

**Project Inclusion Funding from
Early Intervention Grant to enable a parent/carer
to access work or training** (rev July 2011)



Inclusion Funding, SSSP
C/o Civic Offices, Euclid Street
SWINDON SN1 2JH

APPLICATION FORM FOR FUNDING OF PROJECTS

To be completed by the setting

<p>➤ Please complete all sections of this form and its attachments.</p> <p>➤ Ensure that supporting evidence is attached and that all documents are signed and dated.</p> <p>➤ Note that incomplete and incorrectly signed forms will be returned to you.</p>			
1.Name of Setting:			
Business Address:		Tel:	
Postcode:		Email:	
2.Names of Children:			
3.Declaration:			
Have you attached the following signed and dated forms? Please delete as appropriate.			
Financial Information (one per group)	Yes/No		Professional Endorsement (one per child)
Working Parent/Carer (one per parent)	Yes/No		Provision at setting (one per child)
Child & Family Details (one per child)	Yes/No		
<ul style="list-style-type: none"> • I have completed these forms accurately and the information contained within them is true to the best of my knowledge and belief. • I confirm that I have read and understood the attached Criteria and Funding Conditions. • I have kept a copy of all these documents. 			
Setting Contact Person's Name (please print):			
Signature:			
Date:			

Please return this form, along with all completed attachments to:
Inclusion Funding, SSSP
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FINANCIAL INFORMATION

To be completed by the person from the setting who pays the support worker

Period of Funding (up to a maximum of 6 consecutive calendar months or up to 31st March in any one financial year whichever is the shorter)	
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Termtime Provision for group of children

Please detail the actual hours that the child will attend your setting and for which you are applying for funding		Monday	Tuesday	Wednesday	Thursday	Friday
Morning						
Afternoon						
Total number of hours*:		Hourly rate £6.70 or less:	£	Total funding application		£

* This is the total for the Period of Funding for which you are applying. Ensure you deduct any known planned periods of absence.

Holiday Provision for group of children

Please detail the actual hours that the child will attend your setting and for which you are applying for funding		Monday	Tuesday	Wednesday	Thursday	Friday
Morning						
Afternoon						
Total number of hours*:		Hourly rate £6.70 or less:	£	Total funding application		£

* This is the total for the Period of Funding for which you are applying. Ensure you deduct any known planned periods of absence.

Name and address of setting to which a cheque/payment confirmation should be sent (this must be a Business name and not an individual):		
	Post Code:	
Creditor number for BACS transfer into your Bank Account or Cost Centre for SBC Journal Transfer		

If you have not received funding from SBC before – please print your bank details below:

Name of Bank		Account Name	
Account Number		Sort Code	
Authorised Signatory's Name			

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WORKING PARENT/CARER FORM

To be completed by each parent/carer

This funding is solely to enable parents/carers to access work or training. Your information is collected for audit purposes only to fulfil the terms and conditions of release of the above grant. Information will only be used by SBC staff and not divulged to any third party.

Name of Child:

Name of Parent/Carer:
(please print name)

Signature: **Date:**

Name of employer/ training organisation:	<input type="text"/>
Address of employer/ training organisation:	<input type="text"/>

Please details the actual hours that you are at work or involved in training:	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Hours of provision needed:
Please detail the actual days and timings of the provision that you need excluding any known planned periods of absence

Is this term time? Yes/No Please delete as appropriate

Is this holiday periods? Yes/No Please delete as appropriate

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CHILD AND FAMILY DETAILS

To be completed by the person with parental responsibility

Child's Surname:	Child's Forename:
Child's Date of Birth:	Child's Gender:
Child's Address:	Parents'/Carers' Name and Address: 1. (Mother) 2. (Father)
Post Code:	
Parental Responsibility:	
Telephone Number:	
Email:	School if applicable):

Ethnic Origin: Please choose one section from a to e, then tick the appropriate box(es) to indicate your ethnic background.

a. White	Black African		Bangladeshi	
British	Asian		Any other Asian background	
Irish	Chinese		d. Black or Black British	
Polish	White		African	
Italian	Any other mixed heritage		Any other black background	
Any other white background	c. Asian or Asian British		e. Chinese or other ethnic group	
b. Mixed Heritage	Indian		Chinese	
Black Caribbean	Pakistani		Any other background	

Signature of Person with Parental Responsibility:

Date:

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PROFESSIONAL ENDORSEMENT FORM

To be completed by a professional ie school, doctor, health visitor involved with the child who has detailed knowledge of the child's needs.

