

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| PG3                 | <h2 style="text-align: center;">Playgroup Funding Claim Form</h2> <p style="text-align: center;"><b>For the period 1 January – 30 June / 1 July – 31 December (circle period)</b></p> <p>Please note: You can request Playgroup Funding online through the Education Resourcing System instead of using this form. Talk <a href="#">to ECE Resourcing</a> or visit <a href="http://www.services.education.govt.nz/ers/early-learning-funding/playgroup-funding">www.services.education.govt.nz/ers/early-learning-funding/playgroup-funding</a> to find out how.</p> |  |
|                     | <h3>Funding Contact Details</h3> <p><i>All funding correspondence is sent to the funding contact person at the address below. Please update any changes or omissions to the funding contact person or to their postal address details in the shaded areas to the right.</i></p>                                                                                                                                                                                                                                                                                      |  |
| <p><b>Attn:</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                     | Tel:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|                     | Mob:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|                     | Email:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

**IMPORTANT:** Only enter your playgroup bank account details below if you are a new playgroup or your bank account details have changed since the last funding round.

| Playgroup Details                                                                                                                                                                                                                                                                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Playgroup Name:                                                                                                                                                                                                                                                                                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Playgroup Address:                                                                                                                                                                                                                                                                                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tel:                                                                                                                                                                                                                                                                                                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fax:                                                                                                                                                                                                                                                                                                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Email:                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <div> <div>Bank Account Number</div> <div><input type="checkbox"/></div> <div>RS2 attached Yes / No</div> </div> <p>An RS2 Change of Bank Account form must be completed and attached if the bank account section has been completed. Please contact <a href="#">ECE Resourcing</a> immediately for a form.</p> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



**Service Number:**

**PG Number:**

## Instructions

Please refer to the Playgroup Funding Handbook for instructions on filling out this form. Once filled in and completed, a photocopy of this form must be retained by the playgroup for Ministry of Education (the Ministry) audit purposes.

This form collects information that the Ministry will use to update our information about your group, and to calculate your playgroup's payments. It should be completed and signed by appropriate people from your group.

You must complete and submit this form to [ECE Resourcing](#).

This should be received **no later than the end of the funding round**.

Note: Forms received later than the final date for the round may result in delayed funding.

## Attendance Details

**Calculate the average number of children attending each session over the 10 most recent weeks of operation.**

1. Use your playgroup roll or attendance records to verify the number of children who attended each session each week.

- **Note:** Use the codes below in Table 1 only if any of these scenarios apply **during a week you have previously claimed funding for**. This will affect the average number of children funded for your playgroup.

|          |                                      |           |                          |          |               |
|----------|--------------------------------------|-----------|--------------------------|----------|---------------|
| <b>O</b> | <b>Open but no children attended</b> | <b>SH</b> | <b>Statutory Holiday</b> | <b>C</b> | <b>Closed</b> |
|----------|--------------------------------------|-----------|--------------------------|----------|---------------|

2. Use **TABLE 1** to add up the number of children who attended each session for the 10 most recent weeks of operation, then divide the total by the number of weeks open.

- **Example:** 112 children attended divided by 10 weeks open = average Monday attendance of 11.2 children.
- **Note:** Newly certificated playgroups that have operated for less than 10 weeks should use the same rules but divide by the number of weeks that the group has operated.

**Do not count children who attend with a paid home-based caregiver, as these children already receive Ministry funds.**

3. Transfer the average (e.g. 11.2) into **TABLE 2**. Please note there is a maximum of 25 children per session that can be claimed.

- Count how many times each session will *actually* be open during the funding period. Do not count when the session is **not open**.
- **Note:** When calculating your weeks open (in Table 2) remember to consider school and public holidays. If you have more than 5 sessions in a week please calculate the additional sessions using the same format as the table above.

