

Wraparound Childcare Programme

Childcare Expansion Funding Application Form Guidance Notes



Important Information

- Submission of an Application Form is not a guarantee of securing funding through the Childcare Expansion Funding Programme.
- **Please read these Guidance Notes prior to completing your Application Form.**
- Information on the Wraparound Childcare Programme overall can be found in the [National Wraparound Childcare Programme Handbook](#).
- If your application includes a request for revenue funding, it is recommended that you read the [Wraparound Childcare: Guidance for Schools and Trusts in England](#)
- If your application includes a request for capital funding, it is recommended that you read the [Childcare Expansion Capital Grant - Allocations Guidance](#)

What is the Childcare Expansion Funding for Wraparound Childcare?

In the Spring Budget 2023, the Government announced transformative reforms to childcare to support and enable more parents into work. This included an investment of £289 million over two academic years in start-up funding **to increase the supply of wraparound care in primary schools** – tackling the barriers to working caused by limited availability of wraparound care. The ambition of the Wraparound Childcare Programme is for all parents of primary school aged children to be able to access term-time wraparound childcare (before school and after school), from 8am until 6pm, in their local area, should they need it. **As stated in the National Wraparound Childcare Programme Handbook, the focus of this funding is on primary school aged children, from Reception to Year 6.**

As a Local Authority, Nottingham City Council has a statutory duty under The Childcare Act (2006) to ensure there are high quality, sufficient and sustainable childcare places. The Department for Education (DfE) has allocated funding to local authorities to support the local delivery of these reforms.

In Nottingham City, capital and revenue funding is being made available to schools and childcare providers through a grant allocation programme to support the creation of additional wraparound childcare places across the City. The DfE estimates that there will be demand for a further 1,090 places in the Wraparound Childcare market, based on the number of registered places currently available and population estimates.

Nottingham City Council received a capital allocation of £490,743 to support the expansion for wraparound childcare for primary school aged children **and** to support the expansion of provision for children under 3 with the introduction of the new early years entitlements. National guidance suggested an approximate allocation split of 20% for Wraparound Childcare place creation and 80% for Early Years Entitlements place creation. As such, Nottingham City has allocated £106,820 capital available to support this wraparound childcare programme.

There is also an allocation of £1.5 million Programme Funding to support the revenue elements of the wraparound childcare programme.

Information on the funding amounts available to apply for can be found on pages 4-7.

For further support in growing, sustaining or starting your childcare provision, also check out the [Wraparound Childcare Toolkit | from Childcare Works](#).

**PLEASE ENSURE YOU HAVE READ THIS ACCOMPANYING GUIDANCE
BEFORE COMPLETING THE APPLICATION FORM**

Wraparound Provision Key Criteria

- Provision must be made available Monday to Friday during term time
- Before school care will start no later than 8am and after school care will finish no earlier than 6pm (unless there is express evidence that local demand is for different hours which better reflect local labour market patterns)
- Premises must be secure and the project have approval from the premises owner
- Providers should be registered to accept payments through Tax Free Childcare (or intend of do so)
- Providers must be Ofsted registered or registered with Ofsted registered childminder agency (or intend to register)
- Parents should not be required to collect children and drop them off at another location to access the wraparound provision
- Places funded through this application must be open by 1st September 2026
- **Please note that no funding will be awarded in retrospect**

Section 1 – Your Details

The Application Form should be completed by the organisation that will be delivering the wraparound places. Applications for funding can be made by organisations as detailed on page 21 of the [National Wraparound Childcare Programme Handbook](#).

Question	Additional Guidance
4	<ul style="list-style-type: none"> • The company/organisational name is the legal entity to which any awarding grant will be paid to. This should be your company name as it registered with Companies House, on your constitution, governing document or registered with the Charity Commission, for example
8	<ul style="list-style-type: none"> • Applications for wraparound places should be based on individual school demand and are welcomed from across the City.
9 - 13	<ul style="list-style-type: none"> • All providers must be registered with Ofsted, registered with an Ofsted registered childminder agency, be newly registered or intend to register at the time of application. • Ofsted registration must be in place before the funded places can commence. • Applications from good or outstanding graded settings will be prioritised, in line with national guidance • Schools providing wraparound childcare directly, as part of their governance arrangements, do not need to register on the General Childcare Register of the Early Years Register, but must adhere to the same standards
14	<ul style="list-style-type: none"> • All funded places must be open and operational no later than 1st September 2026.

