

Circular 00/21

Funding

Funding for Childcare Places 2000-01

Summary

The purpose of this circular is to provide guidance on the funds available for creating new childcare places and to invite applications for project funding. This funding forms part of the national childcare strategy and aims to help institutions offer more care for children aged four years and under. The places are intended to help institutions attract and retain students for whom continuing education is dependent upon low cost childcare. The new £25 million childcare support fund (Circular 00/14) will enable institutions to sustain new childcare places. This circular is of interest to any Council-funded institution with a need for childcare provision to support students' learning.

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Funding for Childcare Places 2000-01

Introduction

1 The purpose of this circular is to inform Council-funded institutions about the project funds available for setting up new childcare places and to invite applications for the establishment of new childcare places for children aged four years and under. This circular also contains details of the monitoring information that is required.

Background

2 The government launched its national childcare strategy in May 1998, with the following aims:

- to ensure a range of good-quality, affordable and accessible childcare in every community
- to promote the well-being of children
- to offer equal opportunities for parents to help them balance work and family life.

The strategy is backed by £470 million in England for five years from April 1998, including £170 million for out-of-school childcare through the New Opportunities Fund and £300 million through the Department for Education and Employment (DfEE). Funding for childcare is also available from the European social fund administered by government offices for the regions.

3 FE institutions have an important part to play in the implementation of the national childcare strategy. By providing good-quality childcare, they can help parents, particularly women and lone parents, take up training and education opportunities to gain skills and knowledge to make themselves more employable.

4 Council Circular 99/13 sets out how the FE sector is contributing to the national childcare strategy and encourages all FE institutions to consider what more they can do now that the implementation of the strategy is under way. Many institutions already make some provision for childcare. As part of the national childcare strategy around 10,000 out-of-school places were set up in 1998-99 and 5,000 places for children aged under four in 1999-2000.

Changes from the 1999-2000 projects

5 The main differences between the 2000-01 childcare places projects and the projects implemented in 1999-2000 are:

- it is no longer compulsory to work in partnership if there is a valid reason why the institution is unable to do so
- the timetable is earlier with projects finishing in early March
- payment will be spread over the course of the project implementation with the third after completion
- the maximum amount of funding per place has increased to £1,250
- a method of calculating places to ensure consistency across all projects
- expenditure not required in first two interim reports.

Funding

6 The government recognises the importance of the FE sector's role in contributing to the national childcare strategy and has made £5 million available in 2000-01 for at least 5,000 new childcare places for young children aged four years and under. Establishing childcare places enables parents to continue education or training, enhancing their employment prospects and life skills. Such childcare provision can be pivotal to institutions enabling them to attract students, widen participation, and improve retention and achievement rates.

7 These funded places are available only for children aged four years and under. Institutions can apply to the New Opportunities Fund for funding to create new out-of-school childcare places. The Early Years Development Childcare Partnership (EYDCP) will be able to provide more information on such plans for the area.

8 In addition to the funds available for establishing new childcare places, Council-funded institutions have been allocated £25 million for childcare support funds for 2000-01. The details of the childcare support are set out in Circular 00/14, *Learner Support Funds 2000-01*. This represents a significant increase in funding to support the development of institutions' childcare strategies.

9 All funding must be used for the purpose for which it was allocated but this should allow plenty of

scope for institutions to combine the various sources of funding enabling more parents to train or study.

10 The DfEE has provided the Council with detailed guidance on how the funds for the establishment of new childcare places are to be used and the reporting information required from institutions.

Applying for funds to establish new childcare places

Number and type of places

11 Institutions are invited to apply for project funds to contribute to the establishment of new childcare places for children aged four years and under in 2000-01. The places should be in addition to current provision and must be capable of being sustained after the project funding has ceased. Places may be set up within or linked to Council funded institutions. The places are primarily to provide childcare for the children of students in further education institutions. Institutions are expected to consider how the places might contribute to widening participation priorities and how to target those parents for whom affordable and convenient childcare is a contributing factor to their participation in further education.

12 This funding is available to any Council-funded institution. Institutions which received grants to set up places in 1999-2000 may bid for funds in 2000-01. It may be that not all institutions that apply will be awarded funding. To make the best use of the funding, there will be an indicative allocation of places and funding to each of the nine regions, based on the projected number of children under 4 years old in the region. Each project application will then be assessed by regional staff, who understand local institutions' activities and needs, against a universal set of criteria which is outlined in paragraphs 17 to 27. In assessing the applications, the Council will endeavour to ensure that the minimum number of places is provided in each region. The minimum number of places for each region is shown in table 1. If a region does not provide the minimum number of places the unallocated places may be transferred to another region where there is demonstrable need and where the additional places can be provided by another partnership. Project submission forms are provided at annex B and institutions are requested to utilise these in making their applications. Applications are

to be returned to the regional office by 11 August 2000.

