

# Wraparound Childcare Expansion Capital Grant Application Guidance

Local Authorities are required by legislation to secure sufficient childcare, so far as is reasonably practicable, for working parents, or parents who are studying or training for employment.

The Department for Education (DfE) has provided [Childcare expansion capital grant funding](#) and has allocated £557,968.05 to Leicester City Council to support the provision of wraparound childcare places and ensure that all new places created should be accessible to all children, including those with special educational needs and disabilities (SEND).

This guidance and the associated application form is for Capital funding for wraparound childcare places, there is separate [guidance and application](#) for expansion of funded early education entitlement (FEEE) childcare places.

The funding can be used to provide new places in a range of provider types, where these are delivering full Wraparound Childcare before and after school places. This includes, but is not limited to, existing and new providers in the following sectors:

## 1. Private, Voluntary and Independent providers (PVI):

- Private group-based providers, registered with Ofsted (e.g., pre-schools and day nurseries)
- Voluntary group-based providers, registered with Ofsted (including community groups, charities, churches, or religious groups)

## 2. State-funded schools:

- Local authority maintained primary, infant, and junior schools (including special schools) offering early years entitlements.
- Primary, infant, or junior academies or free schools (including special schools) offering early years entitlements.

## 3. Childminders and childcare on domestic premises and childminders registered on non-domestic premises:

- The Local Authority will prioritise projects which has approved delivery funding for the Wraparound Programme. The setting must be delivering full Wraparound provision the [National Childcare Wraparound Programme Handbook](#) contains further information about the expectations on quality for wraparound provision.

For new providers we may require evidence of suitable previous experience in the sector.

The capital grants are to support childcare provision based in Leicester and applications from providers from other local authorities will not be considered.

## Capital Expenditure

The funding is provided for capital expenditure which must support the creation of new before and after school places, whether via the creation of new provision, or expanding current days or times in existing settings.

For the purposes of this funding, capital expenditure is money spent for building work, equipment or fixtures and fittings that are fixed assets. This would include associated fees (such as architects and structural engineers) where the costs are needed to deliver the project. Funding for capital projects should result in tangible assets (i.e. assets with physical substance) that are expected to be used for more than 1 year.

The funding is not for resources such as toys, books etc and cannot be used for revenue expenditure of any kind, such as training or staff costs.

## Examples of projects that the capital grant can fund

This list is not exhaustive:

- Projects based on internal remodelling, refurbishment, modifications or improvements to create new before and after school places. Examples of capital works include (but are not limited to):
  - ✓ Projects that enable the creation of new wraparound places and/or increase access to wraparound places (where suitability of space may be a concern).
  - ✓ Purchasing fixed assets required to deliver wraparound provision.
  - ✓ Building modifications to enable use of space outside main school/setting operating hours, e.g., secure external access, outside lighting to enable outdoor space to be used year-round.

- ✓ Building modifications to adapt space for use to deliver inclusive wraparound childcare.
- ✓ Improvements to storage.
- ✓ New physical assets such as minibus purchase (to support a hub model of wraparound provision), play equipment (including outdoor play equipment), or tables and chairs. To be considered capital expenditure the asset must bring an economic benefit, and able to be depreciated, over more than one financial year.
- Projects that adapt, remodel or improve existing wraparound provision to make them suitable for a wider range of needs.
- Projects that enable use of schools to deliver before and after school places for longer hours each day and potentially all year round e.g. may need to create alternative access and install outdoor lighting etc.

**This grant funding is NOT intended for:**

- Work that has already been carried out prior to a grant application being approved and signing of the grant agreement by the applicant. There may be some exceptional circumstances where funding may be approved retrospectively for projects completed after April 2024 which meet the funding criteria, but this will be at the discretion of Leicester City Council.
- Work for routine maintenance or refurbishment of premises required primarily because of building condition and not for increasing the number of childcare places available.
- Capital works to maintain and improve the condition of the school estate and not for increasing the number of childcare places available.
- Projects that do not increase the number of childcare places available.
- Capital works to increase places where, for any reason, the setting is operating to a reduced capacity compared to their Ofsted registered capacity.
- Extensions to premises if there is already a room in the premises which is not registered but which could be converted and used for childcare (potentially through a capital application for the conversion costs).
- Childcare providers not providing full wraparound childcare.

## **Assessment and evaluation criteria and expectations of applicants**

Your application will be assessed by a funding panel who will use the following criteria to assess applications.

All required information and documentary evidence, including quotes for the capital works, must be included, without this your application cannot be processed.

Please see the [checklist](#) within this guidance for further details.

### **Sufficiency**

The local authority has a good understanding of the sufficiency of childcare in Leicester in relation to the programme. Whilst some areas of Leicester require more additional childcare places than others, we are accepting applications from providers in all areas of the city which deliver full wraparound childcare from 8am to 6pm, Monday to Friday.

Applications should clearly set out information on the current and expected increases in demand for your provision, and clearly show the reasons for this. Each application will be reviewed individually with the sufficiency of childcare places being a key factor in the decision-making process.

