

**Childcare Expansion**

**Capital Grant**

**Early Years and**

**Wraparound**

**Part 1: Guidance and Application Form**

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**SECTION 1 – GUIDANCE NOTES**

**BACKGROUND**

**Capital Funding Allocation (for physical works)**

Childcare Expansion Capital Grant allocations are being provided as an un-ringfenced grant under section 31 of the Local Government Act 2003, subject to conditions detailed in the associated Grant Determination Letter available at: [Childcare Expansion Capital Grant funding](https://www.gov.uk/government/publications/childcare-expansion-capital-grant-funding).

It is not intended for work to improve suitability or accessibility including routine maintenance or refurbishment required primarily because of building condition. Routine maintenance and refurbishment remain the responsibility of the appropriate body (e.g., building owner/landlord where the setting is a PVI). For schools, local authorities and other responsible bodies should continue to use their allocated condition funding for these purposes, i.e. School Condition Allocations (SCA), Devolved Formula Capital (DFC) and for some academies the Condition Improvement Fund (CIF).

The Council has been awarded funding from the Department for Education (DfE) to deliver the aims outlined below.

The DfE has provided a grant allocation to the Local Authority to help with the creation of additional places to support the expansion of the government’s free early education and childcare places. The suggested approach by DfE is to use 80% of the funding in early years and 20% of the funding in the wraparound sector. The total funding available for the early years sector is £428,402 and £107,100 for wraparound sector, a total of £535,503 available to spend over the next two financial years (2024/2025 and 2025/2026). All new places created should be accessible to all children, including those with special educational needs and disabilities (SEND).

The grant will be focused on childcare provision where we have identified areas of need as evidenced by our [Childcare Sufficiency Assessment (CSA)](https://thehub-beta.walthamforest.gov.uk/childcare-sufficiency-assessment) and a business case from the applicant outlining how their proposal will address this gap. Therefore, applications for all ages will be accepted, however, priority will be given to childcare expansion applications that will increase access to free childcare places for eligible children under 2’s in an area of need and applications to create additional places for 2 year olds that meet the disadvantaged/benefits related criteria.

The funding can be used to provide new places in a range of provider types, where these are offering the free early education and childcare places and/or providing wraparound provision for primary-school aged children. This includes, but is not limited to:

1. **Private, Voluntary and Independent Providers**:
* Private group-based providers, registered with Ofsted (e.g., pre-schools and day nurseries);
* Voluntary group-based providers, registered with Ofsted (including community groups, charities, churches, or religious groups);
* Independent providers offering the early years entitlements.
1. **State-funded schools:**
* Local authority maintained primary, infant, and junior schools (including special schools) offering early years entitlements and/or wraparound provision.
* Primary, infant, or junior academies or free schools (including special schools) offering early years entitlements and/or wraparound provision.
* Maintained nursery schools.
1. **Childminders and childcare on domestic premises**

The Local Authority will prioritise projects in settings/schools rated outstanding or good by Ofsted. The setting must be delivering the [Early Years Foundation Stage Framework (EYFS).](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)

The [National Childcare Wraparound Programme Handbook](https://www.gov.uk/government/publications/wraparound-childcare-guidance-for-local-authorities) contains further information about the expectations on quality for wraparound provision.

**Eligibility for the capital grant funding**

1. The setting must have a good or outstanding Ofsted rating
2. To be considered capital expenditure the asset must bring an economic benefit, and be able to be depreciated, over more than 12 months.
3. Place creation should be based on internal remodelling, refurbishment, modifications or improvements to create additional places

“**Additional Places**” are defined as the maximum number of places that could be delivered (according to the space and facilities requirements of the current [Early years foundation stage statutory framework](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)) from a premises that is currently registered with Ofsted to deliver Early Years childcare, once the proposed capital works are completed minus any existing places.

“**Existing places**” are the maximum number of places that can currently be delivered (according to the space and facilities requirements of the current [Early years foundation stage statutory framework](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)) from premises that are currently registered with Ofsted to deliver Early Years Childcare.