13 Table 1 sets out the minimum number of new places each region should seek to establish.

Table 1. New places by region

<i>Region</i>	<i>Places</i>
East Midlands	422
Eastern Region	613
Greater London	812
Northern Region	243
North West	706
South East	694
South West	455
West Midlands	551
Yorkshire & Humberside	504
Total	5,000

14 A minimum of 40 places per partnership is requested to provide reasonable economy of scale in the places set up. There is no maximum limit on the number of places an institution can apply for. A formulaic approach has been developed in order to enable all institutions to calculate consistently the number of places their project can offer. The calculation process is simplified by the use of three tables set out in the application form (annex B) and the accompanying guidance notes to the application form (annex B appendix 2). The calculation utilises the social services registered capacity, the number of full-time equivalent (FTE) places and then applies a turnover factor. The turnover is the number of different children that can use each FTE place based on available DfEE guidance. Institutions can calculate the number of childcare places they would be able to provide by multiplying the registered capacity by the relevant turnover factor. Institutions that require guidance on the number of social services places the childcare facility can offer should contact their EYDCP and the social services department which may even offer a pre-inspection visit.

15 Institutions will receive a maximum contribution of £1,250 per place for nursery/day care provision. This figure is higher than in 1999-2000 and recognises the impact of inflation

and the reducing scope for low-cost conversion of suitable property. Other categories of provision, for example, crèche and, in particular, childminder networks, should not require a contribution of more than £1,000 per place and the average contribution in 2000-2001 is still expected to be less than £1,000. In exceptional circumstances a slightly higher cost per place may be acceptable if the application demonstrates that meeting particular local requirements, for example, provision for children with learning difficulties, is significantly more expensive. Institutions' applications for this grant should demonstrate how various sources of funds will be combined to deliver the childcare places. Institutions should look carefully at the value for money of the places they create. Details of when funds will be paid to successful institutions are outlined in the timetable (paragraph 34).

16 The grant can be used for capital and/or revenue funding to set up facilities or arrangements that will provide childcare places. There are many ways in which this might be done depending on local circumstances and the existing facilities or arrangements a college can access. For example:

- adapting new or existing premises to make them suitable for childcare use, perhaps in combination with other provision provided
- the purchase of equipment, including a vehicle, for a peripatetic service for outreach centres
- setting up arrangements, such as childminder networks in the community, which link into the college
- staffing costs, including training, to run the service in the initial start-up period (ending 2 March 2001) before the institution has established sustainability.

Criteria

17 In applying for funding institutions are asked to provide all the information requested in the application form (annex B) and demonstrate how the criteria outlined below will be met. Taken together the application information and achievement of the criteria will form the basis of assessing each project's suitability for funding.

18 Places must be sustained after this project funding has ceased. Plans for making the provision

sustainable once the grant ends should be detailed in the application, explaining how sufficient income will be generated to cover operating costs in the long term.

Partnership activity

19 The project application should demonstrate that a real need for childcare provision exists. To this end institutions are asked to work with their EYDCP as they plan new childcare places to ensure these are consistent with the EYDCP's wider childcare plan and do not duplicate existing services. The application should illustrate how the childcare places will complement and integrate with existing services. For example, so that parents have a choice of location and type of provision (such as on college premises, near home or in the wider community, with a crèche, or a nursery or a childminder network). The project application should include a letter from the EYDCP endorsing the proposal as realistic, achievable and in line with their area's wider childcare plan.

20 Institutions are expected to work in partnerships with other institutions to develop childcare that meets the needs of the local community. Proposals can be made by groups of institutions servicing a locality, with one institution acting as the lead for their partnership. An application from a sole provider will be considered if it services a rural area or if there are exceptional circumstances where a project would otherwise be unable to proceed. If institutions do not work in partnership or do not have an endorsement from their EYDCP a comprehensive explanation of the reason for this should be attached.

