedrag voor het komende kwartaal in te vullen. Na het invullen van de bijlage 'Opgave kinderopvang', treft u in het 2e tabblad, cel U2, dit bedrag aan. De bijlage kunt u downloaden van de [Sjablonen web](#)

Aangevraagd subsidiebedrag? *

\$ 10000


Stap terug
Opslaan en verder

[Terug naar mijn aanvragen](#)

Figure 12: my application, step 2

In step 2 you enter the specific details of your application. This concerns the following:

- The island where childcare takes place.
- The number of the exploitation permit issued to you by the Public Entity, you will find this number on the exploitation permit. If you are still awaiting a decision regarding the application for an exploitation permit from the Public Entity, you can state '000' or include the temporary number that you have received.
- Type of childcare that your childcare organization provides. It can be daycare, out-of-school care or both.
- Next, depending on the choice with regard to the type of childcare you have chosen, you must state how many children you are allowed to receive in accordance with the exploitation permit or according to your application for the exploitation permit.
- The requested subsidy amount is the sum of both the temporary cost-reducing subsidy and the childcare subsidy that you expect for the coming quarter. Before you can complete this field, you must complete the "statement of children" appendix. The amount that is subsequently calculated by the excel file (2nd tab, cell U2) must be entered here.
- Finally, click on "opslaan en verder" (save and proceed).

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Mijn aanvragen
Mijn contactpersonen

Programma BES(t) 4 kids: Aanvraag 2020

Stap 1
Stap 2
Stap 3
Stap 4

Download uw aanvraag als PDF

Stap 3: Bijlagen

In deze stap kunt u bijlagen toevoegen bij uw aanvraag. Op de website van Uitvoering Van Beleid worden sjablonen aangeboden. U dient deze sjablonen te gebruiken. Uw aanvraag wordt afgekeurd indien u deze sjablonen niet gebruikt.

- [Sjablonen website Uitvoering Van Beleid](#)

De geüploade bestanden moeten voldoen aan de volgende eisen:

- De bestandsnaam mag niet meer dan 100 karakters bevatten
- De bestandsnaam mag niet overeenkomen met de bestandsnaam van een eerder geüpload bestand
- De volgende karakters mogen niet voorkomen in de bestandsnaam: <?>|/*

Uittreksel handelsregister, inclusief evt. mandaat bij gezamenlijke bevoegdheid *

Klik op 'Bestand(en) toevoegen' om (maximaal) 1 bestand voor de 'Uittreksel handelsregister, inclusief evt. mandaat bij gezamenlijke bevoegdheid' te uploaden. Het geüploade bestand moet voldoen aan de volgende eisen: de volgende bestanden zijn toegestaan: pdf, jpg; het bestand mag niet groter zijn dan 20,0 MB.

+ [Bestanden toevoegen...](#)

Op dit moment zijn er nog geen bestanden bij deze bijlage geüpload. Klik op 'Bestand toevoegen' om een bestand te uploaden.

Exploitatievergunning *

Klik op 'Bestand(en) toevoegen' om (maximaal) 1 bestand voor de 'Exploitatievergunning' te uploaden. Het geüploade bestand moet voldoen aan de volgende eisen: de volgende bestanden zijn toegestaan: pdf, jpg; het bestand mag niet groter zijn dan 20,0 MB.

+ [Bestanden toevoegen...](#)

Op dit moment zijn er nog geen bestanden bij deze bijlage geüpload. Klik op 'Bestand toevoegen' om een bestand te uploaden.

Getekend bankafschrift, waarbij bankrekeningnummer volledig zichtbaar is *

Klik op 'Bestand(en) toevoegen' om (maximaal) 1 bestand voor de 'Getekend bankafschrift, waarbij bankrekeningnummer volledig zichtbaar is' te uploaden. Het geüploade bestand moet voldoen aan de volgende eisen: de volgende bestanden zijn toegestaan: pdf, jpg; het bestand mag niet groter zijn dan 20,0 MB.

+ [Bestanden toevoegen...](#)

Op dit moment zijn er nog geen bestanden bij deze bijlage geüpload. Klik op 'Bestand toevoegen' om een bestand te uploaden.

