

Slough Early Years Service Capital Development Application Form

Please return the application form to Eyfundingslough@slough.gov.uk or post to Slough Early Years Service, St Martins Place, 51 Bath Road, Slough, SL1 3UF

Return by 5pm on 22nd March 2019

For further information please contact Clare Thompson on 01753 476583 or clare.thompson@slough.gov.uk

1. Contact details

Organisation name The name of the organisation, group or body making the application as it appears on your constitution or governing document:	
Address of your organisation	
Name of the childcare provider If this is different from the organisation name	
Provision address Address of the proposed provision in this application	
Contact name: Of the person who will be responsible for managing the funding agreement	Position:
Registered address for funding agreement – if you are a limited company with a registered office address	
Telephone:	
Email address: For all communication related to this application	

2. Your organisation

2.1 Details of your Ofsted registration (if applicable)

Ofsted URN
Date of last visit
Grade

2.2 If you are currently an early years or childcare provider please indicate the type and provide relevant registration numbers

Childminder <input type="checkbox"/>

Limited Company	<input type="text" value="Companies House Reg No.."/>
Community Interest Company (CIC)	<input type="text" value="Company Reg No."/>
School	<input type="text" value="DfE number"/>
Registered Charity	<input type="text" value="Charity Commission Reg No."/>
Sole Trader	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Other (please state)	<input type="text"/>

2.3 Please indicate the type(s) of childcare that you provide

Day nursery	<input type="checkbox"/>	Children's Centre	<input type="checkbox"/>
Pre-School	<input type="checkbox"/>	Childminder	<input type="checkbox"/>
Nursery School	<input type="checkbox"/>	Nursery Class in a Primary School	<input type="checkbox"/>

Section 3: The Project

3.1 Outcomes

Please describe below how your project will meet the priority matrix criteria and desired outcomes of the funding

Evaluation questions and criteria	
The project	
Please give a brief overview of your project, detailing how the money will be spent and what the outcomes will be for local children and families?	
1. The Offer	Criteria (1 – 4) on the priority matrix
<p>How will you develop a service that meets the requirements outlined in the priority matrix criteria? Attach a copy of your admissions policy</p>	<ul style="list-style-type: none"> • The projects proposed geographical location in the town is in a priority area according to the CSA • Total number of childcare places to be registered • Breakdown of ages and services to be offered including wraparound • The project proposes to develop places for children with SEND • Numbers of additional free early education (FEE) places to be offered • How will FEE places be offered (flexibility, free at point of access and meeting contract requirements etc.) • Delivery of 30 hours extended offer for eligible families • Delivery of 2 year old funded places • Implementation of the Early Years Foundation Stage • Ofsted registration and ability to achieve and maintain good or outstanding Ofsted grading

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2. Mobilisation	Criteria (5) on the priority matrix
Provide a plan that details how this project will be mobilised and timescales for full delivery including identification of risks and mitigations. Attach Risk Log	<ul style="list-style-type: none"> • The plan details how this project will be mobilised and includes timescales for full delivery • Research that demonstrated local knowledge and need • Company structure • Staff recruitment • Marketing • Planning consent and/or approvals and build timeframes

3. Quality Assurance	Criteria (6) on the priority matrix
Explain how the provision will be committed to ensuring they offer a high quality service. Attach evidence of quality assurance processes	<ul style="list-style-type: none"> • The application details how the provision is committed to quality improvement • Robust systems and processes are in place to support the identification of reflective evaluation • Monitoring systems • Customer feedback resulting in responsive reactions

4. Free early education	Criteria (7) on the priority matrix
Consider the delivery of free early education in line with statutory guidance and local processes Attach a copy of your FEE policy/information for parents – this will be checked for contract compliance	<ul style="list-style-type: none"> • Free Early Education Policy for Parents is compliant with the statutory guidance • Policy clearly demonstrates compliance in all areas and offers families flexibility to meet individual needs

5. Previous experience of providing childcare	Criteria (8) on the priority matrix
Provide details of previous experience of Early Years and Childcare leadership, including	<ul style="list-style-type: none"> • The application provides details of previous experience of Early Years and Childcare

<p>knowledge of the Ofsted regulation and inspection framework.</p> <p>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.</p>	<p>service delivery, including knowledge of the Ofsted regulation and inspection framework</p> <ul style="list-style-type: none"> • Previous experience of delivering or leading high quality Early Years provision or details of how this expertise will be secured – for new providers this may be evaluated through an interview • Qualifications and training • Previous Ofsted outcomes where available • Experience of management of building projects or how expert knowledge will be provided

6. Core Values	Criteria (9) of the priority matrix
<p>Please tell us about the core values of your organisation and how you would work with partners within your local community to ensure that the services delivered are meeting local need.</p>	<ul style="list-style-type: none"> • The application provides information about the core values of the organisation and demonstrates commitment to partnership working • Inclusion and diversity • SEND 0-25 Code of Practice 2014 • Parental engagement • Equality Act 2010 • Partnership working • Early Years Pupil Premium • Free early education • Communication and engagement with relevant stakeholders • Sharing of information and best practice • Use of premises for partners

