

Balcombe CE Primary School,
London Road,
Balcombe,
RH17 6HS

30th June 2025

Dear Lara Power,

Grant Funding Award Letter relating to Childcare Expansion Capital Grant Funding

Thank you for your Childcare Expansion Capital Grant application submission. We have now assessed your eligibility for the capital grant funding in line with the [Childcare Expansion Capital Grant - Allocations Guidance](#) and are pleased to offer you a grant as laid out below. The award of this grant is subject to the following conditions and signed acceptance of the terms and conditions in this letter:

- Subject to engagement with Valuation and Estates to clarify situation following recent academisation and lease assignment. If on land leased from Balcombe Estate this will be subject to Freeholder consent. Please contact valuations.estates@westsussex.gov.uk.

Agreed Capital Funding Awarded

Project Activity	Amount of Childcare Expansion Capital Grant Awarded £	Number of under 2 year old places to be created	Number of 2 year old places to be created	Number of wraparound places to be created (primary school aged children)
Outdoor classroom	£27,660			20
Renewable energy pack including solar panels	£2960			
Storage	£3327			
Guttering and downpipe	£295			
Total	£34,242			

Childcare Expansion Capital Grant Funding Award Terms and Conditions (the "Grant Funding")

Please read the terms and conditions in this capital grant award letter carefully, and ask for an explanation of anything you are not sure about, before you sign this agreement. As this document contains legal obligations and implications you may wish to seek your own legal advice. By signing this document you will be deemed to have read, understood and accepted the conditions within the document. No funding will be released until this document has been signed, confirming your acceptance of these requirements, and returned to childcareexpansiongrants@westsussex.gov.uk.

1. West Sussex County Council (the "**Council**") has been allocated £1.87m by the Department of Education in capital grant funding which may contribute to capital costs associated with projects that increase the supply of early years places and/or wraparound childcare for primary-school aged children.
2. The Council has been allocated £4.87m for the National Wraparound Childcare Programme which aims to support families by providing extended childcare services beyond regular school hours. Wraparound childcare can be offered by schools, or private, voluntary and independent (PVI) providers including childminders and early years settings.
3. This letter is to confirm that, further to your Expression of Interest, the Council is offering your setting Childcare Expansion Capital Grant Funding subject to your agreement to, and compliance with, the terms and conditions set out or referred to in this letter.
4. This offer is made pursuant to Childcare Expansion Capital Grant – Allocations Guidance document issued to you.
5. The maximum amount of Grant Funding offered is **£34,242 (thirty-four thousand, two hundred and forty-two pounds)**. This is the total amount of Grant Funding that the Council will pay and the amount will not be increased as a result of any overspend or otherwise.
6. The Grant Funding is offered to you to contribute to certain expenditure where that expenditure is reasonably incurred by you in undertaking Capital works ("the **Project**").
7. Under no circumstances may the Grant be claimed or used to cover any other expenditure that is not related to the Project.
8. You agree to ensure that the Grant Funding is spent in a way and for purposes which are lawful and proper and reflect well on your reputation and that of the Council.
9. The Grant Funding may be used for expenditure limited to costs which are incurred 12 months from the date that this letter is signed.
10. The offer of Grant Funding is conditional on you providing the Council with a signed copy of this Grant Funding Award Letter along with confirmation of your bank details.
11. You accept that you may be required to repay the Grant Funding (in whole or in part) if you spend the Grant Funding for any purpose other than those agreed in this Grant Funding Award Letter or if you fail to comply with any of the terms and conditions set out in this Grant Funding Award Letter.
12. The Council accepts no liability for any consequences, whether direct or indirect, that may come about or arise from or in connection with you carrying out the Project, the

use of the Grant Funding or from the Council's withdrawal of the Grant Funding. You shall indemnify and hold harmless the Council, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of your actions and/or omissions in relation to the Project, the non-fulfilment of your obligations under this Grant Funding Award Letter or the non-fulfilment of your obligations to third parties.

13. You shall effect and maintain with a reputable insurance company a policy or policies in respect of all risks which you may incur, arising out of your performance of the Project, this Grant Funding Award Letter or any agreement entered into in relation to the Project, including death or personal injury, loss of or damage to property or any other loss.

