



Supported by



Appendix 2

**Sure Start Out of School
(SSOOS)
&
Extended Services
Funding

Application Form

2008 - 2011**

**SURE START FUNDING CAPITAL / REVENUE
Full Proposal**

SECTION 1: General Information (all applicants)

Cluster/Organisation Name:

Contact Name:

Job Title/Position:

Site address:

(If within a school site, please indicate the specific space)

Postcode:

Contact address (if different from above)

(Please indicate a correspondence address and telephone number for out of school term)

Postcode:

Telephone:

Email:

a) Confirm Legal Status:
(attach constitution and any other appropriate documents)

b) Please provide details of lease/letting agreements:

c) Are you in a ward with high levels of deprivation or in a pocket within a more affluent area?

SECTION 2: Your Project (all applicants)

a) Which of the following services/ outcomes will your project contribute to

Access to Childcare Improving Quality

A varied menu of activities Community access

Parenting Support Swift & easy referral

Delivering Free Entitlement to Nursery Education

b) How Many Children / Young People / Families will benefit and/or engage in this project?

c) Does your project meet one of the Every Child Matters Outcome. (please tick as appropriate)

Being Healthy Staying Safe

Enjoying and Achieving Making a contribution

Achieving economic Wellbeing

Has your organisation or any associated office received public funds in the past? If **yes**, please provide details of amounts and at which provision.

Please describe your project

(Please note if you are applying for capital investment to improve quality and the delivery of EYFS you must clearly indicate in this section how this investment will improve the quality of the learning environment and outcomes for the children. See page 2 of the SSOOS Priorities and Guidance document.)



SECTION 3: Funding (all applicants)

You may apply for capital funding, revenue funding or both capital and revenue funding together.

Are you applying for capital funding? If so how much?

£

Are you applying for revenue funding? If so how much?

£

a) Please give full details of what you require the funds for

SECTION 4: Consultation (all applicants)

a) Who have you consulted with about this project?

b) Please provide evidence that the school Governing body and the Extended Services Cluster have endorsed your detailed proposal (attach evidence).

c) Please provide evidence that any new places or provisions have been discussed at an appropriate forum such as ACCPCN

d) Please explain how you are sure that this provision will not have an impact on existing provision in the area?

e) What evidence do you have that this service/facility is required? If you are developing new places, please attach evidence of demand and sufficiency data for your area. (help with this can be obtained from your Development Officer).

Impact Assessment

An impact assessment is required	Yes <input type="checkbox"/> No <input type="checkbox"/>
An impact assessment has been completed	Yes <input type="checkbox"/> No <input type="checkbox"/>

As part of our duty to ensure equality across the city, Leeds City Council is obliged to ensure that an impact assessment is undertaken for any service that is funded through the council, where this service may impact differently across particular groups within a community. If you answer yes to or are uncertain about any part of the following questions you will need to undertake a full impact assessment which will need to be completed before you submit your application for funding. Your development officer or business support advisor can give you further information on how to do this.

1. Do you provide a service to the local community and could the ability to access this service be more difficult for different groups of people within the community for example because they have particular cultural, physical needs, experiences or priorities	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is there any reason to believe that staff or customers could be affected differently by the proposed service because they belong to a specific group within the community with particular cultural or physical needs, for example in terms of access to a service or the ability to take advantage of the proposed opportunities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Is the proposed service likely to impact on relationships between the community and your organisation or Leeds City Council, for example because it is seen as unfairly favouring a particular community or denying opportunities to another?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Could this service be seen as impacting on different groups within the community differently?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Is this service restricted to particular groups because it is fulfilling a statutory duty?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Is this service particularly designed to tackle disadvantage or discrimination which has been identified within the community?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 5: Other Information (all applicants)

- a) Will you be receiving any financial contributions or contributions in kind?
(e.g. paper, reduced rents, loan of equipment, specialist skills, etc)
If Yes, what you estimate the cash value to be?

- b) Have you obtained or applied for any other funding. Schools will need to show evidence of permission to use Devolved Formula Capital?
Please provide details.

- c) How will you measure the performance and quality of the services offered?

d) How will you maintain links with Children's Centres and your Extended Services Clusters?

SECTION 6: Capital Funding

Please attach a site plan, full budget and project plan (if appropriate)

INFORMATION FOR SCHOOLS

If the total project cost is estimated to be over £60k schools should be aware that the project needs to go into the Education Leeds Capital Programme. As such, this will mean that the project must go out to tender through the procurement unit. Project Management fee's will be applied and you will therefore need to build into your budget an allowance of around 15% of the total project estimate. Once funding has been approved and the project has been approved in principal by the Capital Projects Board, schools should then follow Education Leeds procedures for capital works. Please contact Education Leeds for further details.

Please also be aware then when using Devolved Formula Capital (DFC) a pro-forma must be submitted to Education Leeds, **prior** to a Project Inception Form being submitted to Capital Projects Board by your Early Years Development Officer.

a) Is planning permission required for your project? Yes/No

If Yes, please indicate what stage you are up to and the anticipated approval date.

b) Do you have approval from Capital Project Board (CPB) if on a school site? If No, please indicate when the Project Inception Form for the project will be presented to CPB.

c) Do you require Sports England (Section 77) Permission for this project and has it been obtained? (Please provide evidence of approval if required)

- d) Please give details of the capital costs and professional fees required and indicate how you would provide for any additional works which might arise from this project.

SECTION 7: Revenue Funding

Please attach a business plan, cash flow forecast and annual accounts (if appropriate). Please ensure that your application demonstrates how the services are sustainable long term, and clearly indicates how many children, young people and/or their families will benefit from the project.

- a) Please indicate your fee structure:

- b) How do you know these rates are affordable to parents?

c) Will you offer any subsidised / reduced places and to whom do they apply? If so, please give details:

d) How will you fund them? How did you arrive at these rates?

e) How will you ensure that you can be sustainable after funding has ended?

f) Will your services be able to join the compulsory/voluntary register and enable parents to access Working Families Tax Credit?

SECTION 8: Approval/Endorsements (all applicants)

- a) Please provide evidence that the school Governing body and the Extended Services Cluster have endorsed your detailed proposal. Please indicate how this proposal contributes to the Extended Services Development Plan.

- b) Any other information you would like to include:



CHECK LIST

Have you completed all sections with maximum information?

Have you provided a contact detail for out of school hours?

Have you included your legal documents?

Have you included cashflow / income expenditure accounts (this is not applicable to revenue applications)

Have you included the relevant sufficiency documents, consultation documents and minutes?

Have you included Governing Body / Cluster Endorsement Documents demonstrating how this development fits into future cluster plans?

For Childcare places have you included ACCPCN minutes and sufficiency data?

Have you completed your Impact Assessment?

For Capital applications on school sites, have you included a copy of devolved capital approvals and any other apt approvals including Capital Projects Board?

For all capital projects have you included planning permissions and apt approvals.

Please include any other additional information you feel may support your application.

Applications that are incomplete will not be considered by the Panel and will automatically be deferred to the next apt Panel meeting.

I confirm that the information contained in this application is to the best of my knowledge, true and accurate and complete.

Signature of applicant:

Date:

I confirm that this application is complete and all required information is included.

Development officer comments:

Signature of Development Officer

Date:

Endorsement of CC/EYC/Extended Schools Finance Officer:

Signature of Finance Officer

Date:

Endorsement of Extended Services Advisor:

Signature of Finance Officer

Date: