**BIDDING TEMPLATE**

* New Funding Instructions will be issued for 2022/23. They will have been updated from the previous year.
* Funding can only be provided for children 4 and under, and only after evidence that other forms of funding cannot be accessed or need to be supplemented. We may consider exceptions to this in limited circumstances, where a Local Authority can demonstrate that a family or individual has significant and/or complex needs which cannot be met through mainstream funding (for children, this could mean having or being in the process of applying for an Educational Healthcare Plan).

**Examples of Eligible Expenditure:**

* Room/facility hire in which childcare is offered to temporarily alleviate parental responsibilities from refugees, so they can attend ESOL lessons.
* Creche, nursery and/or childminder fees.
* Interpreter fees- i.e. to assist parents in their interaction with childcare staff.
* Creche/nursery worker salaries/wages, only for the hours spent providing childcare to the children of refugees accessing ESOL.
* Family English Language learning sessions to help adults learn English when they are unwilling or unable to leave their children

**Examples of Ineligible Expenditure:**

* Office furniture/equipment/stationary/postage costs.
* Travel costs.
* Training for childcare facility staff e.g. paediatric first aid training or for training LA staff.
* ESOL lessons/classes except for family learning sessions.
* Salaries for full-time staff of childcare facilities who are not hired solely to assist with ESOL childcare provision.

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| **LOCAL AUTHORITY/SMP**  |  |
| **Duration of the project** |  |
| **1) Identification of Need** | *Please describe:** *What is your project?*
* *Who will benefit?*
* *What are the specific needs of resettled refugees and how do projects help to fulfil these*
* *What other forms of childcare funding have been accessed or explored?*

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| How many individuals will have access to ESOL as a result of this project?  | **UKRS/VPRS:** **ACRS:** **ARAP:**  |
| How many children (aged 4 and under) will this funding cover? Please indicate how many are under 2 and age 2-4. | **UKRS/VPRS:** **ACRS:** **ARAP:**  |
| For those children over 2 please detail how this funding will supplement the free childcare funding available through the DWP/DfE. If applicable, please explain why you can't access this funding.   |   |
| Will any of this funding be used to improve ESOL access for families with children with higher needs and if so how? |  |

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| **2) Outcomes** | *Please describe:** *How this project will improve parents’ attendance at classes.*
* *How this project will benefit whole families and increase opportunities for integration with the local community.*
* *How this project will demonstrate value for money.*
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| **3) Risk Mitigation** | *Please outline the key risks of the proposed projects and mitigating actions.* |
| **Funding required:** | *Include an itemised breakdown of how the funding will be spent.**Please use the table below and include calculations.* |

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| **REF** | **HEADINGS** | **EXPENSES (£)** | **Provider (if known)** | **FURTHER DETAIL/COMMENTS [Please include calculations]** |
|  | **ELIGIBLE DIRECT COSTS** |  |  |  |
| **A** | **Registration fees** |  |  |  |
| **B**  | **Creche placements/nursery fees** |  |  |   |
| **C** | **Childminder fees**  |  |  |  |
| **D** | **Room Hire** |  |  |  |
| **E** | **Volunteer expenses**  |  |  |  |
| **F** | **Interpreter** |  |  |  |
| **G** | **Resources** |  |  |  |
| **H** | **Family Learning Sessions**  |  |  |  |
| **I** | **Miscellaneous ( please specifiy)**  |  |  |  |
| **I** | **TOTAL DIRECT COSTS (A+B+C+D+E+F+G+H+I)** |  |  |  |
| **J** | **INDIRECT COSTS** |  |  |  |
| **K** | **TOTAL ELIGIBLE COSTS (J + K)** |  |  |  |

**Of the Total Eligible Costs detailed above, please indicate the amounts that will be spent on UKRS/VPRS, ACRS and ARAP beneficiaries respectively:**

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| --- | --- |
| **SCHEME** | **AMOUNT (£)** |
| **UKRS/VPRS** |  |
| **ACRS** |  |
| **ARAP** |  |