21 The lead institution will be required to liaise with the partnership to provide the monitoring information set out in paragraphs 32 and 33. The lead institution will also receive all of the FEFC funding allocated to the partnership and will be expected to distribute it to the partner institutions in the amounts set out in the project application. External institutions which receive their funding through a sponsoring college are advised to be aware of this if they wish to act as the lead institution. Funding for the partnership would have to be issued through the sponsoring college to the lead institution and then passed back to the sponsoring college if the college is a member of the partnership. Once the lead institution for the

partnership has been established there will not be an opportunity for another partner to take over the lead role.

22 The DfEE will write to EYDCP contacts with guidance so that they are aware that institutions will contact them. The EYDCP will want to gather data from the institutions to update their childcare audits. The institutions will be required to copy their FEFC interim reports to the EYDCP so that the information can be included in quarterly monitoring reports for the DfEE.

Use of place and funds

23 Institutions should utilise the facilities set up with this funding to train childcare students, subject to meeting the requirements of the *Children Act 1989*. The application should also explain how continuity of care might be achieved as the students take up work at the end of their courses. EYDCPs will be able to provide further information on any legal requirements. Institutions are reminded that all places provided must comply with the legislation governing the provision of childcare for children aged four years and under.

24 The places set up are for the use of students' children. The places should only be offered to members of staff or the wider community if there are places spare which have not been taken up by students. The places must also be prioritised for the student parents with greatest need. For example, priority should be given to those on a low income or those for whom childcare is a barrier to entering education. An institution's application should include details of how students with greatest need will be targeted and the planned/estimated uptake of the places by different groups of people. Furthermore, some reference should be made to how the places will contribute to the institution's widening participation and retention and achievement priorities.

25 Institutions may consider the needs of their local community when thinking about whether new childcare places can be made available for use by the wider community during holiday periods. At these times however, as at all times, it is recommended that the needs of students take priority.

26 When evaluating project applications the ability of an institution to combine various sources of funding and the value for money of the project will

be considered. Regional staff will be looking at the costs of the project, the grant contribution needed and the other funds which will be used to meet the total cost. Institutions should be flexible, finding the most cost-effective way to meet local needs without compromising quality.

27 Finally, applications will be measured on the quality of the proposal. For example the quality of the places to be set up, the potential for best practice and cost effectiveness. In particular, innovative childcare solutions will be welcomed.

Offer of Grant

28 Institutions that are successful in the project application will be sent a funding letter of agreement on 1 September 2000. This must be signed and returned to the regional office by 15 September 2000. Institutions accepting funding must undertake to provide three interim reports, a final confirmation of places created and expenditure made at the end of the project implementation period and a final report by the deadlines outlined in the timetable (paragraph 34). The content and format of the final report will be sent to institutions in October.

29 Once an institution accepts this funding the provision or funding cannot be changed without prior written agreement from the regional office. Should an institution encounter any barriers to the implementation of their places or suffer a delay the regional office should be informed immediately.

30 Institutions awarded funding will be paid in three instalments. The first payment will be 25% of the funding, the second 35%, and the final payment 40%. The dates of the first two payments are set out in the timetable (paragraph 34). The final payment is payable after receipt of the institution's final confirmation of places and expenditure and against their claims for costs incurred which should be sent to the regional office. All institutions should provide this confirmation by 9 April 2001. However, institutions which complete before this date may provide their confirmation and request for the final payment early.

31 Institutions that are successful in their application should keep appropriate records of payments, as required by the audit trail to support their grant claims. Institutions should include a specific statement in their audited accounts on the

use of this grant, which will be subject to audit. The funding must be reconciled against actual costs at the end of the financial year with any funds not spent returned to the Council. Institutions are recommended to maintain an asset register for any capital items purchased from the grant funding. Should any such items be used for another purpose or be disposed of the secretary of state may require proceeds of sale totalling £2,500 or more to be handed back to the DfEE. Additionally institutions accepting funding should allow DfEE officials access to visit these places for monitoring purposes if requested.

Monitoring information

32 Institutions are requested to produce three interim reports by the dates stated in the timetable (paragraph 34) for monitoring purposes. Individualised forms for these returns will be issued after the signed funding agreement is returned. A letter from the project manager explaining project progress should accompany each interim report. This report should detail the work done since the last reporting period, work planned between the current reporting period and the next interim report. It should also contain an assessment of

which project milestones are still to be reached, an estimation of when this might occur, and notification of any potential problems the project may face. In completing the final confirmation institutions should only report expenditure up to the level of the FEFC grant funding. Information on the total costs of the project will be requested in the final report. The third interim report will require ratification and a signature by the principal.

