

# Exception Grant Funding Application Form

## For all Grants Early Years Financial Incentive

(To be completed by the Applicant)



Birmingham City Council (the Council) has a responsibility to ensure that any public funding it provides is used for its approved purposes and that when an organisation receives funding it is used appropriately. This includes the operation of suitable management, employment and financial policies and practices.

The details provided by the applicant will be added to our Grants Management Database that will help track, monitor and audit grant applications made and issued.

Please read the Application Form Guidance document whilst completing this form as it provides additional information to clarify each question. Or additional support is available below

Email: **Enquiries** [EYDuty@birmingham.gov.uk](mailto:EYDuty@birmingham.gov.uk) 0121 675 4996

Email: **Completed Grant Application form** [EarlyYearsSeminars@birmingham.gov.uk](mailto:EarlyYearsSeminars@birmingham.gov.uk)

**Issue Version: 26<sup>th</sup> January 2018**

## Overview of this application form

| Section No. | Section Title  | Complete for grants up to £10,000 | Complete for grants over £10,000 |
|-------------|--|-----------------------------------|----------------------------------|
| 1           | Details of Applicant   | ✓                                 | ✓                                |
| 2           | Details of proposed Project / Activity                               | ✓                                 | ✓                                |
|             | General Information  | ✓                                 | ✓                                |
|             | People and Resources   | ✓                                 | ✓                                |
|             | Customers and Stakeholders   | ✓                                 | ✓                                |
|             | Outcomes and Objectives  | ✓                                 | ✓                                |
|             | Partnerships   | ✓                                 | ✓                                |
|             | Risk Management Plan   | ✓                                 | ✓                                |
|             | Additional Questions for this Grant Funding Programme                | ✓                                 | ✓                                |
| 3           | Cost and Funding Breakdown   |                                   |                                  |
|             | General  | ✓                                 | ✓                                |
| 4           | Referees   | ✓                                 | ✓                                |
| 5           | Policies, Procedures and Processes                                   |                                   |                                  |
|             | Key supporting documents   | ✓                                 | ✓                                |
|             | Safeguarding – working with Children, Young People or Adults at Risk | ✓                                 | ✓                                |
|             | Your trustees and Quality Standards                                  | ×                                 | ✓                                |
|             | Your management/executive committees and policies                    | ×                                 | ✓                                |
| 6           | Declaration  | ✓                                 | ✓                                |



## Grant Application Form

### 1. Details of Applicant

|   |  |
|---|--|
| Name of Applicant applying for funding<br>(Name registered with Ofsted) |  |
| Main contact for this application                                       |  |
| Position held   |  |
| Phone number  |  |
| Email address   |  |

|                                    |  |
|------------------------------------|--|
| Second contact for the application |  |
| Position in organisation           |  |
| Phone number                       |  |
| Email address                      |  |

|   |   |  |
|---|---|--|
| Organisation registered address and<br>correspondence address   |   |  |
| Ofsted Unique Reference Number  |   |  |
| Main phone number   |   |  |
| Website, blog or Facebook page, if you<br>have one  |   |  |
| Type of organisation (please tick the box<br>which describes your organisation and<br>where applicable provide your registration<br>number) | Unincorporated Association with a constitution,<br>committee and regular meetings |  |
|   | Limited company<br>Registration number:   |  |
|   | Charity<br>Registration number:   |  |
|   | State type of organisation CIO, CIC, Partnership<br>etc<br>Registration number:   |  |

**Reserves** – If you have any reserves please provide a breakdown. N/A

|  |                  |
|--|------------------|
| <del>Restricted or committed reserves – reserves in your account which are set aside for a specific purpose, such as grants to run a particular project.</del> | £ Not applicable |
| <del>Designated reserves – reserves that your organisation has allocated to a particular cost, such as staff salaries or rent</del>                            | £ Not applicable |
| <del>Free or unrestricted reserves – reserves which are not committed or restricted</del>  | £ Not applicable |

|   |
|---|
| If you have unrestricted/free or designated reserves that are more than the amount you are requesting through this application, please provide an explanation as to why your activity cannot be supported from these reserves, or a copy of your Reserves Policy if you have one. |
| Not applicable  |