Opgeve kinderopvang *

Klik op 'Bestand(en) toevoegen' om (maximaal) 1 bestand voor de 'Opgeve kinderopvang' te uploaden. Het geüploade bestand moet voldoen aan de volgende eisen: de volgende bestanden zijn toegestaan: xls, xlsx, ods; het bestand mag niet groter zijn dan 20,0 MB.

+ [Bestanden toevoegen...](#)

Op dit moment zijn er nog geen bestanden bij deze bijlage geüpload. Klik op 'Bestand toevoegen' om een bestand te uploaden.

Nog niet alle bestanden zijn geüpload bij de verplichte bijlagen.

Stap terug
Opslaan en verder

Terug naar aanvraagoverzicht
Terug naar mijn aanvragen

Figure 13: my application, step 3

At Step 3 you will be asked to upload four attachments. This concerns the following:

- An extract from the Chamber of Commerce: if the person authorized to sign is jointly authorized in accordance with the Trade Register, then you must additionally submit a mandate from a second person authorized to sign.
- Exploitation permit: this concerns the exploitation permit that you have received from the Public Entity or the application for the exploitation permit you have submitted by the Public Entity. Note: you must have an operating license no later than 1 December 2020
- Signed bank statement: a recent bank statement from the applicant organization where the bank account number and the name must be fully visible. You may edit amounts so that they are not visible.
- Childcare statement: this concerns a quarterly statement in accordance with the established format for the first quarter. In the format you must, among other things, state which children you expect to receive in the coming quarter. The format must be uploaded as an Excel document. The format is available on the [UVB website](#).
- Then click on " opslaan en verder" (save and proceed) to go to step 4.

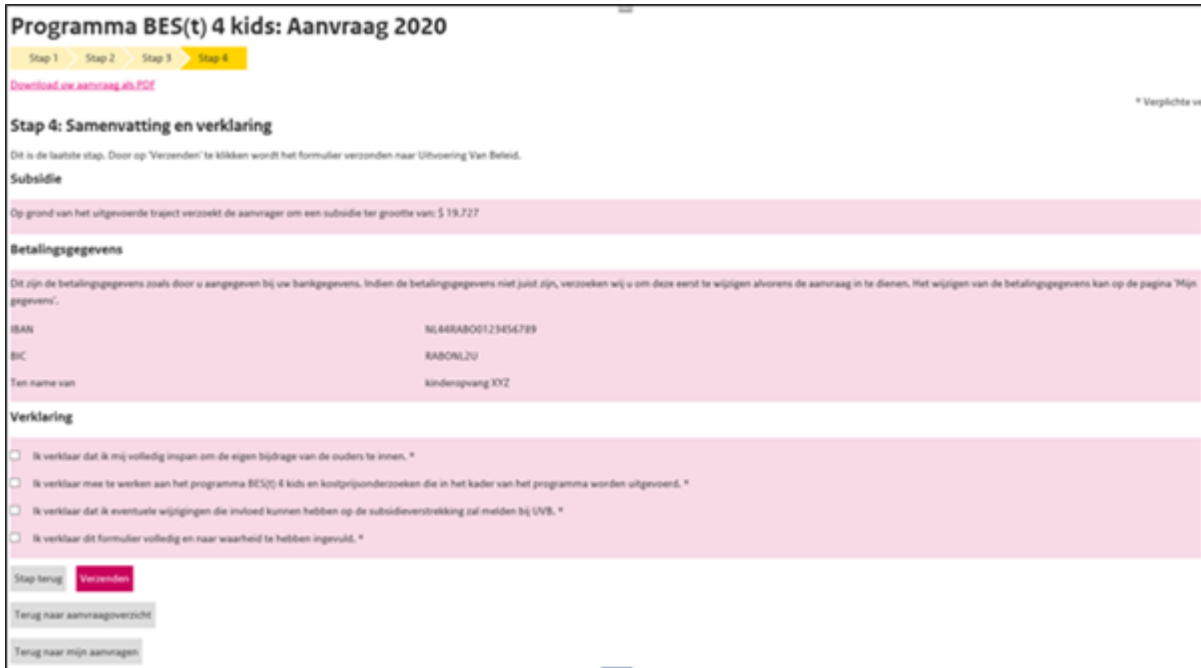


Figure 14: my application, step 4

In step 4, also the last step, you check whether the total amount requested and the payment details are correct. You must then explain five things after which you can send the application.

