**Early Years and Childcare**

**Infrastructure Development**

**Capital Funding 2024**

**Application Form**

**This form should be completed in full and submitted with all supporting documents to** [**ey.capitalgrants@essex.gov.uk**](mailto:ey.capitalgrants@essex.gov.uk)

**Name of ward in which funding is available:**

**Project code:**

(This information can be found on the front page of the Project scope)

**Ward and Postcode of your proposed capital building works**

**Section 1: Your Details**

**1.1 Organisation Name**

The name of the organisation, group or body making the application as it appears on your constitution or governing document

**1.2 Address**

Registered Address of your organisation

**1.3 Name of the childcare provider**

If different from above OR if a new company will be set up for the purpose of this project

**1.4 Project Address**

Address of the proposed project in this application

**1.4 Email address**

for all communication related to this application

**1.5 Name**

of person submitting this application

**1.6 Do you have legal authority to make this application on behalf of the organisation Yes/No**

**\* This is a mandatory question, and your application cannot proceed without this box being selected**

**1.7 Telephone number**

**Section 2: Your organisation**

**2.1 Details of your Ofsted registration (if applicable):**

Ofsted URN

Date of last visit

Grade

**\* Applications will only be accepted from providers with a current Good or Outstanding Ofsted grade, OR from new/not yet inspected providers who can evidence how this will be achieved.**

**2.2**  **If you are currently delivering childcare provision, please indicate what type**

Childminder

Community Interest Company (CIC) Company Reg No.

Limited Company Companies House Reg No.

Registered Charity Charity Commission Reg No.

School DfE URN

Sole Trader

Partnership

Other – please explain:

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| **IMPORTANT. PLEASE READ BEFORE COMPLETING APPLICATION**  The information provided in this application form will be reviewed by a panel of subject matter experts. Please provide as much information as you can **within each section**, keeping within the **word limit** (information provided outside of the word limit cannot be reviewed). Criteria is listed for each section and linked to the scoring criteria provided in the application pack. Not all panel members will be reviewing all sections of the application or all supplementary documents. If you have supplied additional information pertinent to a particular question, please note this in the relevant section.  Section 5 of this form details required supporting evidence/supplementary documents. Please ensure that all documents are submitted with your application.   * Please provide in word or excel format and no scanned documents. * Please do not submit zipped files as these can be problematic to open. * Ensure that each attachment is clearly titled with your **setting name** and the **content/purpose** of the document, *for example: Daisy Pre-school, site plan OR Daisy Pre-school, FEEE Policy*.   **The application will not proceed to evaluation if all required documents are not provided.** |

**Section 3: The Project**

**3.1 Project Overview**

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| **Overview of Project** |
| Examples:Remodelling of existing space to create 4 new EYCC places  Installation of a toilet to create 2 new EYCC places |
| ***Maximum 50 word limit*** |