### VAT

|  |          |
|--|----------|
| Is your organisation VAT registered?                   | Yes / No |
| If yes, what is your VAT registration number?          |          |
| If yes, what percentage of input tax can be recovered? |          |

## 2 Details of proposed project /activity

|  |   |
|--|---|
| Name of project / activity   | Early Years Recruitment Financial Incentive                     |
| Description of project / activity — please highlight which priority area your grant request meets. – No longer applicable  |   |
| <p><b>Priority 1</b> — Wards that have been identified as having insufficient childcare places to meet the increased demand of the extended entitlements. The target wards have been RAG-rated either:-</p> <ul style="list-style-type: none"> <li>• <b>Red</b> — insufficient childcare places to meet the current demand for childcare in Summer 2024 (Wards are Garretts Green, Handsworth Wood, Highters Heath, Holyhead, Kingstanding, Perry Common, Quinton, Stockland Green, Yardley East).</li> <li>• <b>Amber</b> — insufficient childcare places to meet the predicted increased demand in Autumn 2024 (Wards are Allens Cross, Castle Vale, Harborne, Kings Norton South, Ladywood, Longbridge and West Heath, Weoley and Selly Oak, Acocks Green, Bartley Green, Billesley, Birchfield, Glebe Farm and Tile Cross, Newtown, North Edgbaston, Oscott, Perry Barr, Tyseley and Hay Mills).</li> </ul> <p><b>Priority 2</b> — Increasing the number of skilled staff available in the workforce who can confidently work in partnership with families to support children with SEND in early years provision.</p> |   |
| Does this recruitment replace a practitioner who has left or is leaving your setting?  |   |
| If a practitioner has left or is leaving, please include the reason for leaving  |   |
| Main address where project / activities will take place — Please include the address that the recruit will be employed from. Please note that funding is only available for recruits based in Birmingham based Early Years provision   |   |
| Other locations / venues — please give details of all addresses where the recruit may be deployed to or mark not applicable. Please include postcodes  |   |
| Are the locations / venues accessible for people with disabilities (i.e. wheelchair ramp to entrance, induction loop, supporting hand rail to entrance)  | Yes / No<br><br>If no what reasonable adjustments will be made: |
| 2.6 Description of the activities (if relevant include details of how the activities will be funded once the grant funding has ceased):  |   |
| Not applicable   |   |

**Milestones** - Please tell us about the key events in the life of the project / activity. Please include a brief description of the activities you plan for example – advertisement, interviews, induction, supervision and deployment to support SEND inclusion.

| Project / Activity - description of activities and aims | Date                        |
|---|-----------------------------|
| [Insert Recruit 1 Name Inside These Brackets]           |                             |
| Date Advertisement went out (if known):                 |                             |
| Date application received:                              |                             |
| Interview Date:   |                             |
| Appointment Date:                                       |                             |
| First Day of Permanent Employment:                      |                             |
| Project /Activity End Date:                             | 31 <sup>st</sup> March 2025 |

| Project / Activity - description of activities and aims | Date                        |
|---|-----------------------------|
| [Insert Recruit 2 Name Inside These Brackets]           |                             |
| Date Advertisement went out (if known):                 |                             |
| Date application received:                              |                             |
| Interview Date:   |                             |
| Appointment Date:                                       |                             |
| First Day of Permanent Employment:                      |                             |
| Project /Activity End Date:                             | 31 <sup>st</sup> March 2025 |

Copy and paste the table above (titled Project/Activity) here, as many times as you need, if are applying for more than 2 recruits.