Section 2 – Your Premises

Question	Additional Guidance
16 - 18	<ul style="list-style-type: none">• If you are leasing the premises from the school or a landlord, a lease agreement must be in place prior to the funding being awarded• The lease agreement must be for at least 3 years from the date of the places opening to support the sustainability of these places when the funding ends• A copy of the lease agreement must be submitted alongside your Application Form.
19	<ul style="list-style-type: none">• A copy of the evidence of the School / Governing Body's support of this application must be submitted with the Application Form. This could be an email or letter of support from the School / Governing Body, for example, but must evidence that the school is in full agreement with the proposed developments.

Section 3 – Your Project

Question	Additional Guidance
21	<ul style="list-style-type: none">• A copy of your supporting Business Plan must be submitted with your Application Form• Provide a clear outline of your project – the number of and type of new/expanded places to be created, times, ages, schools supported, any proposed capital works (where applicable)• Include details of any assessments you have undertaken on what the impact of your proposed project would be on existing provision and confirmation of formalised working arrangements where working partnerships are, or are due to be, in place• The application should not cause market disruption i.e. putting a provision in direct competition with another where there is no evidence that current supply is not meeting demand or seeking to replace an existing offer where the current provision is meeting demand and the needs of children and families.
22	<ul style="list-style-type: none">• Detail how demand for creating these new/additional places has been determined• Detail how you know what opening hours are needed and your fee structures, including how you know what parents are able to pay for your provision• Detail / supply evidence of demand analysis – this could include data from the Childcare Sufficiency Assessment, local market research, consultations, evidence of waiting lists or feasibility studies
23	<ul style="list-style-type: none">• The current number of existing places should be the maximum number that can be catered for at any one session
24	<ul style="list-style-type: none">• The number of new or additional places to be created should be in addition to any places detailed at Q23• This should not be the overall number of places that will be available as a result of this expansion

Section 4 – Quality Childcare Practice

Question	Additional Guidance
25	<ul style="list-style-type: none">• Describe your knowledge, practice and understanding in relation to safeguarding children, families and staff.• Include how you will ensure the premises and facilities are safe, suitable and meet children’s needs, that the environment is safe, welcoming and inclusive, that there are positive staff-child interactions, that those who provide care facilitate child-led, choice-based activity and play and that resources are safe, stimulating, varied, age-appropriate and meet children’s needs.
26	<ul style="list-style-type: none">• Describe your knowledge, practice and understanding in relation to inclusive practice.• Include how equality and inclusion will be promoted for all children and how individual needs of children with SEND will be met.• The provision should be accessible to all children.
27	<ul style="list-style-type: none">• Outline a potential staffing structure• Detail how many additional staff will be needed for the places to be created• Outline your plans for recruitment, induction and retention• Detail how you would ensure ongoing support to your workforce to enable them to provide high quality service for local children and their families.• Staffing levels and ratios should be determined on an individual basis according to different levels of need of the children attending each provider, taking into account that some children with the highest needs may require 1:1 support.• Providers must ensure that children are adequately supervised and decide how best to deploy staff to ensure children’s needs are met.
28	<ul style="list-style-type: none">• Describe your experience and understanding of the importance of partnership working with other professionals and within the local community to improve outcomes for children.

Section 5 – Revenue Funding

Question	Additional Guidance
29	<ul style="list-style-type: none">• Provide outline detail on estimated costs to deliver the new/additional places/hours for the first two years of operation.• Pages 31 – 33 of the National Wraparound Childcare Programme Handbook detail what the programme funding can be used for• This should be delivery costs only• The funding is not to subsidise the cost of places, all places created through the programme should be paid for by parents• Funding should not be used to contribute to the running costs of existing wraparound places, but it can support the costs of expanding existing provision to create new childcare places• Do not include any capital expenditure• Add all your expenditure headings to detail a total of costs to create the new/additional places over the first two years

- State how much of the total project costs for each of the first two years of operation you are seeking in grant funding
- **If you are creating or expanding the number of places available to an existing wraparound provision, the revenue funding available from the LA will be at an average of £1,441 per place created. This is for a full place offering before and after school provision**
- **This funding will be tapered over 2 years, equating to £1,026 per place in year 1 (2024/25) and £415 per place in year 2 (2025/26)**
- **If you are increasing the hours of an existing wraparound provision or are only delivering a partial offer (before or after school, not both), funding will be proportioned accordingly.**
 - The £1,441 is for a full wraparound place (approximately calculated as 4 hours, 1 hour before school and 3 hours after school), any application to increase hours or deliver a partial offer will be made on this basis, which equates to approximately £360 per hour
 - This funding would therefore equate to £360 per place for a breakfast club and £1,080 per place for an after-school club
 - This funding will also be tapered over 2 years, equating to £256 per hour per place in year 1 (2024/25) and £104 per hour per place in year 2 (2025/26)