- ✓ Local authority data suggests that additional places are required in the area.
- ✓ Provider have supplied evidence of their own data, such as waiting lists / vacancy rates / information about current parents' requirements.
- ✓ Provider has supplied evidence that their current provision is nearly full to capacity and will not be able to provide additional childcare places without expanding the current registered capacity.
- ✓ The project will increase or secure inclusive places for vulnerable children.

### **Value for money**

Significant emphasis will be placed on value for money in terms of places created. Due to the expected requirements for additional places and the limited funding available from DfE, it is vital that providers attempt to provide the best cost per

place possible. Therefore, providers should consider this when applying and whether any additional alternative funding can be used to support the project.

- ✓ An analysis of cost per place created will be used to assess value for money.
- ✓ Any additional financial contributions from providers will be seen to support value for money and as evidence of commitment to the long-term viability of the project.
- ✓ Any additional costs above the funding amount agreed will be at the expense of the provider and will not be funded by the local authority.
- ✓ If a project creates both wraparound places and funded early entitlement places for school age children, this will increase the value for money being provided.

## **Quotes for the capital works**

- ✓ You will need to supply a minimum of 3 'like for like' quotes for ALL works proposed.
- ✓ All quotes must include VAT where applicable or state that VAT is not applicable if that is the case.
- ✓ All quotes must be in writing from valid businesses.
- ✓ Equipment quotes can be from legitimate seller websites (applicants should submit the website links where possible).
- ✓ Any quotes from businesses owned by friends or family members must be declared.

## **Quality of provision – Judged by Ofsted.**

- ✓ Providers judged as 'inadequate' or 'not met' will not be funded.
- ✓ Providers must have a Good or above inspection grade from their regulator such as Ofsted or be in the process of initial registration with Ofsted.
- ✓ The local authority may at its discretion award a grant to a provider who has received a grading of less than Good or are new to the market, if the places that it delivers are needed for sufficiency and a local authority assessment shows confidence in the quality of provision.

## **Evidence of financial sustainability**

- ✓ Providers should clearly show how the additional places will support their sustainability.
- ✓ For new settings, the provider must submit a business plan with detailed financial forecasts, for at least 2 years, to support the application.
- ✓ We recommend that for existing settings, where capacity is being expanded, the provider should have a business plan with detailed financial forecasts, for at least 2 years, for their proposal. The local authority may ask for evidence of these to support your application.

## **Additional factors (these areas will also be considered)**

- ✓ Settings must have a valid legal governance structure and be compliant with all applicable filing requirements to apply for the funding.
- ✓ Providers must own the freehold of the land or building or hold a lease (for at least a 5-year duration) and have landlord approval for the capital works to be carried out. Evidence of this will be required and any exceptions will be at the discretion of the local authority.
- ✓ If applicable, providers must include a copy of the rent / lease agreement; this includes schools and academies where they do not own the land.
- ✓ Where applicable, providers must have Planning permission, building regulations or permitted development information, and approval of Leicester City Council's Estates and Building Services for school applications and for property leased from the council.
- ✓ If you are an academy and you are seeking to directly offer provision or expand provision you will need to submit evidence that this has been agreed by your trust.

- ✓ Documented evidence of any personal / business contribution, or funding from other sources to the project, such as other grants, bank loan agreements, business reserves etc.
- ✓ Providers must supply a delivery plan which indicates the timescale of the proposed project to be completed and when the additional childcare places will be made available (should be by the end of the Autumn Term 2025).
- ✓ Providers must work collaboratively with the local authority and respond to data collection requests from the local authority and DfE promptly.
- ✓ Providers must supply evidence that they will provide inclusive provision, for example for vulnerable children including 2 year olds from families receiving some additional forms of support and children with SEND.
- ✓ Providers will be required to sign a declaration on the application form confirming that the setting is not up for sale or they do not have plans to sell their business in the 12 months from the completion date of the project.
- ✓ Evidence will be required of the Risk Assessment of the works being undertaken and continuity of provision during the works.
- ✓ Evidence will be required of the applicant having informed Ofsted of the works to be undertaken and the proposed increase in capacity and of any acknowledgement received from Ofsted.

Due to the expected requirements for additional places and the limited funding available from DfE:

- It is recognised that not all projects may be able to be supported, even if they meet the criteria, and the final decision rests with the funding panel.
- Depending on the scale of a project, the local authority may have to limit the grant funding by applying a set funding per place value and/or to support a proportion of the proposed new places. In these instances, we would expect the provider to either review the scale of their project or to be able to make a financial contribution towards the project costs.
- Previous unsuccessful applicants may re-apply if their application is for different work than the previous application, or if a key part of the application (e.g. cost or Ofsted grade) has significantly changed.

## Important dates and funding allocation note

The local authority funding panel will meet monthly to assess applications.

Once the budget is fully spent, the local authority will not receive any additional funding, and the application process will close.

The overall capital fund allocation from DfE is for the local authority to support projects for the provision of new early years places and wraparound childcare places. There is an expectation that no more than 20% of the allocated amount will be used to support wraparound programme capital funding. However, depending on the demand for the funding, the exact split between the shared initiatives will be at the discretion of the local authority.