## People and Resources

|   |  |   |
|---|--|---|
| Please provide details of the positions who will receive the one-off Golden Hello.  |  |   |
| Position (add more lines if more than 2 recruitment grants are being applied for)   | Golden Hello Payment to be paid directly from funding applied for? (Y/N) | What will be the total costs of the £1000 payment + Tax + National Insurance (NI) + Employers NI? |
| 1) [Name of permanent recruit 1] – [Job title]  |  | £   |
| 2) [Name of permanent recruit 1] – [Job title]  |  | £   |
| 3) Add more rows if you are applying for more than 2 recruits.  |  | £   |
| Please confirm that employees working on the project will be paid the Real Living Wage in accordance with the Council's Living Wage policy.                       |  | Yes / No  |
| How many positions have been uplifted to the Real Living Wage?  |  |   |
| 2.10 Does the applicant intend to work with any similar local service(s) that already provide the proposed or related activities? If Yes, complete details below. |  | N/A   |
| Name of Organisation  | Service they provide   | Details of how you are going to work with them  |
| 1) N/A  | N/A  | N/A   |
| 2) N/A  | N/A  | N/A   |

## Customers and Stakeholders

Target groups/customers receiving the service / activities – If your project / activity is targeted at benefiting particular groups (eg particular age group, faith, area of the city or ethnicity, SEND inclusion e.g. ISEY

| worker or sustaining/increasing number of early years places –), please give details of the expected numbers of each group. If not, please add not applicable. |                               |  |        |           |       |              |       |
|--|-------------------------------|--|--------|-----------|-------|--------------|-------|
|  | How many?<br>(Not applicable) | Age range  | Gender | Ethnicity | Faith | Ward or area | Other |
|  |                               | Add estimated numbers for above groups where known or add tbc if not known |        |           |       |              |       |
| <b>Number of Children</b>  |                               |  |        |           |       |              |       |
| Not applicable   |                               |  |        |           |       |              |       |
|  |                               |  |        |           |       |              |       |
|  |                               |  |        |           |       |              |       |
|  |                               |  |        |           |       |              |       |

|   |
|---|
| Provide details of any expected customers (users and beneficiaries) that will be involved in the operation and/or management of the project and how will their views will be captured and considered? |
| Not applicable  |

### Outcomes and Objectives

| What are the expected outcomes and outputs of the project and how will they be measured |  |                            |                            |
|---|--|----------------------------|----------------------------|
| Output/Outcome(s)   | How you will measure the output/outcome          | Other Aspirational Targets | Frequency of Reporting     |
| 1) Advert includes details of the incentive   | Share advert in monitoring reports               |                            | 8 weeks after recruitment  |
| 2) Recruitment takes place  | Monitoring report practitioner details submitted |                            | 8 weeks after recruitment  |
| 3) Golden Hello payment made  | Payslip evidence                                 |                            | 12 weeks after recruitment |

|  |
|--|
| <b>Partnerships</b>  |
| Tell us about the partnerships you have established and their roles in this project/activity <u>or</u> add not applicable (e.g. working with a jobcentre or apprenticeship agency) |

| Risk Management Plan -   |                                    |                                  |                              |
|--|------------------------------------|----------------------------------|------------------------------|
| Please use the table below to identify any risks that could prevent your project / activity from being delivered as planned. - Please note this is not a health and safety risk assessment but is a plan to manage risks to your project / activity, for example few or poor applications. |                                    |                                  |                              |
| Risk description   | Severity (severe, moderate, light) | Impact (severe, moderate, light) | Actions taken to manage risk |
|  |                                    |                                  |                              |
|  |                                    |                                  |                              |
|  |                                    |                                  |                              |
|  |                                    |                                  |                              |

|  |
|--|
| Please tell us about the legacy of the project/activities and how you will work with partners to put in place further services, activities or opportunities. |
| Not applicable   |

It there a longer term vision for the proposed project/ activities after this funding scheme has ended? If so, please explain how the project/activities will become financially sustainable. (Attach further details if necessary)

