



Supported by



Appendix 1

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

Guidance & Priorities

2008 - 2011

SSOOS Funding Guidance and Priorities 2008 - 2011

Introduction

The Sure Start Out of School Panel (SSOOS) has administered funding streams to support the development of childcare places and extended services using established mechanisms and processes since 2001.

The Childcare Act 2006 expects Local Authorities to strategically manage funding streams to deliver its statutory duties. The role of the Local Authority (LA) role is supported by revenue and capital funding

Guidance indicates that capital funding should be spent in conjunction with the Outcomes, Quality and Inclusion element of the Sure Start, Early Years and Childcare Grant and Extended Services Funding allocations.

The SSOOS Priorities for 08 – 09 are

- Raising Quality to support the Delivery of Early Years Foundation Stage (EYFS)
- Access for All Young Children
- Delivering the Free Entitlement
- Managing the Market

Pages 2 to 6 provide illustration of priorities for 08-09 but the list is not exhaustive. Please speak to your Extended Services Advisor or Development Officer if you have a project that you may want to develop, but which doesn't meet an existing priority.

Quality

Research shows that children will only benefit fully from early education and care if it is of high quality. Alongside adopting the best of professional practice for working with young children, a high quality setting also needs the right built environment and adequate and appropriate resources. This means providing enough space for larger group sizes which can also be used flexibly and up-to-date facilities and equipment to support children's learning and development.

Applications are expected to demonstrate how Capital Investment will improve the quality of the learning environment in an Early Years setting to support delivery of the EYFS, with a particular emphasis on improving play and physical activities; and ICT resources. Applicants will be required to complete a detailed outcome based evaluation after 12 months. Settings must have undertaken the EYFS training available through the Early Years service.

Quality - Small Capital Grant Scheme

Applications for this small grant scheme are expected to demonstrate how Capital Investment will improve the quality of the learning environment in an Early Years setting to support delivery of the EYFS, with a particular emphasis on improving play and physical activities; and ICT resources. Applicants will be required to complete an outcome based evaluation after 12 months

The definition of capital assets is not restricted to expenditure of £2,500 per single item or single purchase. This scheme allows all settings to apply for this small grant. We have taken the Department of Children, Schools and Families (DCSF) definition as guidance.

'Assets of similar nature purchased together at the same time, for instance as part of a project. In this case, the value of individual items may be lower than the £2,500 threshold but the cumulative value of all the grouped assets will determine whether the expenditure can be regarded as capital. The cumulative value of the assets needs to be a minimum of £2,500 (ex VAT) to qualify as a capital expenditure.'

This grant is designed to allow the LA to invest strategically to ensure that, in particular, the Private, Voluntary and Independent (PVI) sector is able to deliver high quality learning and development for all children. The application process is designed to identify and monitor how this funding will ensure that quality is enhanced and demonstrates how outcomes are improved through this one off investment.

The DCSF indicate that eligible expenditure could include:

- equipment to ensure that practitioners can effectively observe and capture children's progress – digital cameras, scanners and video recorders, laptop and desktop PCs
- information and communication technology – laptop and desktop PCs, digital cameras, video and sound recorders, hi-fi equipment
- provision of stimulating and accessible outdoor play space and equipment – this includes the purchase of land to be developed for this purpose
- development of adequate indoor space for age-appropriate play activities and suitable rest areas
- replenishing and replacing toy stocks and purchasing other learning and development materials and resources to support the EYFS
- resources to encourage a rich and stimulating language environment in line with Letters and Sounds – musical instruments, tape recorders, CDs as well as books and rhymes.

This grant programme can only be accessed once in the 3 year funding cycle by each setting.

Funding will be approved through a separate application process twice per year – September 2008 and February 2009 in the first instance. Application forms will be distributed to all eligible providers in Summer 2008. EYFS training must have been completed to access this funding stream.

