**Wraparound Childcare Programme – Funding Application**

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| Please ensure that you read the ‘guidance for applicants’ document before completing this application, ensuing that you are clear on the differences between “capital” and “Programme” funding. Please be as clear as possible with details of your proposal so that the panel can fully assess your application. Applications will be accepted either typed or handwritten.To be eligible, your provision MUST be:* Registered with Ofsted (PVI) or be a school / academy; or
* Working towards Ofsted registration
* Based within the boundaries of Staffordshire (excluding Stoke-on-Trent)
* Increasing the number of places, number of hours or creating new provision
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| 1. **Contact details**
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| Legal name of organisation / company / MAT |  | Provider / school name (if different) |  |
| Ofsted or DfE number (if applicable) |  |
| Address inc. postcode (where new childcare provision will be located) |  | District  |  |
| Ward (if known) |  |
| Company address (if different from above) |  |
| Contact name (with legal authority to apply on behalf of the organisation) |  | Position in organisation |  |
| Telephone number |  | Email |  |

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| 1. **About your organisation**
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| **What is the legal status of your organisation? select all that apply:** |
| Company limited by guarantee |  | Self-employed |  |
| Company limited by shares |  | Other – please provide further details  |  |
| Unincorporated club or association |  |
| Registered charity |  |
| School or academy |  |
| Relevant company / charity number (if applicable) |  |
| **Provider type**  |
| Are you a current Ofsted registered childcare provider? | Yes |  | No |  |
| If yes, please select the type of childcare you currently provide below: |
| Full day care Nursery |  | Pre-school |  | Childminder |  |
| School |  | Before school only |  | After school only |  |
| Before and after school only |  | Other (please state) |  |
| **Provider details** |
| When is your provision offered (please select) | Term time  |  | Holiday care  |  |
| Current number of wrapround places offered |  | Current operational hours of wraparound |  |
| Number of additional places created by extending capacity (number of places) as part of this project.  |  | Number of additional places created by extending hours as part of this project. |  |

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| 1. **Premises –** please complete this section if you are applying for capital funding.
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| Please tick the box which describes the premises that this application relates to (in relation to the applicant)  | Owned (no mortgage) |  | Leased |  |
| Rented |  | Owned (with mortgage) |  |
| Other (please state) |
| If leased / rented – what are the start and end dates? | Start |  | End |  |
| If you do not own the building, please confirm that you have permission from the landlord to make changes to the property (evidence will be required)  | Yes |
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| Has planning permission been sought? Please select |
| Permission sought |  | Permission Approved |  | Permission not required |  |
| If permission has not been approved, please give further details |  |
| Have building regulations been applied or approved? Please select |
| Applied |  | Approved |  | Building regulations not required |  |
| Please provide further details |  |

\*It is the provider’s responsibility to ensure that all relevant insurances in relation to buildings, contents, public and employers’ liability are up to date

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| 1. **Capital project detail** -please complete this section if you are applying for capital funding. See the guidance for details of the asset liability periods.
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| What is the total amount capital applied for? | £ |
| Does this application cover the total cost of the capital project? | Yes |  | No |  |
| If no, please provide details of additional funding that will support the capital work | Amount  | Source of funding |
| £ |  |
| £ |  |
| £ |  |
| Provide further information if required: |  |
| Please submit three quotes for the work to be carried out with your application. If the preferred contractor is not the lowest costed quote, please provide further details of this decision below |
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| What are the proposed start and completion dates for your project? |
| Start date |  | Completion date |  |
| Proposed date for places becoming available for parents |  |
| **Capital Works -** Please give details of any capital works to be carried out. Include specific details of planned capital building work (including timescales) and how this will increase the number of places offered (value for money will be considered when assessing applications and only capital expenditure that is essential to the project’s success will be funded.). Please describe how the project will be managed and who will manage it. |
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| 1. **Programme funding project detail** -please complete this section if you are applying for programme funding to support project running costs.
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| What is the total amount of programme funding applied for? | £ |
| Which type of running costs do you expect this to mainly cover over the next 12 months? | Staffing |  | Resources |  |
| Energy - Heating and lighting |  | Marketing |  |
| Rent / lease |  | Other (please give details below) |  |
| Further detail on other: |
| Based on your answers above, please give the amounts that you will apply for, in each category, in the first 12 months. (note that financial forecasts are required to evidence this) | Type | Amount of funding |
| Staffing | £ |
| Energy  | £ |
| Rent / lease | £ |
| Resources | £ |
| Marketing | £ |
| Other | £ |
| Provide further information on these amounts if required: |  |
| What is the proposed start date of your additional places / hours? |  |
| **Financial forecast -** Please give as much detail as possible to show:1. How your provision will be sustainable during the first 12 months (including allocated funding above) and longer term sustainability when funding ends
2. The numbers of children that will be required for the provision to be sustainable and the timescales for this to happen