1. The creation of additional places must increase access to free childcare places for eligible children where we have identified areas of need as evidenced by our [Childcare Sufficiency Assessment (CSA)](https://thehub-beta.walthamforest.gov.uk/childcare-sufficiency-assessment) and a supporting business case from the applicant outlining how their proposal will address this gap. Therefore, applications for all ages will be accepted, however, priority will be given to expansion applications that increase access to free childcare places for eligible children under 2’s in an area of need and applications to create additional places for 2 year olds that meet the disadvantaged/benefits related criteria.
2. The Childcare Provider/Property Owner shall provide evidence of long-term viability and sustainability of the proposed childcare provision.
3. With the exception of maintained schools, applications will only be accepted from the individual or the legal entity registered as the property owner with the Land Registry
4. It is important that the property for which the grant funding is being applied for should already be maintained to a reasonable standard and be appropriate to deliver good quality childcare both internally and externally.
5. Funding will only be allocated to established, financially sustainable organisations

**Additional eligibility criteria if capital work application is for £10,000 or more**

1. Grants above £10,000 willrequire a contract to be put in place between the London Borough of Waltham Forest and the Property Owner. Legally binding clawback arrangements will be put in place, as outlined in the Capital Works Grant Agreement to ensure that the children of Waltham Forest benefit from the investment for a reasonable period of time. By way of illustration, clawback is equal to 1 year for each £10,000 grant payment or part thereof spread equally over the total number of years of the clawback period e.g., Clawback for a grant of £30,000 equates to £10,000 per annum over a 3 year Clawback Period.
2. The Property Owner must own a property in London Borough of Waltham Forest which will be used by a Childcare Provider to host a OFSTED registered childcare provision, over a minimum of 38 weeks in a year. A written lease agreement must be in place between the Property Owner and the Ofsted registered Childcare Provider.
3. DfE registered LA maintained schools planning significant building works including reallocation of rooms for early years provision should complete a **Project Notification Form.** Requests for the form and any queries regarding its completion can be directed via email to Angela Ferdinand-Sergeant, Angela.Ferdinand-Sergeant@walthamforest.gov.uk the Schools Asset Management Team Leader.

**Capital Works Grants**

**What will this grant fund?**

Projects must be based on internal remodelling, refurbishment, modifications or improvements to create or expand FEEE and/or wraparound childcare places. Examples of capital works include (but are not limited to):

* An increase in the provision of adequate toilet/wash hand basins that would allow providers to take more children. For example, you have a play area that has the capacity to increase your numbers in line with the space requirements as laid out within the [Early years foundation stage statutory framework](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2), but there is currently not enough toilet facilities for children.
* Creation of a nappy change facility that would not reduce the existing children play space resulting in an increased number of places
* Refurbishing/upgrading an external building to become a children’s play area (that is currently not being used for childcare). You will need to consider planning requirements, toilet facilities, electrical/lighting/hot and cold water provision etc
* Structural and other long term improvements to the premises, e.g., refurbishment within a building to create more useable and flexible space resulting in an increased number of places
* New or additional external or internal storage that can be demonstrated to free up space for delivery of additional space for places

**Examples of appropriate Early Years projects:**

* Projects that enable and/or increase access to childcare places for eligible children.
* Projects that adapt, re-model or improve existing childcare places to make them suitable for a wider range of needs.
* Capital works required to enable delivery of the entitlement

**These could be achieved through:**

* Expansion of existing childcare provision, including expanding existing provision to a different or additional site.
* Remodelling of existing provision to create additional capacity.
* Creation of new childcare places, or expanding provision in existing providers.

**What will not be funded?**

* Routine repairs, redecoration, general repairs and maintenance.
* Capital works to maintain and improve the condition of the school estate, which should continue to be covered by Devolved Formula Capital funding (DFC), the Condition Improvement Fund (CIF) or School Condition Allocations (SCA);
* The cost of previously undertaken projects that started before notification of grant approval.
* Childcare providers not providing Early Years entitlements or wraparound care

The funding is provided for capital purposes only and cannot be used for revenue expenditure of any kind, such as training or staff costs, resources/assets that do not meet the definition of capital expenditure given above (such as toys, books, clothing), etc.