Not applicable

### 3. Cost and Funding Breakdown

#### GENERAL

|  |     |
|--|-----|
| What type of funding is being requested? |     |
| Capital Funding                          | No  |
| Revenue Funding                          | Yes |

|  |          |
|--|----------|
| <b>What are you planning to use the funding for? (Indicate all that apply)</b>   |          |
| Direct project/activity costs  | N/A      |
| Central function costs e.g. management and support services (e.g. HR, finance, IT)   | N/A      |
| Premises and office cost e.g. rent, rates, utilities, office admin, depreciation, insurance, membership and subscription   | N/A      |
| Purchasing computers, furniture, equipment and/or vehicles   | N/A      |
| The acquisition of land or buildings, building projects and/or landscaping works – please provide a business plan for the acquisition of land or buildings with your application | N/A      |
| Building feasibility studies, surveys, outline plans and planning applications   | N/A      |
| General surveys, feasibility studies and research projects   | N/A      |
| Other – please specify below:  |          |
| Golden Hello Payment Tax and National Insurance  |          |
| Do you have a copy of the most recent annual accounts and balance sheet for your organisation? <i>If yes, please attach a copy.</i>  | Yes / No |
| <i>If no, please provide an explanation:</i>   |          |

#### Using one line for each item please include;

- details of each item of expenditure and what it will be spent on
- an explanation for any assumptions e.g. project manager (5 days @ £x per day); A5 flyers (2,000) etc.

If your budget includes unexplained costings then you may be asked to resubmit your budget as part of the assessment process.

**Your budget must balance. Total A must be the same as (Total B + Total C)**

| <b>Cost of activities</b> Project/activity expenditure e.g. Please add separate lines for each recruit. | B: Expenditure | C: How much of the amount in Column B are you requesting from BCC through this application? |
|---|----------------|---|
| Golden Hello Payment 1  | £1,000         | £1000   |

|  |             |             |
|--|-------------|-------------|
| [Enter Recruits Name Here]<br><b>TOTAL = Tax + National Insurance + Employer National Insurance (see below for details of Grossing up)</b> | £           | £           |
| Insert more rows per recruit, as required.   | £           | £           |
|  | £           | £           |
|  | £           | £           |
|  | £           | £           |
|  | £           | £           |
|  | £           | £           |
| <b>Column Totals:</b>  | <b>A: £</b> | <b>B: £</b> |

### Grossing up

The amount paid to the individual will need to be grossed up to ensure that they receive the £1,000 as a net payment. "Grossing Up" is a system in which the employer increases the gross amount of remuneration so that the net amount (after tax and NI) equals the net amount the employee needs to receive.

The employer must also incorporate the deduction of tax and NI from the final grossed up amount in any calculation that they make, and also base any employer NI calculations on the grossed-up amount. If the employer is liable to pay Apprentice Levy this should also be calculated from the grossed up value.

The actual calculation will depend on many variables including the pay frequency used (e.g. weekly / monthly etc), other payments that the individual may be receiving in the period in which the payment is made, and their personal circumstances. Given the variability of the calculations which would need to take place it is not possible to provide a one-size fits all guide for how this should be undertaken.

Many payroll software providers will include automatic gross up calculations and methods but it may be necessary to calculate the grossed up value manually. Further information is available in the HMRC Employment Income manual available at [EIM07700 - Employment income: tax-free remuneration \("grossing up"\) - HMRC internal manual - GOV.UK](#)

|   |                            |
|---|----------------------------|
| <del>Other project/activity income—Provide details of any other income towards the project eg: own cash, grant funding, sponsorship, donations, other parts of Birmingham City Council etc.</del> | A: Income                  |
| <del>Do not include the amount you are applying for through this application.</del>   |                            |
| Not applicable  |                            |
| <b>Total:</b>   | <b>C: £ Not applicable</b> |

