

**Birmingham**

**Early Years and Childcare Service**

**Wraparound Childcare Programme**

**2024 – 2026**

**Capital and Revenue Funding Application**  
**Process**

**Summer 2025**

**Overview for Providers**

Please note this document is a brief overview for applicants, reading the full guidance is essential.

**Purpose of the Grant:**

To support local authorities to increase the supply of wraparound places, to ensure provision for all parents who may need it, meeting current demand and building further demand. The programme **does not** cover school holidays.

**Who can apply:**

- Primary schools
- Private schools
- Voluntary and independent (PVI) providers- must be Ofsted Registered
- Childminders- must be Ofsted Registered

**Types of wraparound childcare expansion that will qualify for the grant funding:**

- **Creation of places:** Create both a new before-school provision and after-school provision - where there is currently no provision.  
**Example:** Set up of a new Before school and After school club at a local school which doesn't currently have a provision in place.
- **Extend hours:** Extend the hours to meet full wraparound definition (8am to 6pm) - where you already provide wraparound, but it does not meet the 8am to 6pm expectation.  
**Example:** Currently offers Before School and Afterschool provision 8:30am – 5:30pm, wishes to extend hours to 8am – 6pm.
- **Expand provision** – Introduce before school provision or after school provision– where you have existing provision in place to meet the full wraparound definition.  
**Example:** Currently only offers After school provision, wishes to create before school provisions, 8am – 6pm.
- **Expand places:** Increase wraparound places - you already offer wraparound at capacity and want to expand due to unmet demand.  
**Example:** Currently offer Wraparound provision at registered capacity (20 children), wish to extend provision to 30 children, to meet demand. This would equate to 10 additional places.
- **A combination** of the above types will be considered in order to best support providers in creating/expanding their offer to meet full wraparound definition.

### Priority will be given to applications:

- Proposing to create places in areas of the city where there is currently a **sufficiency gap** or likely to be a gap in the near future. (See Appendix 2)
- Consideration will be given to projects where **high parental demand** is evidenced by the provider and included in the application.
- Projects that provide a detailed **business plan** that is logistical, feasible and **value for money**.
- Projects that demonstrate **financial sustainability** after grant funding ceases
- Projects that submit all necessary documents with their application.

### Types of funding available:

- **Capital Funding covers:** Small building enhancements or the purchase of equipment with a value above £1,000 and an asset life of more than 12 months. This can include individual items of a value exceeding £1000, grouped items and bulk items.
- **Revenue Funding covers:** running cost whilst demand builds, e.g staffing, utilities, resources, consumables etc.  
**It does not cover** running costs of existing places, equipment or supplies with a shelf life of more than 12 months, and a purchase price of more than £1000, subsidising new places, and funding places in retrospect.

**A full breakdown of revenue and capital funding can be found in the Guidance document, in sections 5 and 6.**

### Legal Charges:

A legal charge will be necessary to record the Grant Recipient's liability to repay the Grant to the Council where: -

- the Grant is for a capital scheme and the amount is or exceeds £25,000; (This should not be the case for 1 single application for an organisation as ceiling for funding is £24,999); or
- the aggregate value of the capital grants received by the Grant Recipient from the Council (i.e. multiple applications for 1 organisation) exceeds £25,000; or
- the aggregate value of the capital grants received by the Grant Recipient from the Council within the last 3 years amounts to or exceed £25,000.

**Legal charges are not required for projects managed by schools irrespective of meeting the above circumstances.**

### Supporting Documents

**All relevant supporting documents should be submitted with your application. Any official documents i.e. bank statements need to be provided on letter headed paper. Any missing documents will lead to delays in processing your application.**

- A three-year **Income Expenditure Budget/Forecast**- on the template provided
- A copy of the most recent **Annual Accounts** or equivalent e.g. for schools a financial systems-based report.
- A copy of the latest **bank statements** showing latest balance and most recent 3-month transactions. For schools a financial systems-based report.
- **Quotation(s)** for equipment/small building projects for capital funding, and an explanation for the items required
- Rental agreement
- If you do not own the property, we will require evidence of **owner's permission for any proposed building works.**
- **Planning permission** (if applicable).
- **Ofsted Registration documentation**

## Application Tips

- **Inclusion**- Ensure both the premises and activities delivered are accessible to all.
- **Location** - Give careful consideration to the base location of your provision. How accessible is it to the local schools? Is there a more convenient location that would be more suitable and appropriate for multi-school collections? Have you contacted schools who do not currently offer wraparound care onsite and discussed opportunities for setting up on their premises?
- **Demand** – Provide evidence to support your application. This could be an existing waiting list, parent surveys or communication with local schools.
- **Availability** – Once you submit your application, an allocated Development Worker will be in touch to discuss your application. If further documentation is required, ensure all relevant documentation or queries are returned in the timescale provided, as this will lead to delays with your application, or it being presented to the Funding Panel incomplete.
- **Income and Expenditure Sheet**- Before completing, ensure you read the guidance on the first tab. The “Actual” Tab is for logging all current income and expenditure. Tabs “Year 1,2 and 3” are for forecast income and expenditure linked to the creation of new places only.