**Examples of appropriate Wraparound Projects:**

* Projects that enable the creation of new wraparound places and/or increase access to wraparound places (where suitability of space may be a concern).
* Projects that adapt, remodel or improve existing wraparound provision to make them suitable for a wider range of needs.
* Purchasing fixed assets required to deliver wraparound provision.

**These could be achieved through:**

* Building modifications to enable use of space outside main school/setting operating hours, e.g., secure external access, outside lighting to enable outdoor space to be used year-round.
* Building modifications to adapt space for use to deliver inclusive wraparound childcare.
* Improvements to storage.
* New physical assets such as minibus purchase (to support a hub model of wrapround provision), play equipment (including outdoor play equipment), or tables and chairs. To be considered capital expenditure the asset must bring an economic benefit, and able to be depreciated, over more than one financial year.

**Providers/Property Owners will be required to:**

1. Allow a representative of the Council access to the property, as part of the grant funding approval process, to conduct a feasibility study of the proposed works, including an assessment of the general property condition; the size and scope of which will be determined by the size and scope of works included in the application form.
2. Be responsible for planning and building control requirements:
	* [planning permission](https://www.walthamforest.gov.uk/planning-and-building-control/planning-applications) – ensuring that you check if planning permission is required for the work you are looking to apply grant funding for. The Early Years, Childcare & Business Development Service have created a “[Planning and Building Regulations Guidance](https://thehub-beta.walthamforest.gov.uk/sites/default/files/2021-08/Planning_and_Building_Regulations_Guidance_updated_Aug_21.pdf)” document which is on The Hub website. This is a guidance document only and you will be responsible for checking with the planning services.
	* Provide evidence to ensure that you have checked that there are no restrictive covenants that might restrict any capital works being undertaken. You can check your current original planning approval/or with the [LA’s planning services](https://www.walthamforest.gov.uk/planning-and-building-control/planning-applications) . A restrictive covenant might be:
* Restrictions on the maximum number of children you can have on your premises at any one time
* Prevent buildings or structures being erected on the land surrounding a property.
* Prevent use of the land for certain business activities
	+ [building control approvals](https://www.walthamforest.gov.uk/planning-and-building-control/building-control) – some proposed work may need building regulations approval; therefore, you must ensure you check if there is a requirement for this. The Early Years, Childcare & Business Development Service have created a “[Planning and Building Regulations Guidance](https://thehub-beta.walthamforest.gov.uk/sites/default/files/2021-08/Planning_and_Building_Regulations_Guidance_updated_Aug_21.pdf)” document which is on The Hub website. This is a guidance document only and you will be responsible for checking with the planning services.

3) Be responsible for other statutory H&S requirements such as;

* **Asbestos** – In line with your duty to manage the risks of asbestos on your site, if your property was constructed before the year 2000, you may need to commission an **asbestos refurbishment/demolition survey**. This survey is specific to the areas you are proposing to undertake physical works to the would break into the fabric of a property. There is a legal requirement for any asbestos containing materials (ACM’s) to be removed, as far as reasonably practicable, before major refurbishment or demolition. This type of survey must locate and identify ACMs, including those hidden within the building fabric before any structural work begins at the premises or on equipment. A refurbishment or demolition survey must be carried out by a competent surveyor. You should also have an **asbestos management survey** in place for your site which provides accurate information on the location, amount and condition of asbestos-containing materials (ACMs) on the premises.
* **Gas Safety** – alterations or additions to gas services require certification from a gas safe engineer.
* **Fire Safety** – If you alter the internal layout of a property, you need to ensure that you check and review your fire risk assessment/fire evacuation routes/processes prior to works and update immediately following the works completion.
* **Water Safety (Legionella) –** If youalter your hot and cold water services, you will need to review your current Water Risk Assessment prior to works and update immediately following the works completion.
* **Electrical Safety –** Any and all electrical work, even minor works require valid certification from your electrical contractor.

**IMPORTANT:** Evidence may be required during the initial stages of the application prior to an application being approved, such as planning approvals. In the case of other statutory certification requirements such as building regulations approvals, and the examples listed above, you may be asked to provide copy of certification including updated fire risk assessments/evacuation procedures, updated water risk assessments, gas and /or electrical certification. Further information can be found at <https://www.hse.gov.uk/>

3) Ensure that all capital works are completed in full, and the funding spent by the date specified in the Capital Works Grant Agreement, with all invoices submitted. There will be no opportunity to carry any funding forward.