Please note that this form will not be accepted if completed by the setting. The Professional must endorse the need for a one to one support worker to be necessary in order for the application to be considered.

1. Name of Child:

2. Date of Birth:

3. General Description of child:

Category of Need (please tick all those that apply)			
Moderate Learning Disability	<input type="checkbox"/>	In receipt of a statement	<input type="checkbox"/>
Specific Learning Disability	<input type="checkbox"/>	In receipt of SENRAP	<input type="checkbox"/>
Emotional Behavioural Difficulties	<input type="checkbox"/>	In receipt of EY SENRAP	<input type="checkbox"/>
Autistic SD	<input type="checkbox"/>	In receipt of other funding:	<input type="checkbox"/>
Speech and Language	<input type="checkbox"/>	School Action	<input type="checkbox"/>
Downs Syndrome	<input type="checkbox"/>	School Action Plus	<input type="checkbox"/>
Physically Impaired/Medical	<input type="checkbox"/>	Early Years Action	<input type="checkbox"/>
Hearing Impaired	<input type="checkbox"/>	Early Years Action Plus	<input type="checkbox"/>
Visually Impaired	<input type="checkbox"/>		<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		<input type="checkbox"/>

4. In what areas are there significant difficulties/delay/lack of progress?

5. It is my professional opinion that, in order to enable the above-named child to gain access to provision made by the setting, it is necessary for the setting to provide additional assistance in the form of a shared support worker.

(Please delete as appropriate)

Name:

Position Held:

Address:

Telephone Number:

Signed:

Date:

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PROVISION AT SETTING

To be completed by the SENCO/PICO and shared with the child's one to one support worker and parent/carer – please complete one for each child within the group.

Name of child:

Describe what practical steps the additional worker will do to enable the above-named child to participate fully in your setting.

Parent/Carer Comments:

Parent/Carer Signature:

SENCO/PICO Signature:

Please print name:

Date:

**Signature of the one to one support worker
who will be financed by this Grant:**

Please print name:

Date:

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PROJECT CRITERIA AND FUNDING CONDITIONS FOR CHILDREN 0-18 YEARS OF AGE

1. Project inclusion funding is invited from settings who need a support worker to enable a group of children who have SEN, or a disability, attend their provision whilst enabling their parent/carer to access work or training.
2. There is an expectation that the additional support funded by the above grant will be consistent and provided by a member of staff appropriate to the children's needs.
3. Settings sited within the Borough of Swindon providing one to one support for children with SEN or a disability will be able to apply for the funding provided that they have a current, ongoing, contract in places with a family/families for the application period.
4. If the setting cannot continue the arrangement for a reasonable period then the setting may be liable to repay some, or even the entire funding.
5. The Professional must endorse the need for a one to one support worker to be necessary in order for the application to be considered.
6. If the family/families, through no fault of the setting, terminate the arrangement then funding may not need to be repaid.
7. SSSP reserves the right to ask to see a copy of the contract made between the setting and the family/families.
8. Considerations for inclusion funding from SSSP must be accompanied by fully completed, signed and dated:
 - Application Form (one per group)
 - Financial Information (one per group)
 - Working Parent/Carer Form (one per parent/carer)
 - Child and Family Details (one per child)
 - Professional Endorsement Form whereby the Professional states that a one to one support worker is necessary in order for the child to access the provision (one per child)
 - Provision at Setting (one per group)

Funding

- cannot be authorised retrospectively;
- cannot be provided to support a child's attendance at education sessions;
- cannot be paid into a personal account;
- can only be used to support the named project in the application and is not transferable;
- application may be considered for up to a maximum period of 6 consecutive months or up to 31st March in any one financial year whichever is the shorter;
- rates of pay may be up to a maximum of £6.70 per hour at cost;
- expenditure details are mandatory for SBC audit purposes;
- settings may not charge parents a premium for this service;
- settings must keep their details available and up to date on the public list and respond to any requests for information from the Family Information Service or Swindon Borough Council;
- future applications are conditional upon the mandatory return of monitoring information.

Please note that

1. Fully completed, dated, and signed applications will be considered but there is no guarantee that funding will be granted.
2. Successful applications will be advised to the project contact person as soon as possible. It is then the responsibility of the project contact person to ensure that reapplications for funding to support the project are duly completed.

Application and Reapplication forms can be downloaded from the SSSP website:
www.earlyyearschildcare.org/eyr-nav-funding/grants_to_group_childcare_provision.htm