

Childcare Expansion Capital Grant

Grant Funding Application Form



Overview

In the Government's Spring Budget 2023, the Chancellor announced transformative reforms to childcare, including:

- The introduction of 30 hours of free childcare for children over the age of 9 months. This will be introduced in phases from April 2024 with all qualifying working parents from 9 months to 3-year-olds able to access 30 hours a week from September 2025.
- Investing in start-up funding to increase the supply of wraparound care in primary schools.

West Sussex County Council (WSCC) has been allocated £1.87m 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. It is estimated that around 80% of this grant will support the development of additional early years places and 20% for wraparound childcare (approximately £1.498m and £374k respectively, countywide), however there is flexibility for the local authority to use this as they see fit to meet the aims of the expansion.

Following an Expression of Interest (EOI) process, WSCC will be focusing on projects that will increase the physical capacity of early years and wraparound provision in local areas where demand is likely to exceed existing supply. WSCC will also consider projects that will adapt or improve facilities to expand their use or make places available for a wider range of needs, including for children with Special Educational Needs and Disability (SEND).

Projects identified through the EOI process that will meet the aims of the grant have been invited to submit a full application. Being invited to submit a full application does not guarantee that funding will be awarded. All applications will be assessed by the funding panel on a case-by-case basis.

Providers must read the following documents thoroughly before submitting their application:

- [Childcare Expansion Capital Grant Allocations Guidance](#)
- [National Wraparound Childcare Programme Handbook](#)

Childcare Expansion Capital Grant: Application Form

Completing the form:

- Please complete the form electronically, handwritten or scanned in applications will not be accepted.
- Check your application carefully before you send it to us to make sure you have answered all the questions and sent us all the information we ask for.
- An organisation can only apply for one project per application.

Please complete all sections of this form as appropriate for your application.

It will be used to check that your setting is eligible for the funding grant and will be used to make a decision on allocating a funding grant to your setting. Submitting an application form does not guarantee that funding will be issued.

Returning your form – please make sure you keep a copy.

Please email your completed application form and accompanying documentation to:
childcareexpansiongrants@westsussex.gov.uk

Section 1: Your Details

Organisation name	Balcombe C E Primary School		
Organisation Address	London Road, Balcombe. RH17 6HS		
Project address including postcode	As above		
Main Contact - Name			
Do you have legal authority to apply on behalf of your setting? Delete as appropriate	Yes		
Main Contact - Email address			
Telephone number			

Section 2: Your Organisation

2.1. Legal Status

What is Your Legal Status?	Please tick	Identification Number	
Sole Trader		Tax No:	
Partnership			
Private Company		Registration No.	
Voluntary Management Group			
Registered Charity		Charity No:	
Independent School			
Maintained School/Nursery			
Academy Trust	√	URN 150828	
Voluntary Aided/Voluntary Controlled School			
Free School			
Foundation School			
Other		Details:	
VAT Status		VAT No:	VAT exempt? NO

2.2. Ofsted Details (where applicable)

Ofsted/ISI URN	150828
Date of last Ofsted/ISI inspection (where applicable)	19/4/2023
Outcome of last Ofsted/ISI inspection (where applicable)*	Good
No inspection (please detail experience of early years and childcare and how you would ensure provision would be high quality, including how you will monitor and evaluate quality)	

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

2.3 Tax Free Childcare

Is your provision registered to accept Tax Free Childcare Payments?	No for breakfast club/ yes for afterschool club
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Section 3: The Project

3.1 Grant Aims

Please indicate which of the grant aims your application covers by selecting YES or NO below (your application may cover more than one area):	
Increasing the number of places available for children taking up the early years funded entitlements.	NO
Increasing the supply of wraparound care for primary-school aged children, to meet the national wraparound guidance of at least 8am – 6pm, Monday to Friday, Term Time only.	YES
Adapt or improve facilities to make places available for a wider range of needs, including those with SEND.	NO

3.2 New Places Summary

Please detail current and planned provision in relation to Early Years Funded Entitlements (EYFE) and/or Wraparound places. Note that any funding linked to early years is to support the creation of EYFE places only, not fee paying places.