**3.2 Outcomes**

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| **Evaluation questions and criteria** |
| **1.The Offer** |
| How will you develop a service that meets the requirements laid out in the project scope?  **Attach a copy of your admissions policy**  Criteria:   * Location within easy reach of the postcode/s detailed in the project scope * Accessibility for families living within the new housing development * Total number of childcare places to be registered at your setting * Number of **current** and **additional** **Funded Early Education Entitlement (FEEE) places** to be offered * Breakdown of ages and services to be offered (including wraparound) * Number of additional non-funded places to be created * How will all FEEE places be offered (flexibility, free at point of access and meeting contract requirements etc.) * Delivery of 30 hour extended offer for eligible families * Delivery of Working Families Entitlements for children from 9 months * Implementation of the Early Years Foundation Stage * Ofsted registration and ability to achieve and maintain good or outstanding Ofsted grading * Value for money (price per place) |
| ***Maximum 500 word limit*** |
| **2 Mobilisation – Capital building project** |
| Provide a plan that details how the capital building project will be mobilised and the steps undertaken to prepare for this application.  \*Please note that funding MUST BE SPENT within ONE YEAR of award  **Attach EYBid1 form**  **Please see guidance notes provided in the application pack**  Criteria:  (As applicable)   * (for expansion or re-modelling projects) Full details and plans of existing building * (for new build projects) Full details of site, proposed location on the site and access routes * Building and site ownership/lease arrangements and agreements in place/approval to undertake alterations * Details of building work required * Proposed schedule of works and timeline * Planning requirements * Quotes * Risks and issues * Experience of management of building projects or how expert knowledge will be provided (qualified project manager required for projects over £50). |
| ***Maximum 500 word limit*** |
| **3. Mobilisation – Service Delivery and Workforce** |
| Provide a plan that details how service delivery will be mobilised and the timescales for full delivery including identification of risks and mitigations.  Explain how you will recruit, retain, induct and provide ongoing support to your workforce to enable them to provide a high-quality service for local children and their families.  **Attach a copy of you potential staffing structure**  Criteria:  (As applicable)   * Research that demonstrates local knowledge and need * Company structure * Marketing * Installation of equipment and resources * Ofsted registration * Capacity within the organisation to expand and mobilise * Risks and issues * Staff recruitment (safer recruitment) * Staff qualifications * Induction policies * Ongoing staff training and commitment to CPD * Ongoing staff supervision |
| ***Maximum 600 word limit*** |
| **4. Quality** **Assurance – Attach completed copy of Supporting Evidence QA visit Form** |
| **5. Funded Early Education Entitlement Policy for Parents - Attach a copy of your FEEE**  **policy/information for parents – this may be monitored for contract compliance** |
| In addition to providing:   * a copy of your FEEE policy * the information you give to parents. This must include a pricing structure and details on how FEEE hours can be accessed * a sample invoice   Please answer the following questions to demonstrate FEEE contract compliance: |
| 1. How many fully funded places do you have? |
| 1. Can a child access a fully funded only place without having to pay for additional hours or consumable charge (charge applied to funded hours)?   **Y/N** |
| 1. What is the alternative option for parents to paying the consumable charge (charge applied to funded hours) if they cannot afford or do not wish to pay? |
| 1. Do you require parents to pay a deposit?  * Child accessing FEEE2 hours only (Funded only place)   **Y/N**   * Child accessing FEEE2 hours and paying for additional hours   **Y/N**   * Child accessing FEEE3&4, FEEE2W & FEEE1W hours only (Funded only place)   **Y/N**   * Child accessing FEEE3&4, FEEE2W & FEEE1W hours and paying for additional hours   **Y/N** |
| 1. Do you require parents to pay an admin/registration fee?  * Child accessing FEEE2 hours only (Funded only place)   **Y/N**   * Child accessing FEEE2 hours and paying for additional hours   **Y/N**   * Child accessing FEEE3&4, FEEE2W & FEEE1W hours only (Funded only place)   **Y/N**   * Child accessing FEEE3&4, FEEE2W & FEEE1W hours and paying for additional hours   **Y/N** |
| **6. Previous Experience of providing childcare** |
| Provide details of previous experience of Early Years and Childcare leadership, including knowledge of the Ofsted regulation and inspection framework.  New providers who are unable to evidence previous experience may be offered an interview to provide detailed information about their ability to meet the specification requirements.  Criteria:   * Previous experience of delivering or leading high-quality, Good or Outstanding Early Years provision or details of how this expertise will be secured. * Qualifications and training for all levels of staff * Previous Ofsted outcomes where available * Experience of delivering the EYFS for children (from birth to 5 years where applicable). |
| ***Maximum 500 word limit*** |
| **7. Core Values** |
| Please tell us about the core values of your organisation and how you would work with partners within the local community to ensure that the services delivered are meeting **local** need.  Criteria:  (Where applicable)   * Parental engagement/partnership with parents * Inclusion and Diversity * SEND 0-25 Code of Practice 2014 * Equality Act 2010 * Partnership working * Early Years Pupil Premium * Funded Early Education Entitlement * Communication and engagement with relevant stakeholders |
| ***Maximum 500 word limit*** |
| **8. Safeguarding** |
| How would you ensure that the children in your care are protected from harm.  **Attach**   * **copy of your organisations publicly available safeguarding policy** * **list of other related policies** (we will request copies if necessary)   Criteria:   * SET procedures * Essex Safeguarding Children Board (ESCB) * Policies and procedures * Continuous Professional Development (training) * Whistle blowing * Safer recruitment/DBS * Information handling/ data protection |
| ***Maximum 500 word limit*** |
| **9. Business Plan and Cashflow Forecasts – attach copies of Business Plan and 3 years**  **cashflow forecasts** - templates are available to download |

