

**Childcare Expansion Resources Grant Application Pack**

**For**

**Early Years and**

**Wraparound Childcare Places**

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**SECTION 1 – GUIDANCE NOTES**

**BACKGROUND**

**Resource Funding**

There is resource funding available for place creation and expansion in the early years and wraparound sector.

The funding can be used for Toys, furniture & equipment that will enhance the physical learning environment to deliver a high quality EYFS curriculum, such as sensory play equipment, ICT, outdoor equipment, indoor furniture & equipment and consumables. The grant funding will be paid for up to a maximum of £400per place.

This funding cannot be used for physical construction works other than for the fixing down of play equipment.

The resource funding is for providers to set up new provision or expand existing provision which can include start up/expansion and running costs for additional free early years and childcare and/or wraparound childcare for primary school aged children during term time only.

**What can the funding be used for?**

* To cover costs including staffing, training, and transport costs such as minibus hire (not purchase, although capital funding could be used for this), as well as resources.
* It can also be used to contribute to running costs whilst demand builds, to remove any financial risk to providers of offering additional places before demand is guaranteed.
* To pay for training for staff, including specialist training for staff to ensure they feel equipped to support children with additional needs. Capital funding (provided separately) can be used so providers can ensure that inclusive provision is set up from the beginning, by using it to establish inclusive spaces and buy inclusive equipment and resources.
* Additional age-appropriate educational resources such as toys, books clothing etc that are required to deliver places to additional children and are expected to have a shelf life of less than a year

**What will not be funded?**

* The funding should not be used to subsidise the cost of places. Any places created through the revenue should be delivered as free early education and childcare places or paid for by parents/carers if they are outside of the free entitlements.
* cannot be used to contribute to the running cost of existing free early education and wraparound childcare places
* The funding should also not be used for:

1. contributions in kind
2. payments for activities of a political or exclusively religious nature
3. depreciation, repayment or impairment of assets already owned by the local
4. authority
5. the purchasing or improvement of assets
6. equipment or supplies which have an expected shelf life of more than one year
7. input VAT reclaimable by the authority from HM Revenue & Customs
8. interest payments or service charge payments for finance leases
9. gifts, other than promotional items, with a value of more than £10 in a year to any
10. one person
11. entertaining (entertaining for this purpose means anything that would be a taxable
12. benefit to the person being entertained, according to current UK tax regulations)
13. statutory fines, criminal fines or penalties.

**Eligibility for Revenue Funding**

1. Setting/School must have a good or outstanding Ofsted rating
2. Place creation/expansion should be based on creating or expanding free early education places or wraparound for primary school-aged children during term time.

*Wraparound Childcare provision funded from this grant must meet the definition of wraparound childcare, i.e., be available directly before and after the school day, from 8am to 6pm during school term time for primary school-age children. It may be run on a school site or at another setting. It should not require parents to pick their children up from school and drop them off at another location.*

1. Resource Funding must be used 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. Funding must be for ongoing operating expenses for the new/expanded places such as start up cost of delivering the places created e.g. staffing cost, staff training cost to support children, transport cost as listed above
2. Funding must be used for resources to support children in the delivery of free early education and childcare and/or wraparound childcare

**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.

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

**Appeals Process**

Should the applicant 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](mailto: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 additional new free early education and childcare and/or wraparound childcare place 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 aged children (Before School places)** |  |  |  |
| **Wraparound places for primary aged children (After School places)** |  |  |  |

2. Please describe below what resources you are applying for that the grant application will support in the creation of additional free early education and childcare and/or wraparound childcare places

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###### Part 2: Details

3. Address for which grant funding is being applied:

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| --- |
|  |

4. Applicant Name

|  |
| --- |
|  |

5. Telephone Number:

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| --- |
|  |

6. Email:

|  |
| --- |
|  |

7. Company Registration Number (if applicable):

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| --- |
|  |

8. Charity Registration Number (if applicable):

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

|  |
| --- |
|  |

10. Ofsted Registration/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

###### Part 3 – Resources

13. Please detail below what the grant application is for

|  |  |  |  |
| --- | --- | --- | --- |
| Description of resources being applied for and the number of additional children and their age group. | Quantity needed | Unit Cost | Total Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Resources Cost |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Description of staff cost for Early Years | Quantity needed | Unit Cost | Total Cost |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| Description of staff cost for Wraparound Places for Primary Aged Children | Quantity needed | Unit Cost (e.g hourly rate) | Total Cost |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Description of training cost | Quantity needed | Unit Cost | Total Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Description of other cost being applied for | Quantity needed | Unit Cost | Total Cost |
|  |  |  |  |
|  |  |  |  |
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14. 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)

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| --- |
|  |

###### Part 4 – Other information

15. If there is any other relevant information that you think should support your application for the grant funding, please write it in the box below. If applying for wraparound places, please show your expected income from charges to parents/carers and your expected staff expenditure.

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**Part 5 – DECLARATION STATEMENT**

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

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 Childcare Team 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.

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

**Print Name:**

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

**Position within organisation:**

**Contact Tel: Mobile Tel:**

**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***](mailto:FEEEprovision@walthamforest.gov.uk)

FEEEprovision@walthamforest.gov.uk

|  |  |  |
| --- | --- | --- |
| LBWF OFFICE USE ONLY | ✓  🗶 | 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 |  |  |