

Phone: 0116 305 5788

Email: feee@leics.gov.uk

Free Early Education Entitlement (FEEE) scheme – Application for funding

Prior to the completion of the application, all providers must be registered and active with Ofsted.

In order to be considered for entry into the Directory of Early Years Providers, all sections of this application form must be completed fully.

There are 4 sections to the application:

Section A - Setting information

Section B - Owners/Legal representatives

Section C – Bank details

Section D – Nominated user details

Once this information has been received, a confirmation email will be sent along with a provider agreement.

Funding will be awarded from the date the completed application is received. Please note no funding will be released until the provider agreement has been signed and returned.

All providers should consider the information below prior to completing the attached application form:

Early year's providers who wish to offer funded places for eligible 2 year olds must be graded 'good' or 'outstanding' by Ofsted.

Newly registered providers can access this funding prior to receiving their Ofsted inspection but must be aware that if they do not achieve at least a 'good', they will not be in a position to offer 2 year old funding to any further eligible children.

Early years providers graded 'requires improvement' are expected to work with the local authority to improve the quality of their setting. If a provider receives an 'inadequate' judgement, funding may be withdrawn.

If you require any assistance completing this form please telephone 0116 305 5788.

Yours sincerely,

Early Learning and Childcare Service

Section A - Setting Information

The following section will inform the Early Learning and Childcare Service (ELCS) of your organisational status and structure. By supplying this information the ELCS can ensure the data held on your provision is correct.

Setting Name:			
Address:			
Main Contact Number:			
Mobile Number:			
Email Address:			
Ofsted Number:		Please tick the box if setting is 'Exempt' from Ofsted:	<input type="checkbox"/>
Organisation Name:			

- Ownership Type:
- | | |
|---|---|
| <input type="checkbox"/> Sole Trader | <input type="checkbox"/> Partnership (Sole Traders) |
| <input type="checkbox"/> Limited Liability Partnership (LLP) | <input type="checkbox"/> Limited Company (Ltd) |
| <input type="checkbox"/> Public Limited Company (Plc) | <input type="checkbox"/> Co-Operative (Coop) |
| <input type="checkbox"/> Voluntary Management Committee (VMC) | |

A Voluntary Management Committee (VMC) is the group that has ultimate legal responsibility for a voluntary or community Organisation's activities.

Registered Charity: No Yes

Please state charity number:

A registered charity is an organisation that is registered with the Charities Commission and has a unique registered charity number. Committee members are known as Trustees.

Registered legal entity: The Owners/Directors The Committee/Trustees
 The Governors

The registered legal entity is an association, corporation, partnership, proprietorship, trust or individual that has legal standing in the eyes of the law. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right and to be held responsible for its actions.

Please check this box to confirm that this company is registered with HMRC:

Registered with HMRC

If you are a newly registered provider with no Ofsted grade or you hold an Ofsted grade of 'good' or 'outstanding', you will automatically be added to our list of providers eligible to receive 2 year old funding.

Please tick this box if you do not wish to provide 2 year old funded places.

End of Section A

Section B - Owners/Representatives

This section requires the personal details of the registered owner or representative of the organisation as detailed in section A. At least one owner or representative must be given. This person will be responsible for signing the 'Provider Agreement', a legal document, on behalf of the registered company.

The registered legal entity should be a Director or Directors (Limited Company), Chair of Trustees (Registered Charity VMC or Company Limited by Guarantee), Chair of Governors (School), Chair of Committee (VMC) or Owner (Sole Trader).

Person 1

Name of the Owner/Representative of the registered legal entity:

Title	<input type="text"/>	Forename:	<input type="text"/>	Surname:	<input type="text"/>
				Job Title:	<input type="text"/>

Home Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Main Contact Number:

Mobile Number:

Email Address:

<input type="text"/>

Person 2

Name of the Owner/Representative of the registered legal entity:

Title	<input type="text"/>	Forename:	<input type="text"/>	Surname:	<input type="text"/>
				Job Title:	<input type="text"/>

Home Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Main Contact Number:

Mobile Number:

Email Address:

<input type="text"/>

I/We declare that the above person(s) will be engaged as the new owner/representative of the stated childcare provision. I/We also confirm that this person(s) has been registered as a 'fit person' under the terms of the Children Act 1989, by Ofsted.

Signed (owner/representative):

<input type="text"/>
<input type="text"/>

Date:

<input type="text"/>

Print (owner/representative):

End of Section B

Section C - Bank details

If joint proprietor, please note that both signatures are required to change bank details and that the bank account name should be the same as the provision name.

Name of Bank/Building Society	
Branch Address	Street
	Town/Village
	County
	Postcode

Sort code — —

Account Number

Name of account holder (person or organisation)

In order to process your banking information, the following points must be adhered to: The dedicated bank account must reference the name of the setting.

Please submit and attach evidence of your bank account details e.g. blank paying in slip, blank cheque or bank statement. Please note we cannot set up your account without this evidence.

* Please tick the box to confirm you have attached a copy of bank evidence to confirm the above details.

Office use only. FEEE ID:	<input type="text"/>
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I/We declare that the banking information supplied is for use with the Early Learning and Childcare Service.

Signed (owner/representative): Date:

Print (owner/representative):

Signed (joint account holder): Date:

Print (joint account holder):

Section D – Nominated User Details

In order to submit your FEEE claims to us, check eligibility for 2 year old funding and EYPP and to confirm validity of 30 Hours DERNs supplied to you by parents, your setting will require access to our online Provider Portal.

Below, you should supply the names and contact email addresses for the individual staff who will be responsible for completing your headcount or checking EYPP/2 year old eligibility.

Childminders (and smaller settings) should provide at least 1 (but can optionally add another person (e.g. if you have an assistant)). For other providers, there may be an option later on to add additional users, but for now we are limiting this to 2.

Where providing email addresses we would recommend:

- these are the person's personal email address (but you can use the generic setting email, if you wish)
- where providing a personal email address, that these are not shared with other people (e.g. shared with other family members)

Name of your nominated person		Their associated email address
1.		
2.		

Submitting the application

This document requires a signature from the owner/representative.

If this form has been sent as a PDF file, information can be entered directly onto the PDF. However you will be required to print the form and sign to confirm any completed sections. The form can be printed by clicking the 'Print' icon below.

If you would prefer to fill the form out by hand, please use the 'Print' icon to print the form and complete the relevant sections.

Please ensure all the required information has been completed and enclose any relevant documents when returning.

Please return to the following address:

Leicestershire County Council
Early Learning and Childcare Service
Room 100a
County Hall
Glenfield
Leicestershire
LE3 8RA

Alternatively you can sign and scan your documents and return them via email to feee@leics.gov.uk

Please note that email is not a secure method of delivery and you send your bank details via this way at your own risk.

Print Form