Type of provision	Current number of places	Number of new places to be created (not including current places)	Times this provision will be open	Days this provision will be open	Number of weeks open per year
EYFE places for under 2's					
EYFE places for 2 year olds					
EYFE places for 3 and 4 year olds					
Breakfast club places for primary school age children	20	20	7am to 8.50am	Mon to Fri	Term time only
After School Club places for primary school age children	20	20	3.15pm to 6 pm	Mon to Fri	All year round if open to holiday clubs as well

3.3. Estimated date for completion

Type of provision	Estimated date for new places to be in use (DD/MM/YYYY):
EYFE places for under 2's	
EYFE places for 2 year olds	
EYFE places for 3 and 4 year olds	
Breakfast club places for primary school age children	When space available
After School Club places for primary school age children	When space available

3.4. The Premises

Ownership of the premises		Please give details of the premises and attach floor/site plans
Privately owned by applicant	NO	
Rented/leased	NO	
School site	YES	
Other – please state		

3.5. Approvals

Please give details of any agreement/approval, including planning permission, required/in place to undertake the proposed works, including the current position. Where applicable, include details of any lease arrangements, and how long is remaining on any leases or agreements.
The planned building will be under 30m sq so no planning is required.

3.6. Detail of the project

Please give details of the planned project including:

- **Details of the proposed works to be carried out.**
- **Timescales for each element of the project.**

**Please note that funding MUST BE SPENT within ONE YEAR of award.*

We would like to install an outdoor classroom to create more space for Breakfast and afterschool club however this can also be used as a learning space in school hours to support more children.

This project can be completed within a year as we would proceed once we had funding.

3.7. Project Management

Please give details of how the project will be managed, including any professional/contractor representatives with the relevant experience and skills. If responsibility for the project is to be contracted to a separate organisation, please explain how this will be managed and describe the management reporting process.

The supplier will manage the project overseen by the School. We would also need grounds work however I have been unable to get costs for this at this time.

This application is being made on behalf of the School plus Breakfast and Afterschool clubs.

3.8 Risks and Mitigations

Please give details of any identified risks and mitigations.

A full risk assessment will be done at the time of installation

3.9. Staffing

Please indicate how you intend to staff the additional places, evidencing the required qualifications, training, and experience. You should include details of how you would recruit and retain, induct, and provide ongoing support to your workforce to enable them to provide a high-quality, inclusive service for local children and their families. Please note: You are required to attach your planned staffing structure that includes the level of qualification for each role as part of your application.

The club providers would recruit for extra staff as needed following the usual KCSIE guidance.

3.10 Quality and Inclusion

As well as sufficiency of places for working families, a key priority for us is to ensure that provision is of a high quality and is inclusive for children and families. Please outline how you plan to provide high quality, inclusive education and childcare to enable all children to thrive and fulfil their potential, including how you will respond to children with SEND and those who are disadvantaged.

The breakfast and afterschool clubs are run by outside providers whose aim is to provide high quality childcare to all families at Balcombe School. They all have a childcare background and are supported by the School. This includes advice and direction on training opportunities. Our SENCO also supports the club staff to help understand the needs of our children with SEND. This provision would increase the opportunity for children with Pupil premium funding to be able to attend breakfast and after school clubs. With this space it would give our breakfast and afterschool clubs a permanent home providing a safe and consistent environment for our children with SEN. At the moment they have to move from one room to another even within an afternoon session causing anxiety for some children.

4. Costs

Please supply details of the costs relating to your project and the proposed time scales for each element as appropriate. Proposals should contain evidence of value for money. Please add additional lines as necessary. If any of your figures are wholly or partly estimated, please indicate clearly by writing **estimate** under the value.

Element (Group of Items or Activities)	When Will this Element Start?	Cost Excluding VAT	VAT You Cannot Recover	Setting's Contribution	Request from Childcare Expansion Capital Grant	Who will Monitor this Element?	When will this element be complete?
Outdoor classroom	ASAP	£27660	£	£0	£27660		
Renewable energy pack incl solar panels	ASAP	£2960	£	£0	£2960	This is an approx. cost from the supplier at this stage	
Storage	ASAP	£3327	£	£0	£3327		
Guttering and downpipe	ASAP	£295	£	£0	£295		
Delivery cost	ASAP	£TBC	£	£	£TBC	To be confirmed on order	
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
		£	£	£	£		
Totals		£34242	£	£	£34242		

5. Your Grant Request

Total cost of project Excluding VAT	Irrecoverable VAT	Cost including Irrecoverable VAT	Setting's Contribution
£ 34242	£	£	£

