



Department
for Education

30 Hours Delivery Support Fund

Application Form

November 2017

Background

To support LAs with the first year of delivery, and to enable them to support their providers to deliver sufficient 30 hours places, the Department for Education (DfE) has established the Delivery Support Fund (DSF). Funding will be available as part of this application round for work that directly benefits 30 hours delivery and will create (directly or indirectly) new 30 hours places for the 2018 summer term.

LAs are strongly advised to work closely with their providers to develop an understanding of the challenges in their local area before submitting an application. We would encourage LAs to develop high quality applications, which provide succinct and relevant evidence that they meet the priorities outlined in this guidance.

In deciding which project(s) to submit, LAs should pay close attention to the examples of eligible projects outlined on page 6 of the guidance.

Funding available and timelines

£8,650,000 is available. This will be distributed amongst a maximum of 152 LAs.

The level of funding that is provided to LAs will be scalable depending on individual need and the quality of the applications received. There is no minimum or upper limit for grant awards, but we do not expect to award an LA more than £70,000 in total.

All payments will be made to LAs by 31st March 2018 at the latest.

The bid round will be open from Friday 17th November 2017 and will close on Friday 15th December 2017. We will accept applications up until 23:59 on this date.

Key dates and deadlines for the application process are set out in the table below.

Milestones	Dates
Bid round for the Delivery Support Fund opens	17 th November 2017
Bid round for the Delivery Support Fund closes	15 th December 2017
Assessment of applications	January 2018
Decisions on applications announced	February 2018
Funding distributed to LAs	March 2018
Funding spent by LAs	By 31 st August 2018

Completing your application

A limit on the number of words is stated for each section in the text box provided, any text that exceeds the stated limit will not be assessed. Please include the total number of words for each section at the bottom of each text box.

Further information on what is expected in each section of the form has been provided to support you in completing your application. Please make sure you refer to these prompts throughout to ensure you have addressed the questions fully.

Sections marked with * are mandatory and must be completed in order for your application to be accepted.

A maximum of one application form per LA can be submitted - however LAs may request funding for multiple projects within their application form. For example, an LA may wish to apply for funds to support an additional member of staff and funds to support small scale capital projects.

LAs are able to submit a maximum of two annexes to support applications (e.g. diagrams or data spreadsheets) – each annex must be a maximum of 2 A4 pages. We will use the content included in the application form as the basis for your assessment, with any additional documents acting as supplement information.

Joint projects between LAs will be accepted as part of an application form but these must be submitted by a lead LA.

If an LA is the lead of a consortia, they will still be able to request funding for projects that will benefit their LA only. Where this is applicable, the lead LA should use the text box provided at section 6 to set out the detail of the joint project, with evidence and detail of the LAs individual project(s) being set out in sections 2-4.

All applications should be countersigned by the Director of Children’s Services.

Submitting your application

Please email a single **Word or PDF** version of your completed application to 30HrsDelivery.SUPPORTFUND@education.gov.uk

Your LA name and the words '30 Hours Delivery Support Fund' should be included in the email “subject” field when submitting your application.

When you have sent the department your application form, you will receive an automatic email response letting you know that your application has been received.

Deadline

The Department for Education must receive all completed applications by email by **23:59 on Friday 15 December 17.**

The Department will not be able to consider applications that miss this deadline as to do so would be to unfairly discriminate against those applicants who submitted their application within the allowed timescale.

The Delivery Support Fund Application form

Name of Local Authority*	Oldham Council
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1) B
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of costs*

Please clearly set out the amount you are requesting as part of this application, and a breakdown of what it will cover. Include costs of joint proposals if applicable.