14. This Grant Funding Award Letter shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

Management of projects

Where projects involve building work to a school building, the panel would expect these works to be managed by the school as a School Managed Project in accordance with the process [here](#). Where applicable, Private, Voluntary and Independent (PVI) early years and childcare providers for whom the work is being undertaken should work closely with the school to ensure the activities are planned and completed as per the proposed project and timescales outlined within the application.

Capital grant payments

A project number will be assigned to this project by the Council and a purchase order raised which you should invoice against, up to the total capital grant amount awarded. Payment will be made retrospectively upon submission of an invoice quoting the purchase order number with copies of paid copy invoices to be provided to accompany the invoice. Providers who do not have an existing vendor account with WSCC or have changed their details will need to have a vendor account created to be able to receive payment by Bankers' Automated Clearing System (BACS). In this instance, please complete and return the attached banking details form and a vendor account will be set up for you.

Providing Early Years Funded Entitlements

Early Years and Childcare providers offering Early Years Funded Entitlement places must adhere to the conditions of the scheme as set out in the [Early Years Funded Entitlement Provider Declaration](#) and will be subject to audit requirements and compliance.

It must not be compulsory for parents/carers to pay for consumables such as nappies or sun cream and for services such as trips and yoga in order to access an EYFE place. These charges must be optional. Providers, who choose to offer the funded entitlements, are responsible for setting their own policy on providing parents with options for alternatives to additional charges, including allowing parents to supply their own meals or nappies, or waiving or reducing the cost of meals and snacks. Parents/carers must be given the option to supply their own consumables instead.

Expansion support

Our team of Early Years and Childcare Advisors can provide further support with your expansion projects and will be in contact to arrange to visit you over the coming term. In the meantime, if you have any questions or need further support please contact:
SettingSupportMidSussex@westsussex.gov.uk.

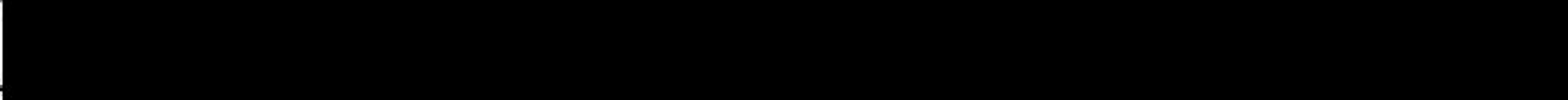
We look forward to working with you further as you expand your early years and childcare offer for families.

Yours sincerely,

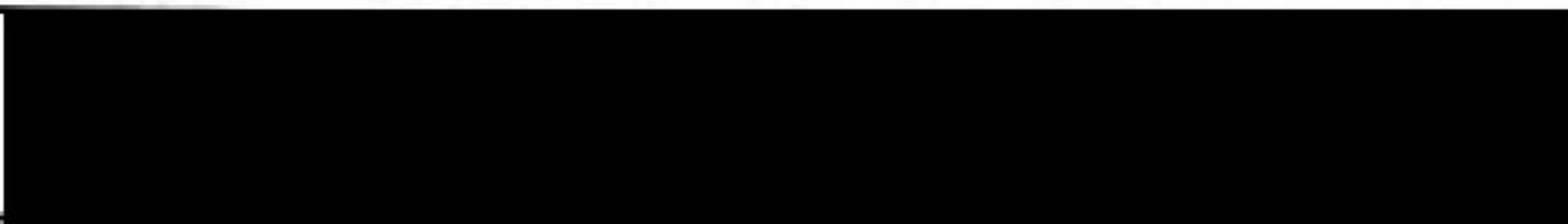

Katy Akrill

Early Years and Childcare Team Manager - Sufficiency

ACCEPTANCE OF GRANT FUNDING

RECIPIENT'S DETAILS	
Recipient's Name:	Balcombe C E Primary School
Address:	London Road Balcombe
Telephone Number:	
E-mail:	
Company, charity, IPS or CIC number (please state clearly which number you have provided):	DfE NO 938/3051 URN 150828

You confirm that you accept all of the terms and conditions in this Grant Funding Award Letter:

Signature:	
Name and Position:	LARA POWER Business Manager .
Date:	22/7/25 .