**Ministry playgroup funding can only be claimed for up to 20 hours a week for certificated playgroups.**

| <b>TABLE 1</b><br>Session day / time                     | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6                        | Week 7 | Week 8 | Week 9 | Week 10                     | Total | Average number of children (divide Total by weeks open) |
|----------------------------------------------------------|--------|--------|--------|--------|--------|-------------------------------|--------|--------|--------|-----------------------------|-------|---------------------------------------------------------|
| Example: Mondays 9-12                                    | 9      | 11     | 12     | 11     | 15     | 8                             | 9      | 10     | 14     | 13                          |       | 11.2                                                    |
| Example: Tuesdays 1-4                                    | 28     | 30     | 22     | 30     | 24     | 26                            | 26     | 22     | 27     | 20                          |       | 25.5 – maximum of 25                                    |
|                                                          |        |        |        |        |        |                               |        |        |        |                             |       |                                                         |
|                                                          |        |        |        |        |        |                               |        |        |        |                             |       |                                                         |
|                                                          |        |        |        |        |        |                               |        |        |        |                             |       |                                                         |
|                                                          |        |        |        |        |        |                               |        |        |        |                             |       |                                                         |
|                                                          |        |        |        |        |        |                               |        |        |        |                             |       |                                                         |
|                                                          |        |        |        |        |        |                               |        |        |        |                             |       |                                                         |
|                                                          |        |        |        |        |        |                               |        |        |        |                             |       |                                                         |
| Enter the start date for Week 1 and end date for Week 10 |        |        |        |        |        | Start Date ____ / ____ / 20__ |        |        |        | End Date ____ / ____ / 20__ |       |                                                         |

| <b>TABLE 2</b><br>Day and time of each session          | Hours Open | Average number of children per session (as per table above) | Number of times the session will be open during | Anticipated date of last session on or before |
|---------------------------------------------------------|------------|-------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| Example: Thursdays 9am-12pm                             | 3          | 11.2                                                        | 20                                              | 27/06/2026                                    |
| Example: Fridays 1pm-4pm                                | 3          | 25                                                          | 15                                              | 28/06/2026                                    |
|                                                         |            |                                                             |                                                 |                                               |
|                                                         |            |                                                             |                                                 |                                               |
|                                                         |            |                                                             |                                                 |                                               |
|                                                         |            |                                                             |                                                 |                                               |
|                                                         |            |                                                             |                                                 |                                               |
| Enter the expected start and end dates of operation     |            |                                                             | Start Date ____ / ____ / 20__                   | End Date ____ / ____ / 20__                   |
| Do you operate in the school holidays? _____ (Yes / No) |            |                                                             |                                                 |                                               |



**Service Number:**

**PG Number:**

## Declaration

We certify that, to the best of our knowledge, the information contained on this form is true and correct in every particular. We agree that in the event of the playgroup closing we will undertake to ensure that the balance of any grant is repaid to the Ministry of Education and equipment purchased with Ministry funding may be reclaimed by the Ministry.

*By signing this declaration we confirm that the playgroup has operated in accordance with the Playgroup Funding Handbook.*

Signature

X

Signature

X

Full Name

Full Name

Address

Address

Telephone No

( )

Telephone No

( )

Position in Group

Position in Group

Date

/ /

Date

/ /



Service Number:

PG Number:

## MINISTRY OF EDUCATION USE ONLY

**Note:**

1. This section to be completed by Ministry of Education Staff only.
2. Certificated playgroups can claim up to 20 hours per week.

### Funding Formula

| Total number of hours the playgroup is open each week                                   | X          | Average number of children funded                                                                                           | X           | Number of weeks funded                                                                                                                  | X | Funding rate (GST-inclusive)                       | Notes                                                                                                                      |
|-----------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Add up the hours for each week, see note in header re maximum hours that can be claimed |            | Add up the average number attending each session and divide by the number of sessions per week.<br><b>*See notes column</b> |             | Add up the number of times each session will be open during the period and divide by the number of sessions per week (exclude holidays) |   | The rate as set by Ministry of Education each year | <b>*Use the <u>exact total</u> to complete the calculation, even if the total average number of children is a fraction</b> |
|                                                                                         | X          |                                                                                                                             | X           |                                                                                                                                         | X | \$1.83                                             | <b>TOTAL FUNDED \$</b>                                                                                                     |
| <b>Calculated and completed by:</b>                                                     | Signature: |                                                                                                                             | Print Name: |                                                                                                                                         |   | Date:                                              |                                                                                                                            |

### Ministry of Education Funding Confirmation

Has a PG5 been received and filed for the last financial year?

Yes / No

Date received

**Ministry ECE Advisor**

I confirm I have checked the information provided in this application and that the playgroup is eligible for funding as a:

Certificated playgroup

Date of certification

Ministry ECE Advisor

Signature  
X

Name (block letters)

**Approved for funding:**

Manager Education

Signature  
X

Name (block letters)