Activity	Description (if applicable)	Cost
Project 1	A programme of targeted 1:1 support for schools to explore and address the barriers to offering the 30 hours entitlement.	£18,750
Project 2	A tailored package of 1:1 support for practitioners from all sectors to increase uptake of 30 hours free early education by children with SEND.	£30,000
Project 3	Transition of schools to the early year's electronic funding system to improve efficiency for schools and the local authority.	£12,900
Project 4	Purchase and implementation of the Synergy Provider Portal Document Upload functionality to enable providers to transfer supporting evidence securely against the child record.	£6,900
		Total: £68,550

Please tick here to confirm the above amount will be spent by August 2018



2) Evidence of local delivery needs* - (only *individual projects should be included below* – see section 6 for joint projects)

Please provide evidence of your local sufficiency need.

Total word count: 499

(Max 500 words)

To date reporting of the 30-hour entitlement has been against the DfE eligibility estimate (1450). However, locally it is calculated as 1740 based on the following: the number of households where both parents are working or lone household with single parent working. (ONS Census 2011); NHS Health and Social care Information Centre, 2014/15 live birth rates; percentage of children eligible nationally (DfE main tables SFR23/2015, (41%) applied to Oldham; and planned housing developments and regeneration schemes. During autumn term 985 children took up the 30-hour entitlement. However, the lower than anticipated take-up rate is reflective of the newness of the policy and the fact that like the universal and targeted two year-old entitlements it will take time to embed. Uptake is expected to rise during the spring and summer terms 2018 as the entitlement becomes more established. Termly patterns of uptake by $\frac{3}{4}$ year-olds shows this to be highest during the summer term, and greater pressure on places at that time could impact on the supply for 30-hours places without action to increase the supply.

Sufficiency projections take account of the number of 30-hour places made available during the autumn term, rather than the capacity in settings that had indicated an intention to do so. It is based on the assumption that settings that are signed up for 30-hours will make available places up to their full capacity in future terms, although this may not be the case if they are unable to offer a model that is suitably flexible to meet the needs of working parents. **ANNEX 1** shows sufficient places across Oldham generally, but reveals pockets of deficiency at local level. Four wards have a shortfall of more than 30 places (RAG-rated red) and three with a potential shortfall of up to thirty places by the summer term (Amber).

Occupancy data provided termly by providers shows that there is latent capacity across Oldham that could be released if identified barriers to inclusive 30-hours delivery can be overcome. Key amongst these are:

- **Engagement by schools as either direct or indirect deliverers.** Whilst 95% of PVI nurseries in Oldham provide the 30 hours free childcare offer, only 38% of maintained nurseries submitted claims during the autumn term. An analysis of occupancy data shows that the percentage of children in receipt of the 3 and 4 year old entitlement in schools has dropped from 67% in autumn 2012 to 55% in 2017. This highlights a need to focus on maintaining the supply of places in this sector
- **Confidence of some settings to receive children with additional needs**, meaning these children are under-represented;
- **Time consuming processes** associated with 30-hour eligibility checking and code verification becoming a disincentive for providers and placing time pressures on providers and the local authority.

By addressing these barriers we are confident that more places can be released in settings across the borough to meet the anticipated shortfall. The priority is to ensure sufficient 30-hour capacity without this being detrimental to the supply of two-year places.

- 1) Your local demand and the extent of which it will increase for the 2018 summer term.
- 2) Barriers to securing sufficient places/successful delivery of 30 hours.

If proposal looks to build on previous work:

- 1) Evidence how your project(s) have previously supported in addressing delivery needs locally.

In this section, we will look at the extent to which demand has been demonstrated and whether your project(s) set out in section 1 will help to meet this. This section will be triangulated with data and knowledge gathered from Childcare Works in order to have a more robust understanding of local needs.

3) Summary of your project* - (only *individual projects should be included below* – see section 6 for joint projects)

Please provide a summary of your application.