*Note: Financial sustainability is an important factor in the assessment of applications. Please provide additional information on separate documents if required (i.e. cash flow forecasts or financial breakdowns)* |
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| **Resources –** If you are applying for programme funding for resources, please give details of the resources that you plan to purchase with estimated costs for these (please read the guidance for full details of the type of resources that can be purchased through programme funding) [Wraparound childcare: guidance for schools and trusts in England (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/65d735262197b201e57fa72a/Wraparound_childcare_guidance_for_schools_and_trusts_in_England.pdf) |
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| 1. **Additional Information –** Please complete this section if you are applying for capital funding; programme funding; or both.
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| **Sufficiency –** The local authority holds sufficiency data (i.e. vacancies, take-up and places available) across all districts. Please give any detail to highlight the current and future demand for the places that you are creating (i.e. current waiting lists, parent surveys or other relevant information). |
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| **Sustainability –** Please give a high-level overview of how these additional places support your setting to remain financially sustainable in the short and long term (Please note: a business plan and financial forecast will support this part of the application but is not compulsory. Please ensure that sufficient information is submitted to show that the project will be financially viable). |
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| **Project risks -** Please highlight any risks that you have identified (such as confidence in costs, recruitment, planning permission or confidence in demand). How will you mitigate the risks? |
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| **Inclusion –** How will the additional places ensure that your setting is inclusive (for example for children with SEND, Think2 and looked after children). |
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| 1. **Declaration**
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| I hereby certify that the information set out in this application is correct and in accordance with the best information available to me. I undertake to provide additional information as may be required by Staffordshire County Council to verify my application. I understand that, if a grant is approved, I will comply with the initiatives and contracted conditions of the award. Failure to declare accurate information could lead to clawback of the grant award. |
| Do you/your organisation have any bad debts that could affect the viability of the business? If yes, please give details below | Yes |  | No |  |
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| Have you got any personal relationship with a company that has submitted a quote or will be carrying out capital work? If yes, please give details below | Yes |  | No |  |
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| Are you planning to sell your business in the next 12 months? If yes, please give details below | Yes |  | No |  |
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| Does anyone in your organisation, directors, and trustees/committee members have any convictions for fraud, misappropriation of funds or any other financial irregularities? If yes please give details below | Yes |  | No |  |
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| Do you understand that if the grant is awarded, the contract will specify that if you fail to appropriately evidence the spending of the grant, the full value of the grant may be clawed back | Yes |  | No |  |
| Do you understand that funding cannot be agreed retrospectively and that any costs incurred, and invoices dated prior to the signing of a legal agreement will not be funded through this project | Yes |  | No |  |
| Do you understand that if you are successful, the LA expects the extended childcare places to be available for a minimum of five years? If places cease to operate within this period, you may be required to pay back some or all the funding allocated | Yes |  | No |  |
| Do you acknowledge that if you provide false or inaccurate information in your application or at any point fraud is identified, we will provide details to the police and fraud prevention agencies, to prevent fraud and money laundering. You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us | Yes |  | No |  |
| Are you or any member of your organisation/committee related to (or have a close relationship with) any Elected Member or Officer of Staffordshire County Council? | Yes |  | No |  |
| If yes, please give details |  |
| Is your organisation registered for VAT? | Yes |  | Yes |  |
| Print name |  | Signature (electronic if required) |  |
| Position |  | Date |  |
| Note: This form should be signed by the owner, a director or a member of your senior committee, governing board. It should not be signed by a paid employee, such as the nursery manager or headteacher |

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| 1. **Checklist before submission**
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| Please ensure that the following information is enclosed with your application to avoid any delays and allow the panel to make an informed decision. |
| **Required** | **Enclosed?** |
| Signed application form (this document) |  |
| Proof of building ownership or copy of lease/rental agreement |  |
| Any information to support planning permission / building regulations approval / permitted development approval |  |
| Landlords’ permission to carry out the work (letter or equivalent)  |  |
| Latest bank statement for all business accounts |  |
| Business Plan if required – any further information to support your application, such as planned occupancy rates, staffing and future sustainability |  |
| Financial forecasting to show sustainability of the project |  |
| Three detailed quotes (including VAT) for any capital work to be undertaken, clearly identifying preferred contractor |  |
| Three “quotes” for any capital equipment above £500 (Reference to catalogue or online costs to show value for money) |  |
| Schools only - For schools building on school land, or changing the use of the land, evidence of section 77 agreements from the secretary of state.  |  |
| Schools only - A copy of your school portfolio clearly marked with the proposed build or land change of use. |  |
| Evidence of additional financial contribution – if applicable |  |
| Any drawings, plans or photographs that will help the local authority to better understand your project |  |

Completed applications with any supporting evidence should be emailed to eeac@staffordshire.gov.uk