33 The final confirmation of places is expected on 9 April 2001 although institutions may confirm they have completed their projects before this date if they wish. A request and claim for the payment of the final instalment of the grant should accompany the confirmation of project completion.

Timetable

34 Table 2 gives the key dates for the project implementation.

Getting started

35 Help is available from the daycare trust to assist institutions in getting childcare projects started. Two of their publications are being distributed with this circular, which may be of interest to institutions.

Table 2. Timetable

<i>Activity</i>	<i>Date</i>
Preparation of applications by institutions	3 Jul–11 Aug 2000
Applications to be returned (to regional offices)	11 Aug 2000
Notification of successful applicants & issuing of funding agreement letter	1 Sep 2000
Deadline for return of funding agreement letter	15 Sep 2000
Project implementation	18 Sep 2000
First grant payment to lead institution (25% of funding)	20 Oct 2000
Format of final report issued by FEFC to institutions	31 Oct 2000
Institution's first interim report (include places achieved)	8 Nov 2000
Second grant payment to lead institution (35% of funding)	20 Dec 2000
Institution's second interim report (include places achieved)	17 Jan 2001
End of project implementation period	2 Mar 2001
Institution's third interim report (include forecast, places and expenditure)	9 Mar 2001
Institution's final confirmation of places and expenditure	9 Apr 2001
Final grant payment to lead institution (40% of funding)	Upon confirmation of project completion
Institution's final report	1 Jun 2001

36 The 'free to learn' guide signposts the options for childcare assistance for students, and some examples of good practice and sources of further information for learning establishments that want to widen participation and help students to become 'free to learn'.

37 Daycare Trust Consulting provides independent advice and expertise to a wide range of agencies and organisations. The leaflet provides an overview of their services and contact details.

Responses

38 Completed applications are requested by **11 August 2000** addressed to the appropriate contact at the regional office (see annex C for regional contact information).

David Melville

Guidance on Grant Funding for 2000-01

Introduction

1 The Government launched its National Childcare Strategy in May 1998, with the following aims:

- to ensure a range of good quality, affordable and accessible childcare in every community
- to promote the well-being of children
- to offer equal opportunities for parents and to help them balance work and family life.

The strategy is backed by some £470 million in England for 5 years from April 1998, including £170 million for out-of-school childcare through the New Opportunities Fund and £300 Million through the Department for Education and Employment.

2 FE colleges and institutions have an important part to play in the implementation of the National Childcare Strategy. By providing good quality childcare, they can help parents, particularly women and lone parents, take up training and education opportunities to gain skills and knowledge to make themselves more employable. Many FE colleges/institutions already provide some childcare provision; this grant will help them provide more care for young children aged 0 to 4. FE colleges and institutions are also the major providers of training in childcare and we expect them to be able to involve students in 'on-the-job' training in their college childcare facilities. The FEFC issued Circular 99/13 on 10 March 1999 which sets out how the FE sector is contributing to the National Childcare Strategy and encourages all FE colleges/institutions to consider what more they can do now the implementation of the Strategy is under way.

3 There are Early Years Development and Childcare Partnerships (EYDCPs) in every local authority area responsible for drawing up a plan for childcare services which meets the needs of children and their parents in the local area. The interests of FE colleges should be represented on their local Partnership. FE colleges/institutions must work with their local EYDCP as they plan new childcare

places to ensure these are consistent with the wider childcare plan and not duplicating existing services. DfEE will also be contacting local EYDCPs with details of this year's grant.

4 FE colleges/institutions also have objectives to widen participation and improve retention and completion rates. Providing childcare to help parents take up and stay in training or education underpins these objectives too. The FE sector has been allocated £25 million specifically for childcare support for those on low incomes in 2000-2001, and we expect FE colleges and institutions to recognise that this provides a significant increase in funding to support the development of their own childcare strategies (see also Circular 00/14 *Learner Support Funds 2000-01*). Funding must be used for the purpose allocated, but this should allow plenty of scope for institutions to combine the various sources of funding to enable more parents to train or study.

FE childcare places grant in 1999-2000

5 DfEE allocated £5 million to FEFC in 1999-2000 from its childcare funding to create at least 5,000 new childcare places in FE colleges and institutions for children aged 0 to 4. Pump-priming grants were made to FE colleges and institutions on the basis that the additional places would be viable and continue beyond the period of the grant. Forecasts provided by FE colleges and institutions in March indicated that they expected to achieve the 5,000 places. Their final reports to FEFC are due in June, including information on innovative approaches and good practice in setting up new places.