Total word count: 500
(Max 500 words)

PROJECT 1: Targeted 1:1 business modelling support for schools

- **Objective:** To overcome barriers to schools offering 30-hours and in so doing improve the overall sufficiency position in Oldham.
- **Rationale:** Whilst 95% of PVI nurseries in Oldham provide the 30-hours free childcare offer, only 38% of maintained nurseries submitted claims during autumn term. In response, during the spring term 2018 Oldham Council is commissioning from its core budget two training days for schools (up to 50 places) to explore barriers to their engagement with the 30-hours agenda. Additional funding would enable the Council to buy in follow-up one to one support to enable schools to keep up the momentum and embrace change on a practical level.
- **Approach:** Procure a package of 1:1 surgeries (2-3 hours) to support schools in drawing up/implementing action plans for adopting new delivery models and partnership approaches, with 2/3 hours of remote follow-up support per school.
- **Estimated cost:** £18,750 for 25 schools.

PROJECT 2: Uptake by children with SEND.

- **Objective:** To increase uptake of 30-hour places by children with SEND through provision of a tailored package of support for early year's practitioners from all sectors.
- **Rationale:** Much of the solution to increasing uptake by children with SEND lies in the confidence of schools and settings to adapt their approach to meet diverse needs in partnership with parents.
- **Approach:** Commission *Achievement for All*, a charity with a proven track record, to work with 20 settings in areas identified in Oldham's *Children and Young people aged 0-25 with SEN or Disability Needs Assessment (March 2017)* as having the highest number of children with SEND. They will undertake a needs analysis and work with setting leaders and practitioners through professional coaching and tailor-made plans.
- **Estimated cost:** £30,000.

PROJECT 3: Transition schools to the early years' electronic funding system

- **Objective:** To improve efficiency for schools and the LA in administering the 30-hours entitlement by enabling schools to use the Early Years portal, and in so-doing avoid need for the LA to conduct manual code validation checks.
- **Rationale:** A transition project is needed to provide training and support for schools to use the same portal as PVI providers. This will replace current time-consuming and costly manual processing of 30 hour code validation, LA eligibility code audits, and provider funding claims. Capacity does not exist in the LA to do this because of the additional burdens presented by the implementation of 30 hours. By removing this barrier to school involvement in 30 hours we may secure more places in this sector.
- **Approach:** 1) Increase capacity in the LA Free Entitlement Team by 14.40 hours per week (April – July) in order to: raise awareness about the benefits of the EY portal; prepare training manual; deliver training; back office database preparation; launch of phone support line. 2) Fund school admin set-up costs (1 day for 63 schools).
- **Estimated cost:** £12,900. (Breakdown: LA staff £3,600; School admin costs £9,261).

PROJECT 4: Purchase and implement Synergy provider portal document upload functionality.

- **Estimated cost:** £6,900

TOTAL: £68,550

As part of section 3, please clearly set out:

- 1) The projects you wish to secure funding for.
- 2) The total cost of your application– split by each project if more than one is included.
- 3) How your project aims to support delivery of 30 hours within your or others locality, particularly for the 2018 summer term.

4) Delivery plan* - (only *individual projects should be included below – see section 6 for joint projects*)

Please provide detail on how you plan to deliver the project(s) outlined in section 1.

Total word count: 260

(Max 500 words)

Project management and co-ordination of the four projects will be provided by the Service Manager, Early Years and Childcare.

Governance of the programme will be through the Early Years and Childcare Board, chaired by the Deputy Portfolio holder for Education and Early Years.

Full details of implementation are presented at **Annex 2**. This shows how all projects will be delivered in order to meet funding requirements in terms of timescale.

It is difficult to quantify the number of 30 hours places that will be created either directly or indirectly by the four projects. Projects 1 and 2 aim to free up latent capacity in the system by challenging providers to think differently, and in so-doing overcome some currently perceived barriers to 30 hours delivery. Through provision of one to one coaching, support and challenge there is potential to transform the approach of many settings across Oldham, in a way that enables them to engage more fully with the 30 hours agenda.