### In-kind Support

Please provide details of any support your project/activity will receive which you would otherwise have to pay for e.g. free venue hire from x value = £, free sound equipment from x value = £, free staff time x hrs from x value = £ /hour

|                                |  |  |
|--------------------------------|--|--|
| What support are you receiving | Who are you receiving the support from | How much would the support normally cost |
| Not applicable                 | Not applicable                         | £ Not applicable                         |

### 4. Referees

|   |           |           |
|---|-----------|-----------|
| Please give details of two people who can comment on your track record of delivering this type of activity. |           |           |
|   | Referee 1 | Referee 2 |
| Full Name   |           |           |
| Organisation  |           |           |
| Job title   |           |           |
| Phone   |           |           |
| Email address   |           |           |



## 5. Policies, Procedures and Processes

**Why are we asking for these documents?** – Birmingham City Council has a responsibility to ensure that public funding is used for its approved purposes and that, when an organisation receives funding, it is used appropriately and provides value for money. This includes the operation of suitable management, equalities, safety, safeguarding and financial policies and practices.

Please ensure that you provide the documents below when you submit your application. If you are unable to provide these documents contact the funding/commissioning service.

| Document Title  | Section Ref. | Send with Application | Send if Requested |
|---|--------------|-----------------------|-------------------|
| Annual Report   | 5            | ✓                     |                   |
| Constitution or governing body documentation  | 1            | ✓                     |                   |
| Equalities Policy   | 5            | ✓                     |                   |
| Health and Safety Policy  | 2            | ✓                     |                   |
| Safeguarding Policy and Procedures  | 5            | ✓                     |                   |
| Whistle Blowing Policy  | 5            | ✓                     |                   |
| Confirmation of a valid insurance cover for director negligence or breach of duty to your organisation and details of insurance held, particularly relating to negligence | 5            |                       | ✓                 |
| Copy of the template used to record and monitor information relating to DBS checks  | 5            |                       | ✓                 |
| Budgeted income and expenditure statement   | 3            |                       | ✓                 |
| Statement of Reserves   | 1            |                       | ✓                 |
| Annual accounts and balance sheet   | 3            |                       | ✓                 |
| Quality Assurance System documentation  | 5            |                       |                   |
| Complaints Policy   | 5            |                       | ✓                 |
| Environmental Policy and Procedures   | 5            |                       | ✓                 |
| Counter Fraud and Anti-corruption policy  | If relevant  |                       | ✓                 |
| Gifts and Hospitality policy  | If relevant  |                       | ✓                 |
| Financial regulations and procedures  | 5            |                       | ✓                 |
| Proof of bank account for your organisation (not a personal account)  | 3            |                       | ✓                 |
| CVs for the project leads   | If relevant  |                       | ✓                 |

### Projects / Activities specifically engaging or working with Children, Young People or Adults at Risk

|   |  |                          |          |
|---|--|--------------------------|----------|
| Who in your organisation at senior level is responsible for the Safeguarding policy's implementation and monitoring?                                      |  |                          |          |
| Name  |  | Role within organisation |          |
| Do all relevant members of staff and volunteers have an up-to-date Criminal Records Bureau check (DBS)?   |  |                          | Yes / No |
| If 'No', please state the reasons for this  |  |                          |          |
| Do you have in place a record of DBS checks carried out for all staff/volunteers/committee or board members, confirming that DBS checks are satisfactory? |  |                          | Yes / No |

### Your trustees and Quality Standards

|  |          |
|--|----------|
| Name of trustee(s)/company that will hold property on behalf of the organisation. <i>(Insert additional rows if necessary)</i>   |          |
| 1) Not applicable  |          |
| 2) Not applicable  |          |
| 3) Not applicable  |          |
|  |          |
| Does your organisation have, or is it working towards, a recognised quality standard for third sector organisations e.g. Community Matters, VISIBLE or Quality Performance Mark (QPM)? | Yes / No |
| Do you have a quality assurance system? <i>If yes please provide a copy if requested</i>   | Yes / No |