**Early Years Foundation Stage premises requirements**

As per the [Early years foundation stage (EYFS) statutory framework](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2), the premises and equipment must be organised in a way that meets the needs of children.

**Choosing a competent contractor**

Persons responsible for the selection and appointment of contractors must satisfy themselves that the contractor is competent (i.e., they have sufficient skills, experience and knowledge) to do the work safely and without risks to health and safety. The degree of competence required will depend on the work to be completed.

You must obtain quotes from, and have the approved works carried out by suitably approved and vetted contractors. The HSE have created “[Using contractors-A brief guide](https://www.hse.gov.uk/pubns/indg368.pdf)” .

When planning to appoint contractors considerations should be given to the following: -

Key checks

* Check if they are registered with HMRC/Companies House
* Check their financial viability – previous years’ accounts could be asked for.
* Check their references
* Check they have suitable employer’s and public liability insurance.
* Check that the contractor has a sound implementation of health & safety procedures & requirements.
* Where possible companies should be used that can offer a guarantee that covers any clawback period (if grant includes a contract), as funding will not be available for remedial or poor quality works.

Experience

* What experience do you have of our type of business/premises?
* How familiar are you with the hazards of our business?
* Have you done this sort of work before?
* Can you provide existing risk assessments/method statements for a similar
* job?
* Can you supply references?

Health and Safety Policy and Procedures

* Do you have a healthy and safety policy?
* Has enforcement action ever been taken against you by either the HSE or a
* local authority?
* Do you plan to use any sub-contractors?
* Will you provide a safety method statement for the job?
* What safety checks do you make on equipment & materials

Training and Competence

* Are you a member of a trade/professional body?
* How do you ensure your sub-contractors are competent
* How do you prepare them for working safely while on site?
* What health and safety training do you provide?
* How is information about health and safety passed onto staff and subcontractors?
* Can you supply your training programme and records?
* Have they got current certificates of competence and participation in health
* and safety training?

Supervision

* How do you plan to supervise this job?
* Who will be responsible for supervision on site?
* How will you liaise with us?
* If you identify a problem, what action do you take concerning your staff or subcontractors?
* How will you report incidents/accidents to us?

**Obtaining like for like quotations**

While aligning the quote with your budget is crucial, opting for the cheapest offer isn't always advisable. Quotes can vary significantly, making it challenging for customers to discern what's included and how to compare them effectively. Ultimately, the decision should weigh factors beyond just cost, including the building company's reputation, experience, quality of work, best value for money and alignment with your project's specific requirements.

We would recommend that for works up to £9,999, you should aim to obtain at least two (2) quotations and for works between £10,000 to £499,000, you should aim to obtain at least three (3) like for like quotations

When obtaining quotations, these must be like for like and at least one quote should be from a local contractor.

Applicants will be expected to work with our Place Development & Premises Manager to fully discuss and agree works specification before obtaining quotations. The officer will be able to advice and/or offer assistance.

In all cases, for construction projects, you should submit your specification/scope of works to the Place Development & Premises Manager via FEEEprovision@walthamforest.gov.uk for approval before sending out for quotations.

**Financial Probity Checks**

In the current financial climate, it is most essential that organisations applying for funding are able to demonstrate an immediate, clear and cost-effective outcome arising from that funding.

As this grant will be allocated to improve premises that may not, in general, owned by the Council it is of utmost importance that the processes and procedures in place to allocate this funding are robust and thorough. This will ensure that risk is minimised and quality maximised, whilst ensuring that these processes and procedures are not so restrictive that they prevent grant recipients from accessing this unique opportunity for capital works funding. It is imperative that funding is only allocated to established, financially sustainable organisations and that clawback arrangements are in place where appropriate. Organisations must have completed their business plan to ensure that it is sustainable.

Before grant funding is approved, the following property details must be provided to the Council:

* Copy of Land Registry Title deeds to evidence owner of property.
* Where building owners (as registered with Land Registry) are a company, consent must be given by Directors as registered with Companies House.