## Funding agreements, monitoring and support

Successful providers will be required to sign a funding agreement containing the terms and conditions of the funding. Funding will not be approved until this agreement has been signed.

The Early Education Development Team is available to provide support and advice to allow you to deliver your project. This advice can be sought prior to applying, if required.

On successful completion and signing of the agreement, each project will be assigned support from the Early Education Development Team to ensure your plans are developed.

Monitoring will take place once the funding agreement has been signed and the project has started. This will include the submission of invoices and receipts for work carried out and equipment purchased. Failure to supply evidence will result in the grant being reclaimed from the provider (this will be set out in the funding agreement).

## Preliminary feedback

Providers can contact the Early Education Development Team to discuss a proposed project to receive preliminary feedback and guidance before completing an application. Please note that the local authority will not be responsible for any action taken by the applicant based on the preliminary feedback e.g. to not apply for the funding or to change their proposal before making an application. Also, our initial feedback will not have any bearing on the approval or refusal of funding.

For any questions during this process, please refer to the guidance above or alternatively contact the project manager Shahid Dagia on [Wraparound-provision@leicester.gov.uk](mailto:Wraparound-provision@leicester.gov.uk)

## Checklist for applicants

This does not form part of the main application form, but you may find this section useful to ensure that you have provided the Council with all relevant evidence to support your application.

Checklist	Yes / No
Planning (If applicable) – If planning has already been approved, you will need to provide a copy of planning approval for proposed grant funded works or written confirmation that planning permission is not required (where applicable). See previous guidance. NB: If planning is required, the LA will be unable to approve funding until we have seen the approval.	
Building Regulations (If applicable) – If building regulations have already been approved in principle, please provide a copy of the building regulations approval for proposed grant funded works. See previous guidance: If planning is required, the LA will be unable to approve funding until we have seen the approval.	
Have you provided 3 written like-for-like written quotations for each capital work required.	
Have you checked to see if the works will affect your Fire Risk Assessment and Water (Legionella) Risk Assessment and if necessary, planned to update those risk assessments on the completion of works.	
Have you met your legal obligations around the management of asbestos as per the Providers/Property Owners will be required to do section.	
Have you carried out your own financial checks to demonstrate an immediate, clear and cost effective outcome arising from the funding/increase in places at your provision.	

## Wraparound childcare capital grant application form questions

For reference, the following questions will be required to be completed when submitting your online application form. Please use this to plan your responses.

### Organisation information

- Organisation name
- Ofsted registration / Company/ HMRC number
- Contact name
- Contact email address
- Contact telephone number
- Address and postcode where the project will be
  
- Is your wraparound childcare provision delivered by the school and its staff or PVI?
  
- How many new additional wraparound childcare places will this grant create? A place is defined as the maximum number of children you can take on at any one time as per your Ofsted registration for PVIs space requirements for DfE registered schools.
  - Number of wraparound places for primary aged children - Before school
    - Existing places (places available before grant funding is received)
    - New additional places (places created as a result of the grant funding)
    - Total places (existing plus new places)
  - Wraparound places for primary aged children – After school
    - Existing places (places available before grant funding is received)
    - New additional places (places created as a result of the grant funding)
    - Total places (existing plus new places)
- Outline of your business case showing how your proposal will address the places needed
- Start and finish times of when the premise will be available to offer childcare (Monday to Friday)
- Number of weeks per year that the premise will be available to offer childcare:
  - Term time only (38 weeks)
  - Term time + additional weeks

## Premises

- Confirmation of who is the legal ownership of the property (Copy of HM Land Registry title deeds required)
- Confirmation that capital works can be carried out (Excludes DfE registered schools)

## Capital works

Description of capital building works, location, number of additional children and their age group.

- Planning approval status for the project (Copy of planning approval required)
- Building regulations status for any element of this project. (Copy of approved building regulations required)
- Copies of quotations received (Name of contractor, address, quotation). Please provide full quotations as part of this application. Copies only. Original documentation remains with you.

## Other information

Free text area for you to provide any other relevant information that would support the capital grant application.

## Additional sections on the application form

You will be prompted to read and accept the following declaration:

- I have provided ALL RELEVANT EVIDENCE to support my application and understand that any missing evidence will jeopardise the application process.
- I confirm that the information I have submitted in this application form is correct to the best of my knowledge.
- I confirm that I will contact Leicester City Council, Early Education Development Team on [Wraparound-provision@leicester.gov.uk](mailto:Wraparound-provision@leicester.gov.uk) of any changes to my circumstances or the information provided.
- I confirm that I understand that information contained in this application will be shared within Leicester City Council and with relevant wider agencies to confirm my eligibility and to progress and sustain my application.
- I understand that falsification of information may lead to my application being rejected without notice.
- The Council is under a duty to protect the public funds it administers, and to this end may use the information that you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes
- If the application is successful, I confirm that I am prepared to sign a grant funding agreement and be involved in feedback, evaluation, follow-up and review, as required by the Council and DfE.

## Submitting the application form

- Application is made online: [Complete your Wraparound Childcare Expansion Capital Grant application](#)
- Required documentary evidence by email to [wraparound-provision@leicester.gov.uk](mailto:wraparound-provision@leicester.gov.uk).