

For office use only

Date received:

Org Ref No:

Project Ref No:

Amount Req £:

Award Agreed £:

Application for grant aid from Kirklees Council

Learning Service

Childcare Sufficiency Team

Sustainability Grant

Please ensure you complete all questions on the main application form and the supplementary sheets required by some of the schemes.

If you need any assistance please telephone the Childcare Sufficiency & Sustainability Officer on 01484 456837.

Full contact details are at the end of this form.

Please ensure that you read fully the guidance notes before completing this application form.

Before submitting this application please confirm that you have completed a **Business Health Check with a member of the Childcare Sufficiency Team.**

Applicants must show that the scheme for which they are seeking grant aid:-

- Provides good quality childcare and meets local needs.
- Has taken all possible steps to ensure viability. This could include rent negotiations, review of fee policy, other grant applications and fundraising.
- Will work with the Childcare Sufficiency Team to produce a plan that will ensure the scheme will be viable within the life of the funding (1 to 3 years).
- The plan should identify a programme of training for both staff and management.

I have completed a Business Health Check (please indicate)

Yes

No

Section A – About your organisation

A1 Your Organisation	
Name of organisation	
Address (include postcode)	
Contact	
Telephone number	
Email	
Website	
Ofsted URN	

A2 About your provision	
Type of provision	
Opening days and times	
Date scheme opened	
How many places are you registered for?	
Are you registered for Free Early Education & Care?	
Are you an approved 2 year old provider?	
When was the constitution adopted? (If appropriate)	
How are registered with Ofsted?	
Early Years Register	Yes / No
Compulsory Childcare Register	Yes / No
Voluntary Childcare Register	Yes / No

A3 Who is completing this application?	
Name	
Correspondence address (if different from the main organisation address)	
Position in organisation	
Daytime telephone number	
Evening telephone number	
Mobile telephone number	
Email	

A4 Parent Organisation (if applicable)	
Name	
Correspondence address (if different from the main organisation address)	
Position in organisation	
Daytime telephone number	
Evening telephone number	
Mobile telephone number	
Email	

**A5 What is the legal status of your organisation:
You must submit a recent signed copy of the documents used to govern
your organisation (eg constitutions, articles of memorandum).**

Please tick that apply

- Community group or society
- Registered charity Number: _____
- Company limited by guarantee Number: _____
- Company limited by shares Number: _____
- Charitable incorporated organisation Number: _____
- Community interest company (social enterprise)
- Partnership
- School
- Public sector organisation
- Sole trader
- Other _____
- VAT registered VAT No: _____

A6 Please list your key management and committee members

Chair	
Treasurer	
Secretary	
Member	
Member	
Member	
Member	
Member	
Member	
Member	

A7 Organisation accounts	
All organisations are required to send full recent accounts with every application. If your group is new a copy of your most recent bank statement or evidence of a bank account should be enclosed.	
What is the period your accounts last covered?	1 st _____ to end _____ (month) (month)
What was the total income of your organisation during the last financial year?	
What was the total expenditure of your organisation during the last financial year?	
Loss or surplus for year (income minus expenditure).	
How much money remained at the end of the last financial year? (called reserves).	
Are any of these reserves 'restricted' or set aside for a specific purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much, and for what purpose?	

A8 Bank or building society account details	
Note: If you use another organisation's account for holding purposes they must fill in this section and sign the box in the final approval section (D) and submit a copy of their constitution and account.	
Name of account	
Bank or building society name	
Sort code	
Account number	
Building society roll number	
How many people must sign each cheque or withdrawal from this account?	
Please detail which committee members are signatories	

A9 Does your organisation have adequate insurance to undertake the proposed activity?

- All that apply
- Public liability
- Buildings insurance
- Contents insurance
- Employers liability
- Other

All organisations are required to check their insurance certificates are up to date

Section B – About your grant

B1 How much funding do you require? £

B2 Please detail how this grant will be used and how it will ensure sustainability of your provision?

B3 Please tell us about the circumstances that have created the need for this application.

B4 What other actions have been/are being taken to secure the future of the provision?

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B5 Please provide details of how your provision meets local needs.

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B6(a) Please detail all sources of grant funding you have received within the last 3 years, giving amounts and periods covered. Please indicate if funding from those sources has ended. If no please answer B6(b) below.