## Your management/executive committees

| Please complete the details below for your management/executive committee               |             |           | Has this person been employed by or served as a Councillor for Birmingham City Council in the last three years? |
|---|-------------|-----------|---|
| Name  | Gender      | Ethnicity |   |
| 1) Not applicable   |             |           | Not applicable  |
| 2) Not applicable   |             |           | Not applicable  |
| When was the last annual general meeting held?  |             |           | Not applicable  |
| Do you Produce an Annual Report? <i>If yes please attach a copy</i>                     |             |           | Not applicable  |
| Do you have links with other statutory bodies/partners, relevant to this grant funding? |             |           | Not applicable  |
| <i>If yes, please provide details:</i>  |             |           |   |
| Name  | Description |           |   |
| 1) Not applicable   |             |           |   |
| 2) Not applicable   |             |           |   |
| 3) Not applicable   |             |           |   |

## 6. Declaration (All applicants)

I confirm that:

- The information and supporting documents with this application are correct and complete. If the requested grant is approved, any additional supporting documents required will be provided.
- If the requested grant is approved, the proposed activities will be carried out as described in this application.
- Details of all other funding related to this activity, confirmed or applied for, have been disclosed.
- The required supporting documents are enclosed with this application
- I am authorised to sign and submit this application for grant funding on behalf of the organisation.

Birmingham City Council is committed to being open and transparent about decisions which affect Birmingham Citizens. Details of grant payments to voluntary and community sector organisations are published on the Council's website every three months. To view published information, please go to [www.birmingham.gov.uk/vcsf](http://www.birmingham.gov.uk/vcsf) By submitting this application, you are agreeing that your details will be published.

In addition, if you are successful in your application, you will be required to confirm that you have the following in place:

- Insurance
- Financial regulations and procedures
- Counter Fraud and Anti-corruption and Gifts and Hospitality policies
- Complaints policy
- Environmental policy
- No Platform policy

If the grant is over £200k, the Birmingham Business Charter for Social Responsibility will apply. Successful applicants will be required to complete a suitable Social Value Action Plan in accordance with this policy.

Please note: Where ESP applies, the Grant Officer will add additional conditions into the Conditions of Grant Aid (COGA)

## CONFIDENTIALITY STATEMENT

Birmingham City Council collects information for the purposes of procurement and payment functions. The information we collect about you will depend on the nature of your business with us but may be used for any of the Council's purposes.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties, or give information to them, to check the accuracy of information; to prevent or detect crime; or to protect public funds in other ways, as permitted by law. These third parties include other local authorities, government departments, credit reference agencies and the police.

We will not disclose information about you to anyone outside the City Council unless the law permits us to.

Confidential information will not be disclosed to third parties. We recognise that information is valuable and we take all reasonable measures to protect it whilst in our care.

The City Council is the Data Controller for the purposes of the General Data Protection Regulation. If you want to know more about what information we have about you, or the way we use your information, you can ask at our main offices or telephone the Corporate Information Governance Team on Tel: (0121) 303 4876.

This section must be signed by the person who completed this form, on behalf of the organisation applying. The witness must not be a relative of the person who completed the form.

|                                  | Form completed by: | Witnessed by: |
|----------------------------------|--------------------|---------------|
| Name                             |                    |               |
| Job title                        |                    |               |
| Signature                        |                    |               |
| Date                             |                    |               |
| On behalf of (organisation name) |                    |               |

### FOR OFFICE USE ONLY

|   |  |
|---|--|
| Ref no. (to be taken from the Grants Management System) |  |
| Name of the funding programme:                          |  |
| Funding cycle period:                                   |  |

### Contact details for the service commissioning this Project/Activity:

Birmingham City Council Early Years and Childcare Service Telephone: 0121 675 4996  
Email: **Enquiries** [EYDuty@birmingham.gov.uk](mailto:EYDuty@birmingham.gov.uk)  
Email: **Completed Grant Application form** [EarlyYearsSeminars@birmingham.gov.uk](mailto:EarlyYearsSeminars@birmingham.gov.uk)