Where the Property Owner is a Charity/Company, the Council will conduct further checks as detailed below:

* Check legal status of entity via Charity Commission and Companies House.
* Check financial sustainability of entity via Charity Commission and Companies House
* Consent must be provided in writing on letter headed paper for Charity Trustees (Chair of Trustees) as registered with the Charity Commission.

Where the Property Owner is an individual, the Council will conduct further checks as detailed below:

* For individuals / sole traders, check that they are on the voters register.
* Up to date with business rates payments on the property.
* Check financial sustainability of individual via a recent HMRC Self Assessment Returns

**Completing The Application Form**

Completion of the application form is not a guarantee of funding.

You should NOT make commitments on the understanding the grant will be available until you have received written confirmation of the success of your application.

If you are successful in your application a **“Grant Agreement”** will be issued containing the terms and conditions of the grant and this should be read carefully. See the **Childcare Expansion Capital Grant Part 2 Agreement** for a copy of the standard Capital Works grant agreement. You will be expected to return the signed “Grant Agreement” before any work commences or any resources are purchased.

Once the “Grant Agreement” has been received by the Council, a payment schedule will be issued (this may in some cases mean staged payments).

Unsuccessful applicants will be notified, and application forms kept on file.

The LA reserves the right to carry out a mini sufficiency assessment and consult with other schools and Ofsted registered providers that are in close proximity (generally 0.5miles) to the setting/school that is considering expanding to ensure they are aware of the proposal and in agreement that this would not have a negative impact on their service.

Application assessments will include an assessment of value for money and cost per place created comparison to ensure value for money

**Appeals Process**

Should a Property Owner wish to appeal against the decision made by the LA about their application for funding, they should appeal in writing (by email) within 10 days of receipt of the date of decision to:

***Place Development & Premises Manager***

***Early Years, Childcare & Business Development Service***

**FEEEprovision@walthamforest.gov.uk**

**Section 2 - Application Form**

***Please answer all questions fully, with as much detail as possible as to how the grant funding will be used***

**Please tick which of these applies to your application:**

**Free Early Education and Childcare Places 🞎**

**Wraparound Childcare Places 🞎**

###### PART 1 – How the grant will be used

1. How many new additional free early education and childcare/wraparound childcare places will this grant create? A place is defined as the maximum number of children you can take on at any one time as per your Ofsted registration for PVIs or EYFS space requirements for DfE registered schools.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Existing Places****(places available before grant funding is received)** | **New additional places****(places created as a result of the grant funding)** | **Total places (existing plus new places)** |
| **Under 2’s**  |  |  |  |
| **2 year olds** |  |  |  |
| **3 or 4 year olds** |  |  |  |
| **Wraparound Places for Under 5’s (Breakfast Club)** |  |  |  |
| **Wraparound Places for Under 5’s (After School Club)** |  |  |  |
| **Wraparound places for primary school aged children (Before School places)** |  |  |  |
| **Wraparound places for primary school aged children (After School places)** |  |  |  |

2. Please outline your business case showing how your proposal will address the places gap in your locality as set out in the childcare sufficiency assessment (CSA)

|  |
| --- |
|  |

###### PART 2 – Details

3. Address for which grant funding is being applied:

|  |
| --- |
|  |

4. Applicant Name (organisation or individual registered with the Land Registry as the Property Owner):

|  |
| --- |
|  |

5. Telephone Number:

|  |
| --- |
|  |

6. Email:

|  |
| --- |
|  |

7. Company Registration Number (if applicable):

|  |
| --- |
|  |

8. Charity Registration Number (if applicable):

|  |
| --- |
|  |

9. HMRC Self-Assessment Reference Number (if applicable):

|  |
| --- |
|  |

10. Ofsted/DfE Registration Number:

|  |
| --- |
|  |

11. Times which premises will be available to offer childcare from:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
| *For example:* | *8am-4pm* | *8am-4pm* | *9am-6pm* | *9am-6pm* | *9am-6pm* |  |  |
| Start and finish times |  |  |  |  |  |  |  |

###### 12. How many weeks per year will the premises be available to offer childcare from:

* + Term Time only (38 weeks per annum) Yes / No
	+ Term Time + additional weeks (please specify) Yes / No