Source of funding	Amount £	Period covered	Funding Ended? See B6(b) below

B6(b) Where the funding in B6(a) above has not ended please give details below

Source of funding	Amount £	What was the funding used for	Date funding finished

B7 Business Training

The Learning Service considers training to be an essential part of sustainability and evidence of training undertaken in the next year, by both staff and management, will be required.

Have you undertaken any business training in the last 12 months? Please give details.

What training do you plan to access in the next 12 months? (Attach training plan).

B8 Who have you received support from in completing this application, eg Childcare Co-ordinator

Name

Please note there will be 6 monthly monitoring for the duration of this grant

Checklist

Your application can only be processed if all sections of the application form have been completed and all necessary enclosures have been received. Please use this checklist to make sure you are sending us everything required to assess your application.

- Completed application form
- List of committee members/key management
- Legal status document (constitution, Articles of Memorandum / Association, partnership agreement etc)
- Business health check action plan and cash flow for the next 12 months
- Detailed income and expenditure statement for the past 12 months
- Latest set of accounts
- Most recent Ofsted report
- Latest bank statement (original will be returned)
- Bank details form
- Training plan for staff and management
- Have you made a copy of this application for your own files?

Section C - Approvals

C1 Declaration and authorisation by the organisation making the application

Two people must sign this declaration (they cannot be members of the same family or household) and at least one person must be an officer of the management committee for your organisation.

We certify that we have read the completed application and confirm that all information and supporting documentation provided is true, accurate and up to date. We understand that we need to inform the relevant grant provider immediately if there are any significant changes to any of the information we have provided.

If our group ceases to operate we may be required (if appropriate) to repay some or all of the grant received. Where assets have been purchased (eg toys and equipment) and are still in reasonable condition, these could be returned to the local authority for redistribution.

We also agree;

- that the grant will be spent as outlined in this application
- to further assistance or a Business Health Check from the Childcare Sufficiency Team if considered necessary
- to 6-monthly monitoring for the duration of this grant

Please note: A grant may not be given if the information in the application or supporting documentation is misleading or inaccurate.

Signed (1)	Name (please print)	Position in group	Date
Signed (2)	Name (please print)	Position in group	Date

Data Protection Act 1998

The information you give is necessary for project management, development and audit and will be used for those purposes only. It may also be shared with other council services and partners for the stated purposes. More information is available from the Data Protection Officer, Information Management, Crown Court Buildings, Princess Street, Huddersfield, HD1 2TT.

Freedom of Information Act 2000

The Council is a “Public Authority” within the meaning of the Freedom of Information Act 2000 (“the Act”) and therefore any request for information held by the Council or another person or body holding information on the Council’s behalf (for example, a Contractor) must be dealt with in accordance with the Act.

As part of its duties and responsibilities under the Act, the Council may disclose information relating to the Organisation’s business and this grant application to any person or body making a request. The Council may also publish all or some of that information or the contract in its Publication Scheme required under the Act. For example, this could include (without limitation) grant conditions, financial information, specifications and working methods. Any request for disclosure of the material will be examined in the light of the exemptions contained in the Act and/or the “Public Interest Test”.

Final Check List

Your application will not be assessed until full details are received. Please ensure you follow this checklist:

Application Form

- Don’t leave any questions blank – please state if they do not apply to your application.
- Complete any supplementary forms required by the grant scheme you are applying to.
- Check that your project meets the grant scheme criteria (ring the Business Support Team if you are not sure)
- Make sure you have not requested more than the maximum level of funding available.

Approvals

- Two people from your organisation have signed the approval section
- The organisation holding the funds for your project has completed the section on bank details and signed the approval section.

Other documents

- ❑ Full, accurate and approved accounts have been enclosed. If your group is new a copy of your most recent bank statement or evidence of a bank account should be enclosed together with a projected income and expenditure list for the next 12 months. This will also help us verify your organisations bank details.
- ❑ Copies of your governing documents are enclosed (constitution or similar).
- ❑ Other documents required by individual schemes have been supplied, relating to land and buildings.
- ❑ Copies of relevant documentation that will support this application, for example business plans, building plans, schemes of works and location maps.

Please return this application to:

**Childcare Sufficiency Team
Learning Services
1st Floor Kirkgate Buildings
Byram Street
Huddersfield
HD1 1BY**

Tel 01484 456837

Email: childcare.sufficiency@kirklees.gov.uk

Web: www.kirklees.gov.uk

Form updated: August 2014