Access

From 1 April 2008 LA's need to ensure that - so far as is reasonably practicable - *all* children of working parents are able to access provision. *Securing Sufficient Childcare* statutory guidance indicates that LA's may wish to support providers through one-off capital payments, particularly in relation to groups or areas where there is unmet demand. Funding should be used in accordance with the findings of the childcare sufficiency assessments.

It is vitally important that all children are able to access early years services, and that every child can benefit fully from early education and care. Every setting must have an inclusion policy setting out how it will meet the needs of all children, in line with delivery of the EYFS. This grant will allow LA's to invest to provide key facilities wherever they are required, and work with as many PVI settings as possible to ensure that their built environment and facilities are welcoming and inclusive.

This funding is to ensure all children; including disabled children and children with SEN are able to access provision delivering EYFS. These applications will be administered by the commissioned Inclusion Provider. For criteria and application process please contact the Early Years Team on (0113) 224 3153 or via email at eyes.admin@leeds.gov.uk

Applications which support access to extended activities, inclusion and inclusive practice in extended services are welcomed. These applications will be administered by the commissioned Inclusion Provider. For criteria and application process please contact the Early Years Team on (0113) 224 3153 or via email at eyes.admin@leeds.gov.uk

Delivering the Free Entitlement

Applications for this funding must demonstrate how capital investment in the facilities in Early Years settings will enable them to deliver the extended free offer to complement the revenue funding already being received by providers on the Pathfinder to support the additional 2.5 hours and more flexible access.

Applications are welcomed for projects which are working towards delivering the free offer for 3 and 4 year olds in accordance with the DCSF flexibility definition which:

- require capital work and alterations to create the facilities to provide lunch or breakfast.
- support the availability and appropriateness of outside play space and equipment.
- create or enhance inside space for rest areas,
- require other capital items that enable the delivery of a more flexible model

The DCSF has provided a clear definition of flexibility – all applications for capital investment should be considered as part of the Pathfinder Delivery Plan and should demonstrate how they will deliver flexibility according to this definition.

Managing the Market

This funding aims to ensure there is sufficient childcare available for parents who want to work and train, including an expanded and, where possible, more flexible free offer for three and four year olds.

Filling the gaps between demand and supply identified in the childcare sufficiency assessment to secure sufficient childcare for working parents of children up to the age of 14 (18 for disabled children). Particular attention must be paid to the needs of lower income parents and those who have disabled children. This funding is intended to:

- Help maintain a good assessment of the need for childcare
- Secure sufficient childcare across the city
- Encourage diversity of supply
- Ensure the needs of potentially excluded groups are met.

All applications for capital and revenue funding must use sufficiency data/cluster development plans to demonstrate a requirement for new/different childcare places or extended services. Applications should come through cluster arrangements and be evidenced in cluster development plans. Revenue applications must demonstrate how they will be self sustaining in the long term. We will welcome:

- applications to set up new childminder places in line with Sufficiency Assessment.
- applications which meet an identified need for new childcare places as indicated in the Sufficiency Assessment.
- applications which meet the needs of parents with a typical work patterns, shift patterns and weekend working as indicated in the Sufficiency Assessment.
- applications which develop childcare / positive / supervised activities which enable families to access CCTC for older children as indicated in the Sufficiency Assessment.
- applications which require *revenue* funding to support the transition to a flexible free offer for three and four year olds delivered beyond the traditional school day (8 – 6), in line with the DCSF flexibility definition.
- applications which support the development of childcare which meets the needs of potentially excluded groups as indicated in the Sufficiency Assessment.
- applications for crisis funding or financial business support assistance to enable the long term sustainability of quality provision - to enable the Local Authority to maintain a diverse market.
- applications to develop extended services which support cluster plans, supporting the development of access to the core offer.
 - Specific priorities to include -
 - Positive activities for children and young people.
 - 8 – 6 childcare on school sites
 - Engagement of the PVI sector within clusters.

All funding streams have the intrinsic theme of developing inclusive services within sustainable provision.