After the application form has been completed, including the enclosure of all attachments, you can submit your application. This can only be done by an authorized person. As long as an application has not been submitted, it has the status "Concept" (draft).



Aanvraag	Naam	Startdatum	Einddatum	Organisatie	Regeling	Actie	Tijdvak	Status
2019B4K20219	Project X	01-04-2020	31-12-2055	Kinderopvang SABA	Bes(t)4kids	A	2020	Ingediend

Figure 14: my applications, overview of submitted applications

Click on the button "Openen" (open) to complete or submit the application.

Aanvraagoverzicht

Mijn aanvragen > Aanvraagoverzicht

2019B4K20219 - Project X

[Aanvraag herzien](#)
[Bijlage toevoegen](#)

[Aanvraag informatie](#)
[Bijlagen](#)
[Aanvragen](#)
[Betrokken personen](#)

Aanvraag informatie

Aanvraag	2019B4K20219
Naam	Project X
Omschrijving	Aanvraag financiering BES(t) 4 kids
Startdatum	01-04-2020
Einddatum	31-12-2021
Organisatie	Kinderopvang SABA
Regeling	Bes(t)4kids
Actie	A
Tijdvak	2020
Status project	Ingediend

[Terug naar mijn aanvragen](#)

Figure 14: request information

Request status

The "Status" (status) column shows which phase an application is in. An overview of the different statuses can be found below.

Concept (Concept)	You are submitting the application.
Ter ondertekening (For signature)	The application is ready for signature by the person authorized to sign.
Verzonden (Sent)	The authorized official has sent the request to UVB.
Ingediend (Submitted)	The application has been received by UVB and is given the status submitted.
Afgewezen (Rejected)	Your application has been rejected, you will receive a decision on this.
Verleend (Granted)	Your request has been granted, you will receive a decision on this.
Vaststellen (Determining)	The review phase within UVB is completed, after a possible second-line review you will receive a determination decision.
Vastgesteld (Determined)	you will receive a decision on this



2.2.5 Submitting progress reports

The "Voortgangsrappportages" (progress reports) tab shows all progress reports associated with the application. You will only see this tab if your application has been approved. You submit a progress report after the first quarter has passed. You must then complete the approved statement that you have received from UVB. In the grant decision, which you receive after approval of your project, you will find the dates on which you must submit the progress reports.

My contacts

In the tab "Mijn contactpersonen" (my contact persons) an authorized person can manage and create his contacts. At the bottom of the "Contactpersonen beheren" (manage contact persons) screen you can find all the regulations and requests that the user is involved with.

3. Project Administration

3.1 General

In addition to submitting the subsidy application via the UVB Subsidy Portal, you must also keep a separate project administration. UVB can request access to the project administration that forms the basis for the subsidy provided.

The administration of an applicant contains the following information:

- a. an overview of all registered children, mentioning per child: name, date of birth, address, postal code, places of residence, name, address and telephone number of the parent,
- b. copies of all signed agreements agreed with parents, stating per agreement: the type of childcare to which the agreement relates, the fee to be paid by the parent per half day, the number of days per week, the number of agreed daypart¹ per day, the start and end date of the reception and duration of the agreement,
- c. proof of payment showing the parent's payments to the applicant, and
- d. a quarterly statement per parent, including the number of half days per month per child.

In the following sections you can read more about the exact structure of the project administration and the documents that must be present. You will also find some examples of documents that you can use in the appendices.

3.2 Financial administration

The financial administration provides insight into, among other things, salary costs, the revenues from the parents (parental contributions) and the way in which revenues (such as parental contributions) and expenses (such as personnel costs) are allocated to the project. The information from both the financial and participant administration is used to determine the accuracy of the prognosis and realization, as included in the childcare statement that you must submit every quarter.

Because the subsidy is determined on the basis of a P x Q ratio, it is important that at least the following documents must be clear and available in the financial administration:

- The prices of childcare per July 2020 or the month in which you submit the application;
- contracts with parents in which the price is included;
- invoices, invoice per child (on monthly basis);
- bank statements for all payment receipts from which both the costs and the received funds (parental contributions) can be derived;
- employee contracts, including the pay slips per staff member.