Projects 3 and 4 provide a solution to time intensive eligibility checking and code validation processes that place a strain on settings and the local authority. The synergy document upload functionality will help to streamline the eligibility process between providers and the Council for 30 hours. Efficiencies in staff time can be used to directly support the delivery of 30 hours and with increased provider engagement can ultimately lead to an increase in 30 hours places. Implementation of these systems will relieve this and free up more time for providers to commit to parent engagement and quality service delivery.

As part of section 4, please clearly provide detail on:

- 4) How you plan to put in place your project(s)l.
- 1) Timings associated with your project(s) and how they feed into 2018 summer term delivery.
- 2) Where possible, please indicate the number of 30 hours places your full application form or individual project(s) is likely to create/ free up

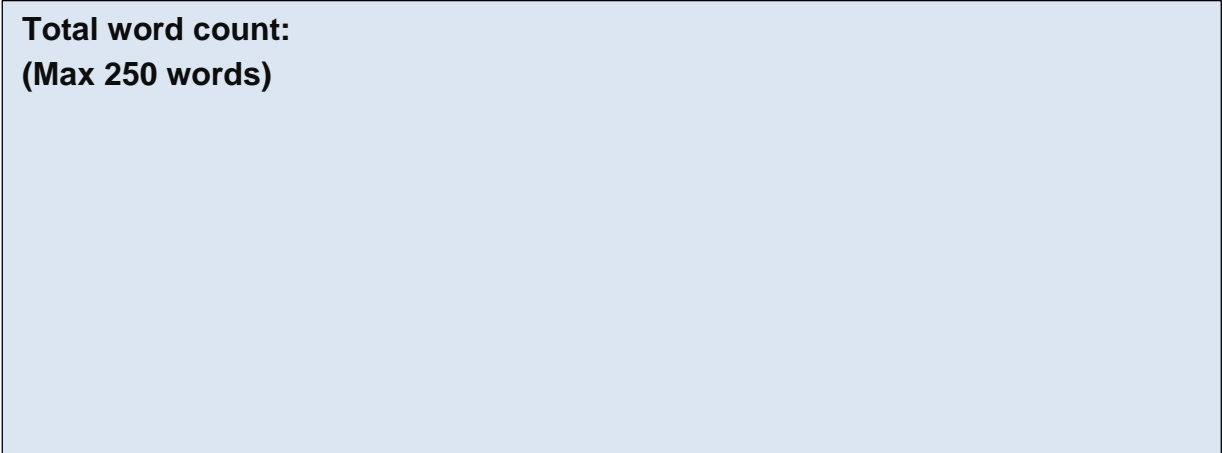
In particular, we will be looking for a clear explanation of how you plan to ensure all your project(s) are delivered in order to support 30 hours delivery during the 2018 summer term.

Note: LAs may submit a project plan with milestones to support the information provided for section 4.

5) Additional information

Please provide any additional information that you feel will support the assessment of your application form

**Total word count:
(Max 250 words)**

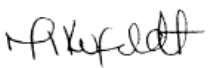


6) A joint application (please complete this section if you wish to include a joint project in your application form)

Confirm lead LA	
List of LAs involved in applicati on	

(Max 800 words)

This section is intended to for lead LAs to include details of a joint project, and should include the evidence of need, summary of project and the delivery plan.

DECLARATION* (Please complete in block capitals)	
I confirm that the information given in this application is true and complete and that, if successful, the local authority will administer any grant in accordance with the letter supplied by the Department for Education.	
Full name:	Jenny Dennis
Position (Job Title):	Service Manager, Early Years and Childcare
Date:	13 th December 2017
Contact details including email address:	<p>Oldham Council. Level 4, Civic Centre West Street, OL1 1UG</p> <p>Tel: 0161 770 3159</p> <p>jenny.dennis@oldham.gov.uk</p>
Signature:	Jenny Dennis
Countersigned (by the DCS):	 Maggie Kufeldt

Please note - signatures must be either an E-signature or a real signature (scanned document).



Department
for Education

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