7. Safeguarding	Criteria (10) of the priority matrix
<p>How would you ensure that children in your care are protected from harm</p> <p>Attach a copy of your organisations main safeguarding policy</p> <p>Attach a list of other related policies (we will request copies if necessary)</p>	<ul style="list-style-type: none"> • The application includes a copy of the organisations safeguarding policy and explains how the children are protected from harm • Setting procedures • Local Berkshire Safeguarding Childrens Board (LBSCB) • Policies and procedures • Continuous Professional Development (training) • Whistle blowing • Safer recruitment / DBS • Information handling / data protection

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8. Workforce	Criteria (11) of the priority matrix
<p>Please provide a potential staffing structure and details how you would recruit, induct and provide ongoing support to your workforce to enable them to provide a high quality provision for local children and their families.</p>	<ul style="list-style-type: none"> The application includes a potential staffing structure and details how recruitment, induction and ongoing support to the workforce will enable them to provide a high quality provision for local children and their families Staffing structure Safer recruitment Staff qualification Induction policies Ongoing staff training and commitment to CPD Ongoing staff supervision

9. Business plan and cashflow forecast – attach copies of your business plan and 3 year cashflow forecast. Please include evidence which meets the criteria in sections (12 – 16) of the matrix priorities.

Section 4: Costs

- Using the table below 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 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.
- If the table is not completed your application will be returned. Please do not put 'see attached quotes' as this will not be accepted.

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			

Please outline how much the setting proposing to contribute?

What is the total amount per place

Section 5: Required information

Only the required documents as listed below will be viewed by the panel.

	Confirmation of attached document and file name
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.	Attached YES / NO Document Name _____

<p>Insurances</p> <p>Please confirm that you have or will obtain:</p> <p>(a) Public liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the project; and</p> <p>(b) Employer's liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the project.</p> <p>(c) Professional indemnity insurance with an indemnity limit of two hundred and fifty thousand pounds (£250,000)</p>	<p>YES / NO</p>
<p>Number of new places</p> <p>Please confirm the number of new places to be created by this project</p> <p>If this grant will part fund a project please indicate the proportion of all new places that will be created with the funding</p>	<p>Minimum number of new places _____</p> <p>Current number of registered places _____</p> <p>Proposed number of places to be registered with Ofsted / DfE _____</p>
<p>Dates</p> <p>Please confirm the proposed start and end dates of your project</p>	<p>Start date _____</p> <p>End date _____</p>
<p>Required Supporting Evidence</p> <p>Please select the Yes or No to indicated whether a document is attached and provide the name of the file or document</p>	
<p>Admissions policy</p>	<p>Attached YES / No</p> <p>Document Name</p> <p>_____</p>
<p>Risk log</p>	<p>Attached YES / No</p> <p>Document Name</p> <p>_____</p>
<p>Quality assurance policy</p>	<p>Attached YES / No</p> <p>Document Name</p>

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Free early education policy / information for parents on how to access their child's entitlement	Attached YES / No Document Name <hr/>
Safeguarding policy	Attached YES / No Document Name <hr/>
List of safeguarding related policies (we will request copies if necessary)	Attached YES / No Document Name <hr/>
Business Plan	Attached YES / No Document Name <hr/>
3 year cashflow forecast	Attached YES / No Document Name <hr/>
Plans/ drawings Please provide plans/drawings of the proposed works Projects on school sites should also include a full site plan of the school	Attached YES / No Document Name <hr/>
Lease Agreement (where applicable) Please provide a copy of your lease agreement or evidence that is being progressed	Attached YES / No Document Name <hr/>
Freeholder consent Please provide evidence of consent to undertake the works NB projects on school sites (including academies) may require planning consent from the Dept for Education and / or Slough Borough Council	Attached YES / No Document Name <hr/>
Project Plan Please provide a project plan addressing points 1 – 11 in the checklist for building projects (Guidance Appendix 2)	Attached YES / No Document Name <hr/>
Programme Please provide a programme (indicating key timescales for completion and milestones expressed as a GANTT chart)	Attached YES / No Document Name <hr/>
Project manager (where applicable) Please provide contact and qualification details of a suitably qualified project manager.	Attached YES / No Document Name <hr/>

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, that information provided in the application for is material to a funding agreement which I/we will be required to sign to govern the use of the grant.
3. I/we have completed and submitted the annual provider audit (we will check to see if this has been returned when you application is received).
4. If funding is received it will only be used for the purpose 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 Early Years Capital Development Board must be returned to Slough Borough Council.
6. If I/we do not spend the entire grant on this service we will promptly return the unspent amount to Slough Borough 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 Capital Development Board's decision is final.
8. I/we understand that Slough Borough 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 monitor the service and provide a written statement of how the funding was used to Slough Borough Council by completing the funding monitoring form as requested, and at any other time required.
11. I/we will acknowledge this grant from Slough Borough 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.
12. I/we will inform Slough Borough 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 Slough Borough Council's officers and staff or any approved auditor.
13. Records of expenditure and the monitoring form will be forwarded to Slough Borough Council on request.
14. I/we have kept a copy of this application for our records.
15. I/we confirm other sources of funding have been explored and we have discussed how much we are prepared / able to contribute.
16. This is a valid lease/licence agreement for the business (where applicable).
17. I/we conform 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 section1)

Name of authorised signatory (please print)
Signed:
Date:

Data Protection and Consent

Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: www.slough.gov.uk/yourprivacy

Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at DataProtectionOfficer@slough.gov.uk