Illustrative examples of programme (revenue) funding availability:

1. Demand has dictated that you need to create 10 new before and after school wraparound places
 - Programme funding is £1,441 per place
 - You could apply for a maximum of £14,410 (£1,441 per place x 10 places)
 - This would be tapered over 2 years to receive £10,260 (£1,026 per place x 10 places) in year 1 and £4,150 (£415 per place x 10 places) in year 2
2. You already have sufficient after school provision, but demand dictates you need to create a 24-place breakfast club
 - Programme funding is proportioned to approximately 1 hour's provision of a full wraparound place at £360 per place per hour.
 - You could apply for a maximum of £8,640 (£360 per 1 hour provision x 24 places)
 - This would be tapered over 2 years to receive £6,144 (£256 per 1 hour provision x 24 places) in year 1 and £2,496 (£104 per 1 hour provision x 24 places) in year 2
3. You already have sufficient before school provision, but demand dictates you need to create a 24 place after school club
 - Programme funding is proportioned to approximately 3 hours provision of a full wraparound place at £360 per place per hour, so £1,080 per place (£360 per hour x 3 hours provision).
 - You could apply for a maximum of £25,920 (£1,080 per place x 24 places)
 - This would be tapered over 2 years to receive £18,432 (£256 per hour x 3 hours provision x 24 places) in year 1 and £7,488 (£104 per hour x 3 hours x 24 places) in year 2

	<p>4. Demand has dictated that you need to create 16 before school and 24 after school wraparound places. This would attract a total grant of £31,696 based on 16 full time places and a further 8 after school only places, this is broken down as follows:</p> <ul style="list-style-type: none"> - Programme funding of £1,441 per place would be available for 16 full wraparound places, before and after school <ul style="list-style-type: none"> • This would create a grant of £23,056 (£1,441 per full place x 16 places) • This would be tapered over 2 years to receive £16,416 (£1,026 per place x 16 places) in year 1 and £6,640 (£415 per place x 16 places) in year 2 - In addition, you could apply for a further 8 after school places (to meet the demand need of 24 places identified) on a proportionate basis <ul style="list-style-type: none"> • Programme funding is proportioned to approximately 3 hours provision of a full wraparound place at £360 per place per hour, so £1,080 per place (£360 per hour x 3 hours provision). • You could apply for a maximum of £8,640 (£1,080 per place x 8 places) • This would be tapered over 2 years to receive £6,144 (£256 per hour x 3 hours provision x 8 places) in year 1 and £2,496 (£104 per hour x 3 hours x 8 places) in year 2 <p>5. Your current after school provision offering 24 places closes at 5pm. Demand dictates that you don't need any more places, but parents need the provision to open until 6pm</p> <ul style="list-style-type: none"> - Programme funding is proportioned to approximately 1 hour's provision of a full wraparound place at £360 per place per hour. - You could apply for a maximum of £8,640 (£360 per 1 hour provision x 24 places) - This would be tapered over 2 years to receive £6,144 (£256 per 1 hour provision x 24 places) in year 1 and £2,496 (£104 per 1 hour provision x 24 places) in year 2
31	<ul style="list-style-type: none"> • State the amount you are anticipating receiving in parental fee income for each year
32	<ul style="list-style-type: none"> • State the difference between the total project costs (Q29), less the grant funding requested (Q30) and the anticipated fee income (Q31) • If there is a remaining shortfall amount of the total project costs that won't be met through grant funding and/or parental fee income, please state the amount here
33	<ul style="list-style-type: none"> • Detail how the shortfall amount identified at Q32 will be met and provide evidence of this shortfall being secure
34	<ul style="list-style-type: none"> • You are required to submit a 3 year cash flow forecast with your Application Form to reflect your whole wraparound provision • This must clearly identify how occupancy plans to build over the first 2 years of operation for the funded places, factor in the grant funding requested and demonstrate sustainability of these places from parental fees once the funding ends