How to Apply

Once you are clear about which priority your application meets you are required to submit an expression of interest. The process is illustrated in the flow chart below

Expressions of Interest and Full Proposal information packs sent out by the Extended Services Development Team



Completed Expressions of Interests and Full Proposals along with Business Plans/ Cashflow details (if required) are passed back to ESDT to fill out the relevant Assessment Forms. All applications need to be with the Admin Support by **noon** on the **19th of the Month**. Please email to eyes.admin@leeds.gov.uk
There are three appropriate application dates.

A

Expressions of interest, sustainability, childminder start up grants and revenue applications are considered monthly.

B

Large Capital applications are considered 4 times a year, July / September / December / February
For 2008/09

C

Applications for small Quality Grants will be accepted in September 2008 and February 2009 only, and to access this money staff teams must have attended the EYFS training sessions provided by Early Years. There is a separate application form that this can be obtained by contacting the EYS Team on (0113) 2243153 or via email at eyes.admin@leeds.gov.uk



All Expressions of Interests and Full Proposals & appropriate supporting paperwork are distributed to the Panel Members for review prior to the panel meeting



Applications are discussed and a decision made at the appropriate panel meeting



Letters are sent to Providers informing them of the decision made, how to proceed with any comments & requests from the Panel within 10 working days



Once a decision is confirmed, the following processes are put in place

A – The process for an organisation other than a school

B – The process for Schools

A – The process for an organisation other than a school

- (a) SSOOS panel approve a scheme up to a specific value.
- (b) Early Years write to the named contact to tell them that the application has been approved. Any variations from the original approval must come back to panel, and any underspend must be returned to the grant manager. Funding can be accessed upon receipt of a signed acceptance form and on confirmation of necessary corporate approvals.
- (c) Early Years Finance will need to get Chief Officer approval for any capital scheme. It can take about a week to get the approval.
- (d) Once Chief Officer approval has been obtained the grant manager will write to the named contact to get their bank account details.
- (e) The grant manager will require evidence that the organisation has incurred the expenditure. I.e. copies of invoices or maybe copy of bank account etc.
- (f) The grant manager arranges for reimbursement to be made directly into the bank account once they are happy with the information they have been supplied with.
- (g) All appropriate monitoring will be requested and subsequent payments are reliant on prompt accurate monitoring requests.

B – The process for Education Leeds Schools

- (a) SSOOS panel approve a scheme up to a specific value.
- (b) Early Years Service write to the Headteacher to tell them that the application has been approved. Any variations from the original approval must come back to panel. Funding can be accessed upon receipt of a signed acceptance form and on confirmation of the necessary corporate approvals.
- (c) Early Years Finance get Chief Officer approval for the capital scheme. Without this Chief Officer approval no scheme can proceed, and can take approximately one week to receive.
- (d) Once Chief Officer approval has been obtained, Education Leeds Finance is emailed with details of the approval.
- (e) Education Leeds Finance set up a code, specific to each school, against which they code any relevant invoices/costs that relate to the scheme. This code will always be 56XXX/290/86, where XXX is the three digit cost centre code that identifies each individual school. The 290/86 part of the code identifies the expenditure as relating to extended services capital through SSOOS. Education Leeds Finance informs the school of this code along with appropriate written guidance.
- (f) The school is responsible for managing the scheme and for processing all invoices relating to the scheme.
- (g) Each month, Education Leeds Finance advises Early Years Finance how much has been spent, and requests a refund for the approved costs that the schools have incurred. The credit/reimbursement will appear on the school accounts on code 56XXX/290/87 to net down the overall position in the school accounts to nil. Updated information is available on page 5 of the schools monthly budget report.

REMEMBER

- Please ensure you have read the guidance and priorities document carefully. If you are unsure about where your proposal fits – Please Ask!
- Please ensure you use these forms for capital and/or revenue funding applications. **Small Grants applications should use separate forms available from your Early Years contact.**
- Please ask your Business Support Advisor or Development Officer for any assistance required.
- Please bear in mind application deadlines, applications after the dates will not be considered.
- Please ensure you complete the checklist on page 15 of the proposal application. As incomplete applications will not be accepted, and will be deferred automatically until the next appropriate panel meeting.