**Section 4: Costs**

1. Using the table below (4.1) please give a detailed breakdown of how much money you are requesting in column A (exclusive of VAT). Use column B to detail the VAT cost and column C to detail the total amount you are requesting for that particular item (A + B). Use column D to detail the total of any contribution you will be making to the funded activity.
2. If the total build cost exceeds the level of funding available, please provide information to show how you will fund the shortfall (4.2).
3. **If table 4.1 has not been completed your application will be returned**.

*Do not put ‘please see attached quotes’ as this will not be accepted.*

1. If you are successful, you will be required to provide the details of a bank account or cost centre which is **separate** from the main finances of the organisation.

**4.1**

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| --- | --- | --- | --- | --- |
| **Item**  Each item should correspond to the estimate or quote of your preferred supplier | **Cost of item**  **(Net of VAT)**  **(A)** | **Value of VAT**  **(B)** | **Total amount applied for**  **(C)** | **Total contribution from applicant**  **(D)** |
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| **Total** |  |  |  |  |

\*please add more rows if necessary

**4.2**

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| **For projects where cost exceeds funding available, please provide details of how the shortfall in funding will be met.** |
| ***Maximum 50 word limit*** |

**Section 5. Required information**

**Only the required documents as listed below will be downloaded and viewed by Panel members.**

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|  | **Confirmation of attached document and filename** |
| **Organisational Status** Registered Charity - attach a copy of your organisation's constitution.  Limited Company - attach a copy of your Memorandum and Articles of Association.  Partnership or Sole Trader please confirm this in section 2 above. | Attached **Yes/No**  Document Name |
| **Insurances**  Please confirm that you have or will obtain:  (a) public liability insurance with a limit of indemnity of not less than [five] million pounds [(£5,000,000)] in relation to any one claim or series of claims arising from the Project; and  (b) employer's liability insurance with a limit of indemnity of not less than [five] million pounds [(£5,000,000)] in relation to any one claim or series of claims arising from the Project.  (c) Professional Indemnity Insurance with an indemnity limit of two hundred and fifty thousand pounds (£250,000)  *We do not need copies of the documents* | **Yes/No** |
| **GDPR – Information Commissioner’s Office**  Please provide your ICO Registration Number  or  confirm that as a new provider you will register | ICO Registration Number:    **Yes/No** |
| **Number of new places**  Please confirm the number of **new** places to be created by this project.  If this grant will part fund a project, please indicate the proportion of all new places that will be created with the funding. | Current number of places registered with Ofsted    Proposed number of places to be registered with Ofsted |
| **Dates**  Please confirm the proposed start and end dates of your capital project | Start Date  End Date |
|  | |
| **Required Supporting Evidence**  Please select the yes/no box to indicate whether a document is attached and provide the name of the file or document. | |
| **Admissions Policy** | Attached **Yes/No**  Document Name |
| **Supporting Evidence – QA Visit Form** | Attached **Yes/No**  Document Name |
| **Proposed Staffing Structure** | Attached **Yes/No**  Document Name |
| **Funded Early Education Entitlement Policy**  **Information for parents**  **Sample invoice** | Attached **Yes/No**  Document Name |
| Attached **Yes/No**  Document Name  Attached **Yes/No**  Document Name |
| **Safeguarding Policy**  **List of safeguarding related policies** (we will request copies if necessary) | Attached **Yes/No**  Document Name |
| Attached **Yes/No**  Document Name |
| **Business Plan** | Attached **Yes/No**  Document Name |
| **3 years cashflow forecasts** | Attached **Yes/No**  Document Name |
| STAGE 1 PROJECT CONCEPT STAGE  EARLY YEARS CAPITAL FUNDING APPLICATION PROCESS | Attached **Yes/No**  Document Name\_\_\_\_\_\_ |
| **Plans/Drawings**  Please provide plans/drawings of the proposed works  (these do not have to be full architect drawings however they must provide sufficient detail to enable as assessment of viability) see guidance notes.  Projects on school sites should also include a **full site plan of the school** | Attached **Yes/No**  Document Name  **Yes/No/na** |
| **Lease Agreement (where applicable)**  Please provide a copy of your lease agreement or evidence that is being progressed | Attached **Yes/No/na**    Document Name |
| **Freeholder Consent Form**  Please provide a completed Freeholder Consent Form – a letter or email giving consent will **not** be accepted  NB projects on school sites (including academies) may require Section 77 planning consent from the Dept for Education and/or Landlord’s Consent from Essex County Council | Attached **Yes/No/na**    Document Name |
| **Project Plan** Please provide a project plan | Attached **Yes/No**  Document Name |
| **Programme** Please provide a programme (indicating key timescales for completion and milestones) | Attached **Yes/No**  Document Name |
| **Project Manager (for projects in excess of £50,000)** Please provide contact and qualification details of a suitably qualified project manager (with a construction specialism) who you will appoint as Project Manager | Attached **Yes/No**  Document Name\_\_\_\_\_\_ |
| **Quotes**  Three (3) detailed 'like for like' quotes that are dated within the last six months, include VAT and are still valid.  Name of Preferred Supplier | Attached **Yes/No**  Document 1. Name  Document 2. Name  Document 3. Name |