Invoices

For each child an invoice must be kept in de the project administration stating, among other things, the name of the child, period, number of half-days in accordance with the

¹ A dayparts consists of 4 consecutive hours



contract and the amount. The invoice is based on the contract with the parent(s). It is desirable to make an invoice on a monthly basis. Do you prefer to invoice for a longer period? Then you are requested to make clear on the invoice what the monthly purchase of childcare is. An example of an invoice can be found in the appendices.

Bank statements

Keep the bank statements in the project administration, with which you can prove that the invoiced amounts have actually been received. In the case of batch payments, the track from the invoice to the payment must be traceable.

Personnel contracts

Keep the records for personnel costs in the project administration. The following is minimal:

- the contract of the employees (with this we determine what the employee's position is, what the salary is and how many hours the employee works per week) and;
- a collective wage statement or all pay slips from the period in which the employee worked for the project (we need to determine that the employee was employed by you during the project, how many hours he / she worked, what his / her salary was and that there was payment of the salary).

3.3 Participant administration

The participant administration provides insight into the participating children with regard to childcare. Together with the information from the financial administration, the accuracy of the subsidy is determined as included in the childcare statement.

It is important that at least the following documents must be available in the participant administration:

- a total overview of all registered children at your childcare organization for which you are requesting subsidy;
- copies of all signed agreements agreed with parents;
- attendance registration on weekly basis per group, which clearly shows how often a child has been present during that week.

Overview

You must have a total overview of all registered children at your childcare organization. This overview must at least include the following per child:

- name;
- date of birth;
- address;
- postal code;
- residence;
- telephone number and
- the name, address and telephone number of the parent(s).

Contracts

A separate agreement (contract) must be made for each child you care for and for which you request subsidy. The contract must at least include the following:

- the type of childcare to which the agreement relates;
- the fee to be paid for the parent per month;
- the number of days per week;
- the number of agreed dayparts per day;
- the start and end date of the childcare and
- the duration of the agreement.

Attendance registration

An attendance registration or attendance list provides insight into the presence and absence of children. The attendance registration has to be filled in on time (the same day on which the childcare took place) and must be signed by the accompanying employee(s). The attendance registration must state per day and per type of childcare the date, the number of dayparts, the names of the children and the initials of the employee(s).

Attendance registration serves as a proof of the performance of the childcare statement that you must submit every quarter. Together with the contract, you must demonstrate the justification for which the subsidy was granted.

An example of an attendance registration can be found in the appendices.

3.4 Exploitation permit

You must also have the application for the exploitation permit and the original exploitation permit for childcare issued by the Public Entity in your project administration.

As mentioned before the basic principle is that childcare organizations with an exploitation permit or organizations that are awaiting a decision on the exploitation permit and can prove that they provide childcare for children in 2019 can apply for a cost-reducing subsidy. In addition, in consultation with the Public Entity, a number of additional conditions are imposed on organizations that qualify for cost-reducing subsidies. Whether an organization has already taken care of children in 2019 will be determined in consultation with the Public Entity.

For questions regarding the exploitation permit you are referred to the Public Entity, the contact details can be found in chapter 4

3.5 Subsidy justification

The subsidy statement relates to childcare as included in your application (and interim prognosis). To prove the eligibility and to justify the subsidy, you must include both the invoice and the bank statements and the corresponding supporting documents in your financial administration. The subsidy justification applies to the period for which you have received subsidy. If the operating license is withdrawn the subsidy will be stopped. However, for the period for which you have received the subsidy, you must meet the requirements regarding subsidy justification as explained in this paragraph.

Options are administration in an Excel file or in an accounting system. The financial administration must provide insight into all invoices (e.g. contracts with parents) and the parental fees received from the parent including the corresponding bank statements. Upon request, the financial administration can be checked (including correctness of the amount, bank statements, payment date, etc.). This means that (digital) copies of these invoices and payment receipts must be received.

To demonstrate the legality and correctness of the subsidy, UVB advises you to keep the points mentioned in the previous section (4.4 Financial administration) in your administration carefully.

Below an example is given of the underlying documents required for accountability from UVB to establish the legality and accuracy of the subsidy.