FE childcare places grant in 2000-2001

6 In November, the secretary of state announced a further £5 million grant to the FEFC to create at least 5,000 new childcare places for children aged 0 to 4 years in FE colleges and institutions.

7 This guidance sets out the objectives of the grant, information to be provided in proposals, criteria for awarding funding and the requirements of the grant régime, including management information. The FEFC and the Learning and Skills Council (from 30 April 2001) will be responsible for administering the grant.

Objectives

8 The secretary of state for education and employment will make £5 million available in 2000-2001 only, to create at least 5,000 childcare places for children aged 0 to 4 within, or linked to, FE colleges and institutions, to provide care for the children of students undergoing education or training, particularly those in greatest need, for staff in FE colleges and institutions, and where possible to meet the wider needs of the local community. (Students must have the first call on places created).

9 This is a pump-priming grant to make a contribution to the cost of setting up childcare places. There will be a maximum contribution of £1,250 per place for nursery/day care provision, recognising the impact of inflation and the reduced scope for achieving low-cost conversion of suitable property. Other categories of provision should not require a contribution in excess of £1,000 per place. The average contribution in 2000-01 is expected to be less than £1,000 per place. Applications by FE colleges and institutions for this grant should show how they will combine various sources of funds to deliver these childcare places. There may be wide variation in costs in setting up places, depending on the work involved. FE colleges/institutions should look carefully at the value for money of the places they create. In exceptional circumstances a slightly higher cost per place may be acceptable if they can demonstrate that meeting particular local needs (for example, special needs) is significantly more expensive. All proposals must demonstrate that the new places they plan to provide will be able to generate sufficient income to cover operating costs in the long term, thus being viable after the pump-priming ceases.

10 FE colleges/institutions should develop childcare which meets the needs of the local community, and not just individual institutions, in a partnership approach. Proposals can be made by groups of FE colleges servicing a locality, or by a sole provider servicing a rural or smaller area. One institution may act as the lead for their partnership of institutions. To provide reasonable economies of scale in setting up places, proposals for a minimum 40-50 new childcare places in the area the FE colleges and institutions serve would be expected; these places must be in addition to those they currently provide.

11 Proposals must show how their childcare places will complement and integrate with existing services, so that parents have a choice of location and type of services (for example, on college premises, near home or in the wider community, with a crèche, or a nursery or childminder or childminding network) and how continuity of care might be achieved as the students take up work at the end of their course. They should, wherever possible, involve their local EYDCP and gain their endorsement that their proposals are realistic, achievable and in line with the EYDCP's wider childcare plan. Where they do not they must clearly state why this is the case.

12 FE colleges and institutions should consider the needs of their local community when thinking about whether new childcare places can be made generally available during holiday periods. At these times however, as at all times, the needs of students must take priority.

13 FE colleges and institutions should also consider how the childcare facility will be integrated with, or used for the training of childcare workers.

Information to Provide in Proposals

14 Proposals are invited from groups of FE colleges/institutions or single institutions in rural areas, and must set out how they will use the funding to deliver new childcare places. The FEFC should examine bids on the basis that they demonstrate the following:

- the demand for childcare places from students (and staff, although they are not the priority group), what number and category of childcare places are already provided, and the unmet demand
- the number and category of places they will create, how they will create them, where they will be located and when they will be available for use
- how these will meet identified demand and needs of parents and children, including flexibility, equal opportunities for all children, meeting children's needs
- how these places will complement and fit into other local services in the EYDCP plan (for example, not creating over-supply, making better uses of existing

places, encouraging childcare options which can offer continuity of care)

- how parents will be targeted so that students with greatest need have first priority, and the planned take-up of places by different groups
- the costs of the project, the grant contribution needed and other funds which will be used to meet the total cost
- how local authority registration requirements for childcare provision will be met, including plans for preventing or minimising delays pending approval
- a clear statement of project milestones within the overall timetable
- how the places will be sustained once the grant ends (for example, links with Childcare Access Fund)
- letter of support from the local EYDCP (if such a letter is not included there must be a clear explanation for the omission).

15 Grant can be used for capital and/or revenue funding to set up facilities or arrangements which will provide childcare places for children aged 0 to 4. There are many ways in which this might be done, depending on local circumstances and the existing facilities or arrangements a college has or can access. For example:

- adapting new or existing premises to make them suitable for childcare use, perhaps in combination with other provision provided
- setting up arrangements such as childminder networks in the community which link into the college
- staffing costs, including training, to run the service in the initial start-up period.