**IF YOU DO NOT SUBMITT YOUR APPLICATION IT WILL  
AUTOMATICALLY BE TERMINATED**

## Income and Expenditure Sheets:

Based on the information presented on your Income and Expenditure sheet the panel will determine whether a provision is sustainable and value for money. They will also use this information to determine how much revenue funding a provision requires.

**Below are a few example of things we would query from the Income and Expenditure Sheet provided.**

☐ Staffing ratios: All provisions should have a minimum of two staff per 16 children. It is not cost effective to take on an additional staff member for one or two additional children. In the circumstance below we would advise you to put the children on the waiting list for a September start. Therefore, saving 3 months of staffing costs.

☐ Additional fees- The panel will consider all additional fees on a case-by-case basis. These should be reasonable and proportionate to the business. If this provision were to reduce their professional fees, they would save a significant amount of money and would actually have surplus revenue at the end of the financial year.

**Based on the information provided, this provision would not be successful at panel.**

	MONTH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	TOTAL
YEAR	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026	
Weeks	3	4	4	4	3		4	3	4	3	4	3	4	
Additional Children	1	2	3	1			4	3	2	3	2	2	2	26
Breakfast at £7	8	10	11	11			14	16	17	18	20	22	22	14
After School club at £8 until 4:30 & £13 until 6p	15	15	17	18			19	20	22	23	24	25	27	12
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
INCOME		2,753	3,950	4,430	3,450	0	5,190	4,230	6,120	4,823	6,880	5,498	7,670	54,993
FEES														
Subcontractor cost (Web and media content)		110	110	110	110	110	110	110	110	110	110	110	110	1,320
TOTAL INCOME		2,643	3,840	4,320	3,340	-110	5,080	4,120	6,010	4,713	6,770	5,388	7,560	53,673
EXPENDITURE														
GROSS SALARIES & Wages		1108.80	2745.34	2745.34	2107.62	0.00	2745.34	2840.22	3477.94	2657.07	3457.21	2657.07	3477.94	30,020
EMPLOYERS NI		221.76	549.07	549.07	421.52	0.00	549.07	568.04	695.59	531.41	691.44	531.41	695.59	6,004
PENSION		55.44	137.27	137.27	105.38	0.00	137.27	142.01	173.90	132.85	172.86	132.85	173.90	1,501
FOOD		193.00	239.00	208.00	194.29	0.00	270.00	195.00	273.00	196.00	275.00	203.00	279.00	2,605
RENT/MORTGAGE(Includes rates, caretaking & utilities)		350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200
INSURANCE		272.35	272.35	272.35	272.35	272.35	272.35	272.35	272.35	272.35	272.35	272.35	272.35	3,268
TELEPHONE		75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900
EQUIPMENT		350.00	250.00	369.05	257.00	0.00	359.80	215.88	338.21	113.08	421.48	267.28	299.98	3,242
STATIONERY		73.13	59.00	76.27	77.06	0.00	84.83	64.07	60.55	64.07	84.59	40.16	70.04	761
PROFESSIONAL FEES		150.00	200.00	200.00	150.00	450.00	200.00	150.00	200.00	150.00	200.00	150.00	200.00	2,400
MARKETING/ADVERT.		250.00	200.00	200.00	200.00	175.00	300.00	200.00	200.00	175.00	250.00	200.00	200.00	2,550
MEMBERSHIPS		250.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,450
Accountancy fee		35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	420
Consultancy fees		73.13	73.13	73.13	73.13	73.13	73.13	73.13	73.13	73.13	73.13	73.13	73.13	878
TOTAL EXPENDITURE		3,458	5,404	5,550	4,519	1,630	5,652	5,379	6,425	5,016	6,558	5,187	6,411	61,189
OPENING BALANCE		603	-212	-1,776	-3,006	-4,186	-5,926	-6,498	-7,756	-8,171	-8,474	-8,262	-8,062	603
INCOME		2,643	3,840	4,320	3,340	-110	5,080	4,120	6,010	4,713	6,770	5,388	7,560	53,673
EXPENDITURE		3,458	5,404	5,550	4,519	1,630	5,652	5,379	6,425	5,016	6,558	5,187	6,411	61,189
SURPLUS/(DEFICIT)		-815	-1,564	-1,230	-1,179	-1,740	-572	-1,259	-415	-303	212	200	1,149	-7,517
CFWD		-212	-1,776	-3,006	-4,186	-5,926	-6,498	-7,756	-8,171	-8,474	-8,262	-8,062	-6,913	-6,913