Example of justification of an invoice and underlying documents

During the project you have invoiced the parental contribution for childcare. The following documents are important for your administration (and possible check by UVB):

- The contract with the child's parent. This should show the following: the type of childcare to which the agreement relates, the fee to be paid for the parent per daypart, the number of daypart per quarter, the number of agreed dayparts, the start and end date of the care and the duration of the childcare the agreement;
- The invoice(s). This should show the following: the amount invoiced, the name of the child, the period and type of childcare. It is also important that the invoices should show that it relates to the childcare. This must also be in line with the contract and with your participant administration;
- The receipts (bank statements) with regard to the invoices (we hereby establish that the invoiced amounts have actually been received in time);
- An attendance registration for connecting the number of dayparts of the child (see attendance registration for more information).

An example of an invoice can be found in the appendices.

3.6 Retention obligation and control, electronic version and digital administration

With regard to the availability of documents, the explanation of the regulation includes the following:

“To determine whether the children, for whom the cost-reducing subsidy is being granted, actually received day care or after-school care, the child care organization has an attendance administration. This is part of the administration of the organization and must be kept for at least five years after the end of the project. Note: with regard to the retention period for the Belastingdienst, different rules and retention periods apply, for questions about this you should contact the Belastingdienst / your accountant. If requested, the administration can be consulted by the implementing organization to be able to assess the subsidy application”.

Regarding supporting documents the original document, or a copy or electronic versions (such as a scan) of the original document is kept.

If you use electronic versions, this means that you must ensure that these files are accessible until the end of the retention period and can be consulted via the hardware and software in use. The grant recipient is responsible for the correct storage of documents, even though the grant recipient entrusts a third party with this. The grant recipient must also ensure that the documents are freely accessible and will remain like this. This is partly in view of the developments regarding digital networks and databases such as clouds.

Furthermore, the subsidy applicant is also responsible for the availability of (electronic) documents throughout the required retention period of five years.



4. Contact details

UVB

e-mail : Best4kids@Minszw.nl

Telephone number : +3170 315 2312

Public Entity Bonaire

Email : b4kbonaire@bonairegov.com

Telephone number : +599 715 5311

Public Entity St. Eustatius

Email : ebennett.int.aff@statiagov.com

Telephone number : +599 318 1075

Public Entity Saba

Email : rosalyn.johnson@sabagov.nl

Telephone number : +599 416 3311

Example Invoice

OWN Name

Contact details
Child care organisatie

TO: Name CHILD (or number according to own administration)
Attn. Mr. / Mrs. (contact person / parent)
Address details

here you state the name and address of the child in accordance with the contract including the name of the parent/guardian

Invoice

invoice number must be stated on the bank statement upon payment

contract number in accordance with contract of the parent

the month and year in which the childcare takes place

Invoice number	Invoice date	Expire date	Contract number	Period (month/year)
XXXXX	DD-MM-YYYY	DD-MM-YYYY	XXX	XXX

DATE	DESCRIPTION (type of day care)	AMOUNT OF DAY PARTS	FEE	TOTAL
DD-MM-YYYY	DAY CARE	20	249,00	249,00
DD-MM-YYYY	AFTER SCHOOL CARE	10	149,00	149,00

Remarks:

state the type of childcare here

state here the number day parts in accordance to the attendance registration

here you state the monthly fee for the child care

subtotal per type of child care

enter the date here according to the period. If a child has been present for less than a month, then you record the start and end date here

Total amount excluding VAT

TOTAL EXCL. BTW/VAT

\$ 398,00

if the attendance difference from the contract, please provide an explanation

Inclusive VAT

TOTAL BTW/VAT

X

Total amount payable
\$ 398,00

Please note that the invoice number corresponds with the invoice number as stated on top of this invoice

Total amount including VAT

Remarks & Conditions

We kindly request you to transfer the amount due within 30 days stating the invoice number to the following bank account number xxx



DATABASE CHILDCARE

The 'statement of children' database forms the basis for determining the subsidy amount. It has already been stated in Chapter 2 that this statement is a mandatory annex when submitting your application. The format for this can be found on the UVB website. You must complete and correctly complete this when submitting your application. The first tab of the database is a reading guide, which states how you should complete the database.

After UVB examined and approved the statement (database) you will receive this version. This version will be the basis for the next statement (progress report including the realization of the last quarter) of the following quarter. In this document you will include information regarding the children for whom you want to ask the subsidy for.

This version serves as the basis for submitting your follow-up statement for the following quarter. In it you indicate for which children you wish to apply for a subsidy. You can find the database on the UVB website.