16 For this grant, registered capacity is defined as the number of FTE places approved by social services. Average turnover is the number of different children that can use each FTE place. For places available Monday to Friday during the day the turnover will not exceed 2 times. For places also available for some time in the evening and at weekends, the turnover is likely to be 2.5 times. For places with maximum availability over seven days the turnover will be not less than 3 times. Colleges/institutions can calculate the number of childcare places by multiplying the registered

capacity by the relevant average turnover assumption for this grant application (2, 2.5 or 3).

Criteria for Awarding Funding

17 It may be that not all FE colleges/institutions who apply for funding will be awarded a grant. To make the best use of the funding, FEFC will make an indicative allocation of places and funding to each of their 9 regions, based on the projected number of 0 to 4 years olds in the region. The FEFC regional office staff will assess proposals in the light of their knowledge of local FE colleges/institutions' activities and needs. They will make awards of grant taking into account how far proposals demonstrate:

- a partnership approach – between FE college/institutions(s) and with EYDCPs
- that the childcare services to be provided are consistent with other services in the EYDCP Plan and that the EYDCP supports the proposals
- contribution to widening participation and targeting parents with greatest needs
- good value for money with a range of funds used effectively, so that grant contribution is minimised and overall places target is delivered
- flexible, cost effective ways to meet local needs, by building on existing arrangements or by setting up new facilities
- plans for making the provision sustainable once the grant ends
- integration of the childcare facilities with their training of childcare workers in some way
- the strength of the management and structures in which the childcare will be located.

FE colleges and institutions that were successful in 1999-2000 may bid for funding in 2000-01.

Timetable

18 The key dates for the FEFC and FE colleges and institutions are:

- FEFC to issue circular to all FE colleges and institutions inviting bids by 3 July 2000

- proposals to FEFC by 11 August 2000
 - allocations to FE colleges/institutions by 1 September 2000
 - FEFC provides DfEE with details of allocations by 1 September 2000
 - projects start on 18 September 2000
 - first report by institutions on places created by 08 November 2000
 - second report by institutions on places created by 17 January 2001
 - places implemented by 2 March 2001
 - third report by institutions on places created 9 March 2001
 - confirmation of places created by 9 April 2001
 - final report by institutions 1 June 2001.
- ii. how total costs have been funded
 - iii. examples of good practice and innovation in providing good quality childcare in FE colleges
 - iv. how far childcare has contributed to widening participation
 - v. details of who has taken up childcare places and whether the greatest needs have been met
 - vi. additional demand identified
 - vii. how the places will continue to operate
- FE colleges/institutions should include a specific statement in their audited accounts on the use of this grant, which would be subject to audit
 - copy their regular reports of places created and so on to their EYDCP to the same timescale, so that the information can be included in quarterly monitoring reports of childcare created which EYDCPs provide to DfEE
 - allow DfEE officials access to schemes funded under the grant régime for monitoring purposes.

Requirements of the Grant Régime

19 The grant is to be used to meet the costs of FE colleges in setting up new childcare services. It is ring-fenced to provide at least 5,000 childcare places. Grant will be paid to the FEFC on receipt of a single claim against costs incurred. The FEFC will pay the grant to FE colleges against their claims for costs incurred. Total payments must be reconciled against actual costs at the end of the financial year and overpayments returned.

20 FE colleges receiving grants must:

- deliver their proposals and the number of places as agreed with the FEFC
- keep acceptable records of payments made as required by the audit trail to support their grant claims
- provide reports to FEFC on the places created by November 2000 and January 2001
- provide a report to FEFC of expenditure incurred by beginning March 2001, signed by the college principal and including the number of childcare places created by March 2001
- confirm total places created to FEFC or its successor body by 9 April 2001 and provide a final evaluation report by 1 June 2001 giving information on:
 - i. total places created

21 FE colleges and institutions wishing to develop proposals should talk to their local EYDCP contact in the local education authority. The DfEE will write to EYDCP contacts with this guidance so that they are aware of what FE colleges/institutions will be planning. They will want to gather data from the FE colleges/institutions on demand for childcare in order to update their childcare audits, and to be updated on progress as places are created to report back to the DfEE on new childcare across the local area.

22 FE colleges and institutions can apply to the New Opportunities Fund for funds to create new out-of-school childcare. Their EYDCP contact will be able to provide more information on plans for the area.

