

Wraparound Childcare Programme - Funding Application

Please ensure that you read the 'guidance for applicants' document before completing this application, ensuring 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

1. Contact details			
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	

2. About your organisation			
What is the legal status of your organisation? select all that apply:			
Company limited by guarantee	<input type="checkbox"/>	Self-employed	<input type="checkbox"/>
Company limited by shares	<input type="checkbox"/>	Other - please provide further details	
Unincorporated club or association	<input type="checkbox"/>		
Registered charity	<input type="checkbox"/>		
School or academy	<input type="checkbox"/>		
Relevant company / charity number (if applicable)			
Provider type			
Are you a current Ofsted registered childcare provider?	Yes	<input type="checkbox"/>	No
If yes, please select the type of childcare you currently provide below:			
Full day care Nursery	<input type="checkbox"/>	Pre-school	<input type="checkbox"/>
School	<input type="checkbox"/>	Before school only	<input type="checkbox"/>
Before and after school only	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>
Provider details			
When is your provision offered (please select)	Term time	<input type="checkbox"/>	Holiday care
Current number of wraparound places offered	<input type="checkbox"/>	Current operational hours of wraparound	<input type="checkbox"/>
Number of additional places created by <u>extending capacity</u> (number of places) as part of this project.	<input type="checkbox"/>	Number of additional places created by <u>extending hours</u> as part of this project.	<input type="checkbox"/>
The DfE expectation is that wraparound is delivered to 8am to 6pm	Proposed Operational Hours		<input type="checkbox"/>

3. Premises - please complete this section if you are applying for capital funding.				
Please tick the box which describes the premises that this application relates to (in relation to the applicant)	Owned (no mortgage)	<input type="checkbox"/>	Leased	<input type="checkbox"/>
	Rented	<input type="checkbox"/>	Owned (with mortgage)	<input type="checkbox"/>
	Other (please state)			
If leased / rented - what are the start and end dates?	Start	<input type="text"/>	End	<input type="text"/>
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 <input type="checkbox"/>
Has planning permission been sought? Please select				
Permission sought	<input type="checkbox"/>	Permission Approved	<input type="checkbox"/>	Permission not required <input type="checkbox"/>
If permission has not been approved, please give further details	<input type="text"/>			
Have building regulations been applied or approved? Please select				
Applied	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Building regulations not required <input type="checkbox"/>
Please provide further details	<input type="text"/>			

*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

4. Programme funding detail - please complete this section for programme funding to support project running costs.			
How will programme funding support your provision	Create new provision		Support partnership with PVI
	Increase hours		Other (please give details below)
	Increase places		
Further detail on other:			
What is the total amount of programme funding applied for?		£	
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	
	One member of staff additional 8- 10 places	£	
	Two members of staff additional 16 - 20 places	£	
	Staff cost for extending hours to 6pm	£	
	Energy	£	
	Essential resources	£	
	Marketing	£	
	Rent	£	
Provide staffing cost breakdown and further information on these amounts:			
What is the proposed start date of your additional places / hours?			
Financial forecast - Please give as much detail as possible to show: <ol style="list-style-type: none"> How your provision will be sustainable during the first 12 months (including allocated funding above) and longer term sustainability when funding ends The numbers of children that will be required for the provision to be sustainable and the timescales for this to happen <p><i>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)</i></p>			

Essential start-up 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://publishing.service.gov.uk/guidance/essential-start-up-resources)

6. Additional Information - Please complete this section if you are applying for capital funding; programme funding; or both.

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).

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).

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?

Inclusion - How will the additional places ensure that your setting is inclusive (for example for children with SEND, Think2 and looked after children).

7. Declaration				
<p>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.</p>				
Do you/your organisation have any bad debts that could affect the viability of the business? If yes, please give details below	Yes		No	
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	
Are you planning to sell your business in the next 12 months? If yes, please give details below	Yes		No	
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	
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					

8. Checklist before submission	
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