

**30 Hours Delivery Support Fund**

**Frequently asked questions**

**November 2017**

This frequently asked questions document is intended to support local authorities (LAs) to prepare and submit an application to bid for money as part of the Department for Education’s Delivery Support Fund. It should be used in conjunction with the detailed bid guidance document and the application form.

If you have any further questions or queries please contact: [30HrsDelivery.SUPPORTFUND@education.gov.uk](mailto:30HrsDelivery.SUPPORTFUND@education.gov.uk)

**About the fund**

1. **How much funding is available?**

A total of £8,650,000 is available for LAs to bid in to.

1. **Is there a maximum amount LAs can bid for?**

The level of funding that is provided to LAs will be scalable depending on their individual need and the quality of the application forms received. This means that different size grants will be provided to different LAs, depending on a) the challenges facing the LA and b) how well it has evidenced that its project(s) will enable it to deliver sufficient 30 hours places for the summer term.

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. However, if an LA has clearly demonstrated in the application form why it needs the amount it has requested and how the project(s) will provide value for money, then we will consider applications which request more than this in total. Projects must support 30 hours delivery and create (directly or indirectly) new 30 hours places for the 2018 summer term.

1. **What can the money fund?**

Examples of the type of work that would be considered for funding include:

* Additional staffing to directly support 30 hours delivery
* Business sustainability and change support for providers
* Supporting children with SEND
* Communication to parents
* Enhancing/supporting partnership arrangements between providers
* Local sufficiency mapping
* Systems/IT support
* Small-scale capital funding
* Managing the market in the local area
* Supporting childminders to deliver 30 hours
* Business sustainability support in clusters
* Sharing best practice on provision for children with SEND
* Innovation proposals

This list is not exhaustive and should be used as a guide only. More detail on each of these examples is set out in the guidance.

1. **What do you mean by ‘small scale capital’?**

By ‘small scale capital’ we mean projects that require capital funding and cost less than £10,000. We will not fund large building or refurbishment projects. We will fund small scale work which will create more 30 hours places (e.g. building work to dismantle walls or add additional toilets).

1. **How many applications can an LA make?**

All LAs in England are eligible to apply for funding. Each LA can complete one application form. Throughout their application form, LAs must be able to clearly demonstrate how their work will address challenges in their local area and support the delivery of 30 hours by creating (directly or indirectly) new 30 hours places that would not have otherwise been available.

Within their application form, LAs may request funding for one project or multiple projects that meet local need. If an LA is requesting funding for multiple then it must demonstrate how the combination of work will enable the LA to address sufficiency challenges. The LA must also provide a breakdown of the cost for each project in the relevant sections provided in the application form.

1. **Why have you decided to distribute this funding via a bid round instead of splitting it between LAs?**

We know the challenges faced will be different for each LA. We therefore believe a bid round that is open to all LAs is the best approach as LAs will be able to apply for funding for work that meets their local needs and helps address their main challenges. We also think that, enabling LAs to request the funding required to support local delivery, will represent better value for money.

**Completing the application**

1. **Can I submit an application form which includes more than one of the suggested areas of work?**

Yes. LAs are able to request for funding to support more than one of the suggested areas of work. Where an LA decides to do this, please clearly detail the detail of each project in the application form, particularly in the breakdown of costs.

1. **Can LAs submit a joint application where they wish to work collaboratively on a particular project?**

Yes. We welcome joint projects between LAs that already have, or want to have a more collaborative way of sharing practice to support delivery. Where LAs do submit joint projects, there must be one lead LA nominated. They will receive the funding on behalf of the consortia.

1. **How would a consortium of LAs submit a joint application?**

To facilitate joint projects, we ask that a single LA be nominated as the lead authority for the project and include the project as part of their application form. Non-lead authorities should not include this project as part of their application form. See the guidance and application form for more information on requesting funding for a joint project.

1. **If an LA is the lead LA for a joint project can they include other projects that will benefit their LA in their application form?**

Yes – if you are the lead LA for a joint project then within your application form you should also include projects you are requesting funding for that will benefit your LA only.

As per the application form and guidance, you should make clear within your application form which project is the joint project and the other LAs that are involved.

1. **How many supplementary documents can I add to the application form?**

LAs are able to submit a maximum of two annexes to support their application form (e.g. diagrams or data spreadsheets). However, please note that we will use the content included in the application form as the basis for our assessment, with any additional documents acting only as supplementary information - please ensure all key information is included in the application form.

1. **What type of supplementary documents will be accepted?**

Supplementary documents could include for example, a diagram of a project plan or an excel spreadsheet to support your assessment of parental demand.

Please note that we will use the content included in the application form as the basis for our assessment, with any additional documents acting only as supplementary information – please ensure all key information is included in the application form.

1. **Does the declaration in the application form need to be hand signed?**

## Signatures must be hand signed (scanned document) or an E-signature.

1. **How do I submit my application and supplementary documentation?**

Please email a single **Word or PDF** version of your completed application, along with any supplementary documents (maximum of 2) to [30HrsDelivery.SUPPORTFUND@education.gov.uk](mailto: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.

Once submitted, you will receive an automatic email response informing you that your application has arrived.

1. **Will I get confirmation that my application has arrived safely?**

Yes, you will receive an automatic response letting you know your application form has arrived. To support this, it is important you include the suggested wording in the email subject line when submitting your application.

1. **Will I be notified if my application is not successful?**

Yes. All LAs will be notified of the outcome of their application, including those that have not been successful.

**Assessment process**

1. **If I submit an application form with multiple projects may there be a circumstance where only some of the projects are funded?**

Yes.We will assess each project against the criteria. In some cases, this may mean that we would offer you funding to take forward only some of the projects set out in your application form.

1. **If the DfE has questions about the application form, will they seek additional clarification from an LA?**

No. As this is a competitive process we can only accept the information submitted to the department by the deadline stated, and cannot seek further information from an LA during the assessment process. The department may however provisionally offer the funding requested subject to a more detailed conversation.

**Awarded projects**

1. **When would the funding need to be spent by?**

LAs will need to show how the amount applied for will be spent before 31st August 2018.

LAs need to confirm the money will be spent by this date in the application form.

1. **When does the project have to be completed by?**

We expect projects to support the delivery of 30 hours in the summer term by creating (directly or indirectly) new 30 hours places.

Application form must clearly demonstrate how the LA plans to ensure the project(s) will be delivered in a way that supports this, and set out the expected timings in relation to the project(s) being put forward for funding.

1. **What will successful applications have to report on and how often?**

All successful applicants will need to capture and share evidence on the impact of the funding with Childcare Works as requested. Successful applicants will be expected to complete and return termly Progress Review Forms to Childcare Works, and to complete the Department for Education’s termly headcount survey.

We will also expect LAs to provide an update on the progress of their project on a monthly basis, through their ongoing engagement with Childcare Works and DfE. We will ask questions about the progress of the LAs project(s) and where appropriate, we will request data on the numbers of places that have been created (directly or indirectly) as a result of the funded activity.

LAs will be asked to submit a short report in autumn 2018 which will request statistical evidence that the LA has met the project success criteria.



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