

30 Hours Delivery Support Fund

Application Form

November 2017

# Background

To support LAs with the first year of delivery, and to enable them to support their providers to deliver sufficient 30 hours places, the Department for Education (DfE) has established the Delivery Support Fund (DSF). Funding will be available as part of this application round for work that directly benefits 30 hours delivery and will create (directly or indirectly) new 30 hours places for the 2018 summer term.

LAs are strongly advised to work closely with their providers to develop an understanding of the challenges in their local area before submitting an application. We would encourage LAs to develop high quality applications, which provide succinct and relevant evidence that they meet the priorities outlined in this guidance.

In deciding which project(s) to submit, LAs should pay close attention to the examples of eligible projects outlined on page 6 of the guidance.

## Funding available and timelines

£8,650,000 is available. The will be distributed amongst a maximum of 152 LAs.

The level of funding that is provided to LAs will be scalable depending on individual need and the quality of the applications received. There is no minimum or upper limit for grant awards, but we do not expect to award an LA more than £70,000 in total.

All payments will be made to LAs by 31st March 2018 at the latest.

The bid round will be open from Friday 17th November 2017 and will close on Friday 15th December 2017. We will accept applications up until 23:59 on this date.

Key dates and deadlines for the application process are set out in the table below.

| Milestones  | Dates |
| --- | --- |
| Bid round for the Delivery Support Fund opens  | 17th November 2017 |
| Bid round for the Delivery Support Fund closes  | 15th December 2017 |
| Assessment of applications  | January 2018 |
| Decisions on applications announced | February 2018 |
| Funding distributed to LAs | March 2018 |
| Funding spent by LAs | By 31st August 2018  |

## Completing your application

A limit on the number of words is stated for each section in the text box provided, any text that exceeds the stated limit will not be assessed. Please include the total number of words for each section at the bottom of each text box.

Further information on what is expected in each section of the form has been provided to support you in completing your application. Please make sure you refer to these prompts throughout to ensure you have addressed the questions fully.

Sections marked with \* are mandatory and must be completed in order for your application to be accepted.

A maximum of one application form per LA can be submitted - however LAs may request funding for multiple projects within their application form. For example, an LA may wish to apply for funds to support an additional member of staff and funds to support small scale capital projects.

LAs are able to submit a maximum of two annexes to support applications (e.g. diagrams or data spreadsheets) – each annex must be a maximum of 2 A4 pages. We will use the content included in the application form as the basis for your assessment, with any additional documents acting as supplement information.

Joint projects between LAs will be accepted as part of an application form but these must be submitted by a lead LA.

If an LA is the lead of a consortia, they will still be able to request funding for projects that will benefit their LA only. Where this is applicable, the lead LA should use the text box provided at section 6 to set out the detail of the joint project, with evidence and detail of the LAs individual project(s) being set out in sections 2-4.

**All applications should be countersigned by the Director of Children’s Services.**

## Submitting your application

Please email a single **Word or PDF** version of your completed application to 30HrsDelivery.SUPPORTFUND@education.gov.uk

Your LA name and the words ’30 Hours Delivery Support Fund’ should be included in the email “subject” field when submitting your application.

When you have sent the department your application form, you will receive an automatic email response letting you know that your application has been received.

## Deadline

The Department for Education must receive all completed applications by email by **23:59 on Friday 15 December 17.**

**The Department will not be able to consider applications that miss this deadline as to do so would be to unfairly discriminate against those applicants who submitted their application within the allowed timescale.**

## The Delivery Support Fund Application form

|  |  |
| --- | --- |
| Name of Local Authority\*  |  |

1. **Breakdown of costs\***

*Please clearly set out the amount you are requesting as part of this application, and a breakdown of what it will cover. Include costs of joint proposals if applicable.*

|  |  |  |
| --- | --- | --- |
| **Activity**  | **Description (if applicable)** | **Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total:** |

Please tick here to confirm the above amount will be spent by August 2018

1. **Evidence of local delivery needs\* -** (only *individual projects should be included below – see section 6 for joint projects)*

*Please provide evidence of your local sufficiency need.*

**Total word count:**
(**Max 500 words**)

## As part of section 2, include any key facts on:

1. Your local demand and the extent of which it will increase for the 2018 summer term.
2. Barriers to securing sufficient places/successful delivery of 30 hours.

*If proposal looks to build on previous work:*

1. Evidence how your project(s) have previously supported in addressing delivery needs locally.

*In this section, we will look at the extent to which demand has been demonstrated and whether your project(s) set out in section 1 will help to meet this. This section will be triangulated with data and knowledge gathered from Childcare Works in order to have a more robust understanding of local needs.*

1. **Summary of your project\*** - (only *individual projects should be included below – see section 6 for joint projects)*

*Please provide a summary of your application.*

**Total word count:
(Max 500 words)**

## As part of section 3, please clearly set out:

1. The projects you wish to secure funding for.
2. The total cost of your application– split by each project if more than one is included.
3. How your project aims to support delivery of 30 hours within your or others locality, particularly for the 2018 summer term.
4. **Delivery plan\* -** (only *individual projects should be included below – see section 6 for joint projects)*

*Please provide detail on how you plan to deliver the project(s) outlined in section 1.*

**Total word count:
(Max 500 words)**

**As part of section 4, please clearly provide detail on:**

1. How you plan to put in place your project(s)l.
2. Timings associated with your project(s) and how they feed into 2018 summer term delivery.
3. Where possible, please indicate the number of 30 hours places your full application form or individual project(s) is likely to create/ free up

*In particular, we will be looking for a clear explanation of how you plan to ensure all your project(s) are delivered in order to support 30 hours delivery during the 2018 summer term.*

*Note: LAs may submit a project plan with milestones to support the information provided for section 4.*

1. **Additional information**

## *Please provide any additional information that you feel will support the assessment of your application form*

**Total word count:
(Max 250 words)**

1. **A joint application *(please complete this section if you wish to include a joint project in your application form)***

|  |  |
| --- | --- |
| Confirm lead LA  |  |
| List of LAs involved in application |  |

**(Max 800 words)**

## *This section is intended to for lead LAs to include details of a joint project, and should include the evidence of need, summary of project and the delivery plan.*

|  |
| --- |
| **DECLARATION\* (Please complete in block capitals)** |
| I confirm that the information given in this application is true and complete and that, if successful, the local authority will administer any grant in accordance with the letter supplied by the Department for Education.  |
| **Full name:**  |  |
| **Position (Job Title):** |  |
| **Date:** |  |
| **Contact details including email address:** |  |
| **Signature:** |  |
| **Countersigned (by the DCS):** |  |

## *Please note - signatures must be either an E-signature or a real signature (scanned document).*



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