

Early Education Support Grant Terms and Conditions



1. Eligibility

- 1.1 The provider must be registered on the Trafford Directory and be located in Trafford.
- 1.2 The provider must be registered with Ofsted and be on the Early Years register.
- 1.3 A Private Voluntary and Independent (PVI) provider must be graded by Ofsted as Good or Outstanding.
- 1.4 The earliest that funding is available is the term after a child's second birthday. For funding purposes terms start on 1 January, 1 April and 1 September.
- 1.5 Funding is available for children attending a school nursery class or Private Voluntary and Independent (PVI) provider located in Trafford, regardless of where the child lives.

2. Applications

- 2.1 Application forms must be submitted online by the provider and received no later than midday 1 week before the panel meeting.
- 2.2 A parent/carer consent form must be received before the provider application can be discussed at the panel meeting.
- 2.3 The provider is responsible for liaising with the parent/carer and ensuring they complete the parent/carer consent form.
- 2.4 The provider must submit a completed provision map with the online application form. This should include:
 - The support you have already put in place for the child from within your own resources.
 - The additional support you will provide from this grant funding, including the expected outcomes.
- 2.5 The provider must submit up-to-date assessment information. This can be from the current provider or a previous provider where this is available. The information must be added to the Trafford Early Years Provision Map using the specified boxes within Section 3 (Assessment).
- 2.6 All applications will be considered by the multiagency Early Years SEND Panel and the outcome will be communicated to the provider within 1 week.

3. Funding

- 3.1 The provider must agree to use the funding as detailed in the provision map submitted with their application and in accordance with the outcome of the panel meeting.
- 3.2 Providers must agree to the terms and conditions before payment can be made. This includes any specific recommendations made by the Early Years SEND Panel.
- 3.3 Payment arrangements will be different depending on the type of provider:
 - a. Private Voluntary and Independent (PVI) providers will receive a purchase order and the provider will need to submit an invoice at the beginning of each term.
 - b. Schools will be paid through the monthly adjustment system.
- 3.4 The provider is responsible for recruiting and employing additional staff where required. Staff working with the child must be qualified to at least Level 3 in a relevant subject.
- 3.5 The local authority will not take responsibility for any costs incurred before the application has been approved.
- 3.6 The provider must inform Trafford Council if the child leaves or is absent for more than 10 consecutive working days. Failure to do so may result in further funding being withdrawn.
- 3.7 The provider must work in partnership to support the child's needs with the SEN Advisory Service (SENAS) and other support services such as Sensory Impairment Service, Trafford Early Development Service (TEDS) and Speech and Language Therapy (SALT) Service.

4. Monitoring

- 4.1 The provider must submit an evaluated provision map to show the outcomes achieved for the child.
- 4.2 One month before the end of the funding period, the provider will receive an email request to submit the evaluated provision map with a deadline for completion.
- 4.3 If the evaluated provision map is not returned by the required deadline, an invoice will be raised for the funding to be paid back to Trafford Council and the provider will not be able to apply for any further funding.
- 4.4 The parent/carer must complete an online monitoring form.
- 4.5 The provider is responsible for liaising with the parent/carer and ensuring they complete the parent/carer monitoring form.
- 4.6 If further funding is requested, the information from the evaluated provision map and the parent/carer monitoring form will form part of the evidence for the new funding application.
- 4.7 If an EHC Needs Assessment is required, it is the provider's responsibility to make the request to the local authority where the child is resident.