13. I have attached a copy of the HM Land registry title deeds to confirm I am the legal owner of the property and can agree to the capital works being carried out. (Excludes DfE registered schools)

* Yes
* No- I am a DfE registered maintained school/academy

###### PART 3 – Capital Works

14. Please detail all of the separate aspects of capital building works that will be carried out using the grant funding.

|  |  |  |  |
| --- | --- | --- | --- |
| Description of capital building works, location, number of additional children and their age group.  | Include here if you have or will require planning approval for the project. If planning has already been approved, please provide a copy of that planning approval/s as part of this application. | Include here if you have or will require building regulations approval for any element of this project. If building regulations has already been approved, please provide a copy as part of this application.  | List below all quotations received (Name of contractor, address, quotation). Please provide full quotations as part of this application. NB: Copies only. Original documentation remains with you. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note:** Please remember to provide copies of all specifications of works, quotations etc as part of this application.

###### SECTION 4 – Other information

15. If there is any other relevant information that you think should support your application for capital grant funding, please write it in the box below.

|  |
| --- |
|  |

**SECTION 5 – DECLARATION STATEMENT**

**PLEASE READ CAREFULLY – YOUR APPLICATION CANNOT PROGRESS UNLESS YOU AGREE TO THE FOLLOWING:**

I have provided ALL RELEVANT EVIDENCE to support my application and understand that any missing evidence will jeopardise the application process.

I confirm that the information I have submitted in this application form is correct to the best of my knowledge.

I confirm that I will advise LBWF Early Years, Childcare & Business Development Service of any changes to my circumstances or the information provided.

I confirm that I understand that information contained in this application will be shared within Waltham Forest Council and with relevant wider agencies to confirm my eligibility and to progress and sustain my application.

I understand that falsification of information may lead to my application being rejected without notice.

The Council is under a duty to protect the public funds it administers, and to this end may use the information that you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

If the application is successful, I confirm that I am prepared to be involved in feedback, evaluation, follow-up and review, as required by the Council.

**I agree to comply with the above terms and conditions: Yes / No**

**Print Name:**

**Signature: Date \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Position within organisation:**

**Contact Tel: Mobile Tel:**

**CHECKLIST FOR APPLICANTS**

This does not form part of the main application form, but you may find this section useful to ensure that you have provided the Council with all relevant evidence to support your application.

|  |  |
| --- | --- |
| **Checklist** | üû |
| Planning (If applicable) – If planning has already been approved, you will need to provide a copy of planning approval for proposed grant funded works or written confirmation that planning permission is not required (where applicable). See previous guidance. NB: If planning is required, the LA will be unable to approve funding until we have seen the approval.  |  |
| Building Regulations (If applicable) – If building regulations have already been approved in principle, please provide a copy of the building regulations approval for proposed grant funded works. See previous guidance: If planning is required, the LA will be unable to approve funding until we have seen the approval. |  |
| Have you checked that you have the minimum number of written like-for-like written quotations  |  |
| Have you checked to see if the works will affect your Fire Risk Assessment and Water (Legionella) Risk Assessment and if necessary, planned to update those risk assessments on the completion of works.  |  |
| Have you met with your legal obligations around the management of asbestos as per the Providers/Property Owners will be required to do section.  |  |
| Have you carried out your own financial checks to demonstrate an immediate, clear and cost effective outcome arising from the funding/increase in places at your provision. |  |

Please return this application form by email to:

***Place Development & Premises Manager***

***Early Years, Childcare & Business Development Service***

***London Borough of Waltham Forest***

***FEEEprovision@walthamforest.gov.uk***

|  |  |  |
| --- | --- | --- |
| LBWF OFFICE USE ONLY | üû | Signature/Print Name |
| Applicant meets financial eligibility criteria  |  |  |
| Application checked by Place Development & Premises Manager  |  |  |
| Application checked by Head of Service |  |  |
| Total funding applied for |  |  |
| Total funding agreed at grants panel |  |  |
| Date application agreed/declined at grants panel |  |  |
| Payment Reference Number |  |  |
| Vendor Number |  |  |