6. Application Checklist:

Please include copies of the following:	
Last Ofsted/ISI report showing the outcome of the inspection	√
Ofsted registration certificate (or alternative registration document)	
Articles of memorandum and association/constitution (if applicable)	
Prospectus detailing opening hours, days of operating and admissions policy	
Early Years Funded Entitlements Policy (early years providers)	
Fee policy (wraparound providers)	
Business plan	
Three year cash flow forecast (template available here , if needed)	
Last published accounts (where available)	
Estimates/Quotations for all purchases detailed in costs section. You will need to provide: • One quotation/estimate for each element of your plan under £15,000 (where necessary, this can be based on copies of pages from a catalogue or downloads from the internet), clearly labelled to show which Element they relate to. • Three quotations/estimates for each Element of your plan costing £15,000 and over, clearly labelled to show which Element they relate to. Please identify which quote you wish to proceed with and why.	√
Planning application evidence (if already available)	
Planning and building regulations consent (if already available)	
Architects' drawings or floor plans and photographs of the area to be improved	√
Copy of premises agreement or lease (where rented/leased)	
Written permission from landlord/freeholder (where rented/leased and already available)	
Staffing Structure	

7. Terms and Conditions

I/We declare that:

1. The information given on this application form and in any other documentation that supports this application is accurate.
2. I/We understand that, where any materially misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any material information is knowingly withheld, this could render my/our grant application invalid, and any grant monies received by me/us will be liable for repayment.
3. I/We have the authority to make this application and to accept a grant subject to these conditions, and to repay the grant in the event of the grant conditions not being met (in the opinion of West Sussex County Council, WSCC).
4. I/We confirm that the original wording and layout of this application form has not been altered, deleted or added to in any way.
5. 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.
6. I/We accept that any funding that cannot be evidenced as being spent as agreed by the Funding Panel must be returned to WSCC.
7. If I/we do not spend the entire grant on this service we will promptly return the unspent amount to the WSCC when requested, failure to do so will mean access to future grants will be denied.
8. I/We understand that we may not receive all of the funding requested in this application and that the Early Years and Childcare Funding Panel decision is final.
9. I/We understand that WSCC is not liable or responsible for health and safety for our service or any items purchased with funding awarded.
10. In the event of fraud: I/we understand that the WSCC will take legal action to recover any misappropriated funds.
11. I/We confirm that we will complete termly management reporting as requested by WSCC for grant assurance and programme reporting. Records of expenditure, monitoring information, case studies will be forwarded to WSCC on request.
12. I/We confirm that we will comply with WSCC monitoring process and payment terms. The success of the grant will be monitored by WSCC and you will be required to complete and return monitoring reports against planned spend and anticipated outcomes.
13. I/We have kept a copy of this application for our records.
14. I/We confirm that there is a valid lease/licence agreement for the business (where applicable).
15. I/We confirm that we have either a separate bank account or a separate cost centre.
16. I/We confirm that any funding received will be shown separately in annual accounts.
17. I/We confirm that all staff meet Ofsted requirements (qualifications and ratios).
18. I/we understand that WSCC may ask for additional information at any stage of the application process.
19. I/We understand that the grant may be made subject to special conditions as agreed and set out by the funding panel.

8. Declaration and Signature

West Sussex County Council will take your signatures on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

I/We have read the Childcare Expansion Capital Grant Allocation Guidance
I/We confirm that this application and supporting documentation is true and accurate at the time of completion.
I/We will be able to accept a grant under the grant’s terms and conditions and will return the grant in full if we do not abide by them.
I/We declare that all of the information provided is commercially confidential.
I/We request exception from disclosure under the terms of the Freedom of Information Act.

Signed:	
Date:	15/11/2024
Full Name & Title:	
Position / Job Title:	School Business Manager

Privacy Statement

West Sussex County Council will use this funding application to collect some personal data which is necessary for the performance of a contract with the data subject and/or take steps to enter into a further contract. This data will be processed in accordance with the 2018 Data Protection Act, the UK General Data Protection Regulations and any subsequent relevant data and will only be used for the purpose stated. The data we collect will be held securely on computer for a period of up to seven years before being appropriately destroyed. We will not use the data for any other purpose. West Sussex County Council is registered as Data Controller (Reg. No. Z6413427). For further information, please see the [West Sussex County Council Privacy Policy](#)(opens in new window).