Section 6 – Capital Funding

Question	Additional Guidance
35	<ul style="list-style-type: none"> • Provide outline detail on estimated costs of any capital works needed to enable the delivery of new/additional wraparound places • Pages 6 – 8 of the Childcare Expansion Capital Grant - Allocations Guidance details what capital funding can and cannot be used for, with examples of eligible projects • Funding for capital projects must result in tangible assets (i.e. assets with physical substance) that are expected to be used for more than 1 year • Grant funding is not intended for routine or general maintenance, refurbishment of premises, replacement of repairs of fittings within domestic premises, capital works to maintain and improve the condition of the school estate or revenue expenditure of any kind. • Add all your expenditure headings to detail a total of capital works to create the new/additional wraparound places
36	<ul style="list-style-type: none"> • State how much of the total capital project costs you are seeking in grant funding • Please note, capital costs are available on a per place basis for the number of new or additional, full, before and after school, wraparound places being created. • Capital costs are not available for existing wraparound provision which is only increasing its hours of operation • Due to the limited funds available, this amount will not be proportioned upon hours of delivery. • The capital funding available from the LA will be at an average of £98 per place created. The formula is simply £98 per place x the number of full wraparound places to be created • This funding will be paid in 2 instalments of 50% of the grant awarded, the 1st upon completion of the Grant Funding Agreement and the 2nd following evidence that the first instalment has been spent. • All capital costs must be paid and monitored before the delivery of the new/additional wraparound places begins
37 - 38	<ul style="list-style-type: none"> • State the difference between the total project costs and the grant funding requested • If there is a shortfall between these two amounts you will need to detail how this shortfall will be met and provide evidence of this shortfall being secure
39	<ul style="list-style-type: none"> • You are required to submit a 3 year cash flow forecast with your Application Form • This must clearly show how occupancy plans to build for the new/additional places and demonstrate sustainability of these places from parental fees
40	<ul style="list-style-type: none"> • State if planning permission is required for the works detailed in this application • If you don't know if planning permission is needed, you should endeavour to find this out prior to submitting your application to enable this question to be answered

41	<ul style="list-style-type: none"> • If planning permission is needed, please indicate the status of your planning permission application. • If planning permission is needed, evidence it has been secured will be needed prior to any capital funding being released
42	<ul style="list-style-type: none"> • Please ensure you submit the appropriate number of quotes to support your capital works project: <ul style="list-style-type: none"> - 1 quote for individual works under £10k - 3 quotes for works over £10k • The costs detailed in Q34 should be 'like for like'; for the quotes obtained • Quotes should be no more than 6 months old and still be valid • Quotes must include VAT where required • Quotes must be submitted with your application to enable the Grant Assessment Panel to assess your application in relation to representing value for money • Pages 9 – 10 of the Childcare Expansion Capital Grant - Allocations Guidance Detail the Planning and Procurement requirements of capital projects and outlines what due regard needs to be given to in relation to the relevant Frameworks and Acts • School applications will need to refer to the Schools Output Specification 2022 and the relevant statutory guidance on making significant changes to a school building as detailed on pages 9-11 in the above guidance

Section 7 – Declaration and Submission

In submitting this application, the key contact identified in Section 1 is signing to confirm that they:

- Have appropriate legal authority within their organisation to make this application, which they confirm to be true and accurate at the time of completion
- Will provide any supplementary documentation as requested in support of their application
- Understand that following Panel Assessment if a grant was to be awarded, a full grant agreement between the City Council and the organisation would need to be in place, prior to funding being released

Additional Information on Submitting Your Application

- Please use the Supporting Documentation Checklist at the end of the Application Form to ensure your application is fully complete.
- Incomplete applications, or applications received after the deadline date, will not be able to be assessed and will be deferred to a later funding round or rejected.
- Once complete, please email your Application Form and supporting documentation to earlyyearexpansion@nottinghamcity.gov.uk
- The deadline dates for applications to be received are as follows:

Deadline Date	For Panel Meeting
27 th February 2025	The week commencing 10 th March 2025
9 th May 2025	The week commencing 19 th May 2025
19 th September 2025	The week commencing 29 th September 2025
23 rd January 2026	The week commencing 2 nd February 2026

- Any applications received after the 23rd January 2026 will not be assessed and the grant programme will run to these published dates unless funds have been fully allocated beforehand.

Panel Recommendations will be ratified by the Education Capital Board and applicants will receive one of the following outcomes:



Application Awarded

- Grant Agreement Issued
- Payment Schedule Issued
- Monitoring Schedule Issued
- 1st Instalment paid upon receipt of Signed Grant Agreement



Application Deferred

- Additional Information Requested
- Applicant to supply additional information
- Application taken to next Panel for reconsideration



Application Declined

- Applicant issued information about Appeals Process

If you have any questions about the Childcare Expansion Funding Programme, please contact your EYFS Support Worker in the first instance, email earlyyearsexpansion@nottinghamcity.gov.uk or check out the information on <https://www.nottinghamcity.gov.uk/earlyyears/>

Nottingham City Early Years Team, Revised January 2025