**Declaration**

**I/We understand and agree to the following:**

1. The information given in this application and in any other documentation that supports this application is true to the best of my knowledge.
2. If funding is received, the information provided in the application form is **material to a funding agreement** which I/we will be required to sign to govern the use of the grant.
3. I/We will complete and submit the Monitoring form as requested by Early Years and Childcare.
4. If funding is received it will **only be used for the purposes stated in this application,** and this organisation will take all reasonable precautions to ensure that grant monies received will not be misused or misappropriated in any way.
5. I/We accept that any funding that cannot be evidenced as being spent on the items that were agreed by the Funding Panel must be returned to Essex County Council.
6. If I/we do not spend the entire grant on this service we will promptly return the unspent amount to the Essex County Council when requested, failure to do so will mean access to future grants will be denied.
7. I/We understand that we may not receive all of the funding requested in this application and that the Early Years and Childcare Resource Panel decision is final.
8. I/We understand that Essex County Council is not liable or responsible for health and safety for our service or any items purchased with funding awarded.
9. I/We will comply with any relevant legislation affecting the way we carry out our service.
10. I/We will acknowledge this grant from Essex County Council in our annual report, the accounts, which cover the period of the grant and in any publicity material we produce about the service. I/we will show the grant separately in our annual accounts.
11. I/We will inform Essex County Council in the case of any changes to that detailed above and ensure clear records are maintained in accordance with the terms and conditions under which the grant may be made. All accounts and records must be available for inspection by Essex County Council’s Officers and staff or any approved auditor.
12. Records of expenditure and the monitoring form will be forwarded to Essex County Council on request.
13. I/We have kept a copy of this application for our records.
14. I/We confirm other sources of funding have been explored and we have discussed how much we are prepared/ able to contribute.
15. There is a valid lease/licence agreement for the business to operate (where applicable).
16. I/We confirm that we have either a separate bank account or a separate cost centre
17. I/We confirm that all staff meet Ofsted requirements (qualifications and ratios).

*I confirm that I/we have the authority to make this application. I/we understand that you may ask for additional information at any stage of the application process.*

**Signature of main contact (This must be the person named in section 1)**

**Signed** – electronic signature is acceptable

**Name**

**Date**

**Data Protection**

Essex County Council will process your personal information included in this document in accordance with the Data Protection Act 1998. The Council will not disclose such information to any unauthorised person or body and will only use such information for the purposes of administering your application. The information will be retained only for as long as necessary to do so and then securely destroyed. The council may also use this data in connection with the prevention or detection of fraud or other crime.