Application for Funding to Establish New Childcare Places 2000-01

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

Reference Circular 00/21

Please return two copies of this application form and the supplementary information requested at appendix 1 to the contact at the appropriate regional office (listed at annex C) by 11 August 2000.

Cheylesmore House
Quinton Road
Coventry CV1 2WT
Telephone 024 7686 3000
Fax 024 7686 3100

Please type the information requested or print in capital letters.

Name of lead institution (*please print*)

Name of project manager (*lead institution*)

Telephone number of project manager

E-mail address of project manager

Names of partner institutions (*please tick the box adjacent to the partner's name where a letter of endorsement from the partner institution is enclosed*)

_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

The partner's letter of endorsement should confirm that they have seen this application and the information relating to their institution is accurate. Please attach these letters at the end of the application form.

EYDCP area

EYDCP contact name and telephone number

Is a letter of endorsement from the EYDCP enclosed? Yes No

If No, please attach a letter of explanation at the end of the application.

Total number of places requested

Total amount of funding requested £ _____

Month when all places will be physically set up

Places Calculation

Three tables have been included to assist in the calculation of childcare places. There is a table for each step of the process. Following these steps will ensure that institutions do not miss out on the funding available. Guidance on how to complete these tables is given in appendix 2 to annex B.

Table 1. Availability of facility

<i>Type of provision</i>	<i>Weekdays</i>	<i>Weekday Evenings</i>	<i>Evenings Only</i>	<i>Weekend</i>	<i>Turnover Factor</i>

Table 2. Utilisation of facility

<i>Utilisation</i>	<i>Turnover Factor</i>
Mon – Fri half day or weekend half day (1 session)	1
Mon – Fri all day or weekend (2 half day sessions)	2
Mon – Fri all day + evening	2.5
Mon – Fri all day + weekend	2.5
Weekend all day + evening	2.5
Mon – Fri all day + evening + weekend	3

To qualify as evening opening, the provision should be open for at least two evenings a week and be of two hours duration

Table 3. Calculation of number of places

<i>Provision</i>	<i>Social services registered capacity (A)</i>	<i>Turnover factor (B)</i>	<i>Number of places (A x B)</i>
Total number of places			

6 Will any of the works associated with this project be limited as they can only be carried out during holidays or at a time when students are not on site? Yes No

If yes, please state which provisions and when the works are planned to be carried out.

7 Please provide a description of how local authority social services registration requirements will be met.

8 Will the funding you are requesting from the Council cover the costs of the entire project?

Yes No

If no, please complete the table below to give details of how the remaining expenditure will be funded.

Funding Body	Funding Amount (£)
FEFC	
LEA	
Other grants, for example ESF, NOF (give details under the following question)	
Lead institution's own funds	
Partner institutions' funds	
Other (<i>please describe</i>)	

9 How will this project achieve value for money and be cost effective? Details of how the institutions will combine various sources of funding may be outlined here.

10 Please explain how the places set up will be sustained once this funding ends.

11 Will the facilities set up be utilised to provide ‘on-the-job’ training for childcare students?

Yes No

Will all students working within the facility be supernumerary? Yes No

If not please demonstrate compliance with the *Children Act 1998* in the project description.

12 Before sending your application, please ensure all participating institutions are aware of the criteria to be satisfied if funding is offered. Additionally, should funds be awarded to this project but the partnership fail to provide the agreed provision, these funds will be subject to clawback.

Signatures

Project manager (*lead institution*) _____ Date ____ / ____ / ____

Project manager name (*please print*) _____

Principal (*lead institution*) _____ Date ____ / ____ / ____

Principal’s name (*please print*) _____

Attachments

Please attach letters of endorsement from the EYDCP and partner institutions.

If the application is from a sole provider or is not endorsed by the EYDCP please attach a letter explaining why it was not possible to proceed in partnership.

Guidance Notes

Table 1 Availability of facility

1 Enter into table 1 the type of provision proposed. Please summarise the provision as one of the three categories set out in table 5 and enter the category code displayed in table 5 in brackets next to the type of provision.

2 Please use a separate row in the table for each institution's provision. For example, if institution X is providing a crèche and institution Y is also providing a crèche, please enter these provisions on two separate lines.

3 Please indicate when the facilities will be available for childcare. The example table below illustrates how to set out the information. If a weekday provision is not open every weekday please indicate which days it is open. Please remember to include the times the facility is open.

