



## **Childcare Sufficiency Grant Sustainability Grant Policy 2008-09**

### **1. Introduction**

Grant funding has been allocated to support existing childcare provision with a short-term financial difficulty. This applies to all group childcare provision for children aged 0 – 14 years (up to 19 for children with Learning Difficulties and Disabilities LDD), whether operated as a private, voluntary or maintained group, for example, breakfast club, after school club, holiday scheme, pre school, day nursery, wraparound care. All applications must be linked to the Childcare Sufficiency Assessment (CSA), therefore we will only fund to sustain places in communities where there is an established need. Details of this can be obtained from your District Partnership Team.

Therefore if you are pre school in an area saturated with pre schools which all have a number of vacancies, your group may not be approved for a grant, as there are many other similar provisions in the area, and there does to be a need in your community

### **2. Support for providers**

Other support for helping to sustain provision include the following:

- **Childcare provider group networks**
- Business support, training and advice
- The Young in Herts on line training programme
- The Young in Herts recruitment strategy advertising childcare staff vacancies and promoting childcare and playwork job opportunities
- The Young in Herts qualifications funding support including the Transformation Fund.
- Hertfordshire Quality Standards (HQS), quality assurance award
- The Young in Herts Communications Strategy which raises public awareness of childcare and playwork
- Support provided by Hertfordshire County Council and the voluntary sector development staff including the District Partnership Teams and PSLA
- The Children's Information Service, which holds the current lists of providers for parents/carers to access

For further details on these services, phone the Children's Information Service on 01438 737502 for contact details, or access the Young in Herts website:

**[www.hertsdirect.org/younginherts](http://www.hertsdirect.org/younginherts)**



### **3. Criteria for sustainability grant funding for provision in financial hardship**

Sustainability funding will be made through one off grants to organisations to support them through a specific short-term difficulty. The grant can be used to support staffing costs, rent and premises costs, essential health and safety requirements, marketing and consumables.

- Only one grant will be available to a group within any two year period. Very exceptional circumstances may be considered on a case by case basis by the Integrated Children's Services 0-13 team if further funding within this timescale is requested.
- The group must prove a need for its services within the community in line with Childcare Sufficiency Assessment.
- Sustainability funding is most likely to be requested by the voluntary sector, but the private and maintained sector groups can apply for support provided they meet the criteria.
- A 12 month financial forecast must be provided, which will identify that additional funding will not lead to profit making.
- Organisations must show that their recent 6 – 12 month expenditure exceeds income on a regular basis
- Organisations must show that they hold less than one term's working capital and only sufficient reserves to cover closure expenses. This will usually be less than £1500
- Organisations must book a business support session and show they have adequate marketing and management skills.
- The maximum grant that can be awarded will be £3000
- If a group is still within the funding period of a start-up grant (e.g. Childcare Sufficiency Grant or Sure Start Additional Places Grant) then an application will not be considered.

District Partnership Teams will monitor provision and offer support.

### **4. Process for accessing sustainability funding**

- The sustainability grant funding budget is held by the ICS Development Manager of Young in Herts
- It will be accessed by completing a pink application form obtained from the District Partnership Team in your area.
- The group will complete the application and additional information with the help of District Partnership Officer if required



- A business support 1:1 meeting is to be booked with the ICS 0-13 Team. To book this appointment please speak with your District Partnership Officer.
- The Integrated Children's Services 0-13 Team will assess the application and make the final decision based on this policy and the availability of the funding
- A grant decision and confirmation letter will be sent within 3 weeks of application. Grant funds will follow in due course.
- Organisations seeking funding must submit:
  - a. A detailed income and expenditure statement of the previous 6 -12 months, showing where income shortfall is required
  - b. A 12 month cash flow forecast showing how the support forms part of a progressive move towards viability
  - c. A brief narrative section to explain why the funding is needed, what it will be used for and future plans for the group
  - d. Copies of current bank statement or most recent management accounts for the childcare provision
  - e. Letter of support from local Children's Centre Manager/ Extended School Coordinator for grant.

If the cash flow forecast and narrative are not completed in full, or do not show how the group will become financially sustainable within the funding period then the application may be refused because it does not meet the criteria of supporting a specific, short-term difficulty.

### Contact details

#### District Partnership Team Details:

**East 1:**           **Tel: 01462 704246**           **Fax: 01462 704300**  
East 1 DPT  
Old Grammar School, Broadway, Letchworth SG6 3PS  
**(Districts: Stevenage, North Herts)**

**West 1:**           **Tel: 01923 274192**           **Fax: 01923 274101**  
West 1 DPT  
First Floor, Apsley One, London Road, Apsley, Hemel  
Hempstead, HP3 9XJ  
**(Districts: Watford, 3 Rivers)**

**East 2:**           **Tel: 01920 880963**           **Fax: 01920 880909**  
East 2 -DPT  
Porters Lodge, Collett Road, Ware, SG12 7LY  
**(Districts: Broxbourne, East Herts)**



**West 2: Tel: 01442 453839**  
West 2 DPT  
First Floor, Apsley 2, Brindley Way, Hemel Hempstead,  
HP3 9BF  
**(Districts: Dacorum, St Albans)**

**Central : Tel: 01438 843030**  
Central- DPT  
New Barnfield, Travellers Lane, Hatfield, AL10 8YF  
**(Districts: Welwyn and Hatfield, Hertsmere)**