**Bursary application guidance notes**

**Contact details:**

1. **Name**
2. **Email**
3. **Telephone number**

[These are the contact details for the person who can talk to us about the application.]

**Organisation details:**

1. **Name of organisation**
2. **Address**
3. **Postcode**
4. **URN number** [This is the unique reference number for your setting. It can be found on your OFSTED reports]
5. **Website** [if you have a website please provide a link]
6. **Social media** [if you have a social media presence, please provide a link]
7. **Type of organisation**

[please tick one]

* Nursery
* Childminder
* School [this fund only supports children age 5 and under. School nurseries may apply but funds must only be spent on this age group.]

1. **Number of children in setting**

[How many children are registered at your setting?]

1. **Do you have the correct governance, safeguarding, and policies in place to begin delivery?** We may ask for a copy of these, if you are successful.

[You must have the correct paperwork in place in order to release the funding – if you are unsure or do not currently have these documents in place please tick the relevant box. This will not automatically exclude you from funding. Please tick the relevant boxes].

* Safeguarding policy
* Risk Assessments
* Paediatric First Aid certificate
* Public Liability Insurance
* GDPR policy

**Project details**

1. **What would you like to spend the bursary on?** Please refer to our criteria (no more than 700 words).

[Please describe what activities you plan to undertake which meet the criteria of the fund]

1. **What age group is your project targeting?**

[This must be age 5 and under]

1. **How many children would this project support?**

[Please state a number]

1. **Will this project support any specific groups?**

[Please tick the relevant box(es) or state which groups you will support.]

1. **How will this funding help your children to be more active?**

[Please describe how the project you are applying for will help increase physical activity for children]

1. **What are the long-term impacts of this project?**

[Please describe how your project will continue to make a difference after the funding period has ended. This could include differences made to children, practitioners and the wider community.

For example, will it help the children to create healthy habits; enable practitioners to build knowledge to benefit more children; provide equipment to be used year after year.]

1. **Please give a breakdown of costs.** For equipment /course fees please provide quotes/links to products or services.

We will not fund any activity that has already taken place so please do not apply for equipment or courses that have already been bought/taken place.

[Please list all individual items and costs. Provide links to items/courses where possible]

1. **How did you hear about this funding?**

[Select the relevant box]

1. **We would like to keep in touch with you to share news, and Early Years opportunities. Would you be interested in hearing from us in the future?** We will never share your information with third party organisations.

[Select the relevant box]

All successful applicants must complete a short follow up feedback form, once completed and provide evidence of spend.