Table 1. Example: Availability of facility

<i>Type of provision</i>	<i>Weekdays</i>	<i>Weekday Evenings</i>	<i>Evenings Only</i>	<i>Weekend</i>	<i>Turnover Factor</i>
Institution X Childminder (1)	All day (8-17:30)				2
Institution X Mobile/Crèche (2)	PM only (13-17:30)				1
Institution Y Mobile/Crèche (2)	All day (9-17:00)	Mon-Thu (18-21:00)		Sat: All day (9-17:00) Sun: AM only (9-13:00)	3
Institution Z Nursery/Day Care (3)	All day (8-17:15)	All weekdays (18-21:00)			2.5

4 To fill in the 'Turnover Factor' (last column, table 1) see paragraph 5.

Table 2 Utilisation of facility

5 Table 2 sets out the turnover factor against a range of utilisation patterns. Institutions should compare the patterns in table 2 against the opening of each provision their project offers to obtain the 'turnover factor' which is needed to complete table 1 and table 3. Any institution that is planning a project with an availability pattern not listed in the table may contact Sarah Carter (contact details are included in annex C under regional contacts) for advice on how to calculate the provision.

Table 3 Calculation of number of places

6 Table 3 uses the information displayed in table 1 to calculate the number of places the partnership can apply for. An example of how to complete the table is included below.

7 Institutions should list each type of provision by institution on a separate row in the same order as table 1.

8 In the column headed 'social services registered capacity (A)' institutions should enter the number of places social services consider the facility can accommodate.

9 In the column headed ‘turnover factor (B)’ institutions should enter the corresponding turnover factor for each provision that they identified from table 1.

10 The final column ‘number of places (A x B), the social services registered capacity marked (A) should be multiplied by the ‘turnover factor’ marked (B). This is the number of places each provision will provide for the purposes of this grant. If the calculation produces a decimal number please round up to the nearest whole number. The total is the total number of places the institution can apply for.

Table 3. Example: Calculation of number of places

<i>Provision</i>	<i>Social services registered capacity (A)</i>	<i>Turnover factor (B)</i>	<i>Number of places (A x B)</i>
Institution X Childminder (1)	3	2	6
Institution X Mobile/Crèche (2)	12	1	12
Institution Y Mobile/Crèche (2)	20	2.5	50
Institution Z Nursery/Day Care (3)	15	2.5	38
Total number of places	50		106

Help with calculation of places

11 The good practice example from Hackney Community College in the ‘free to learn’ guide from the day care trust includes a calculation of childcare places. Two on-site nurseries registered for 91 children are used by 245 children (including 90 attending in the evening). The ‘turnover’ for this facility is 2.7 (91 x 2.7 = 245), which is within the guidelines given elsewhere in this circular.

12 Any institution that is unable to complete the tables may contact Sarah Carter (contact information listed under regional contacts in annex C) for further advice.

Table 4 Breakdown of project provision

13 Please complete table 4 with the project information. Please remember that each separate provision should be on a separate row. In the column ‘type of provision’ the category code (displayed in table 5) should be included next to the type of provision in brackets.

14 The fourth column ‘number of places (A)’ requires the same information as table 3, column 4 which is also entitled ‘number of places’.

15 The final column ‘When will the places become available?’ requires the institution to estimate the month when the facility will be physically ready for childcare (even if it is not yet registered).

Project description

16 Please provide a description of the various components of your project including details of the specific works involved. Examples include:

- new build
- refurbishment or extension of existing premises
- room relocation
- minor new works, for example, just adding toilets
- extra staffing
- childcare network and so on.

17 The project description should include a clear statement of project milestones. For example:

- planning approval for construction work
- completion of construction work
- staff recruitment and training
- social services registration

- the availability of all places (to give an indication of the time periods involved).

18 An indication of how the time periods relate to the works is important. It is intended that this will help institutions plan realistically what is can be achieved in the time available to set up facilities and identify any potential delays or pitfalls with the project. Please note all places must be physically set up by 2 March 2001. Information may be presented as shown below:

<i>Month 1</i>	<i>Months 2-3</i>	<i>Month 4</i>	<i>Month 5</i>	<i>Month 6</i>
Planning permission	Building works	Staff recruitment, equipment purchases	Physical structure ready	Social Services registration

19 The project description should also outline the demand for childcare places in the area from students, staff, and from the wider community explaining how this demand was measured. It should be noted that this project is not expected to meet all the demand identified. However, please indicate how the project will contribute to alleviating the need for places. Please indicate any childcare facilities the partnership already offers.

20 Please also include details explaining how quality will be ensured and highlighting any provision that may be an example of best practice or is particularly innovative.

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