



ELC Funded Provider Training and Development Grants 2017-18

The development of policy on Early Learning & Childcare (ELC) and the planning for expansion to 1140 hours is being driven by a clear focus on quality. The Scottish Government and Moray Council know that the most important driver of quality in ELC is a dedicated, highly skilled and well-qualified workforce, whose initial and continued training enables them to fulfil their own potential, and equip our young children to do the same.

Moray Council have agreed to use some of the initial funding received from the Scottish Government to deliver the ELC expansion to explore how Moray Council can best support its funded ELC providers to train and develop their own workforces, from individuals starting out in their ELC careers, to experienced practitioners currently working in, or moving into leadership roles.

We would like to invite our funded providers* to make applications for initial Grant funding to support the training and development of their staff during the academic year 2017-18.

We are looking for our partner providers to develop their own innovative approaches to developing their workforce, but some examples of how funding might be used include:

- Funding for 'backfill' staff to cover own staff training and development hours.
- Funding for courses that aren't eligible for Student Awards Agency Scotland (SAAS) funding (e.g. Forest School)
- Support for individuals seeking to gain qualifications and who aren't eligible for SAAS funding.
- Funding for external trainer/professional input within the setting.
- Funding to develop staff mentoring/coaching within the setting.
- Funding for online training courses.

Any proposals that receive Grant funding will be evaluated with a view to developing a longer term, sustainable approach to workforce training and development across the ELC sector in Moray.

If you are interested in applying for a training grant for academic year 2017-18 please complete the application form and return it to Moray Council ASAP. The final date for submissions is 31 March 2018.

*Providers currently delivering funded ELC in partnership with Moray Council or in the process of entering into Agreement with Moray Council to deliver funded ELC.



Criteria for Training and Development Grants 2017-18

1. Applications will be approved by the Head of Lifelong Learning, Culture & Sport on behalf of Moray Council
2. Grants are discretionary and subject to the availability of funding. The maximum amount that will be considered is £5,000. There is no obligation on Moray Council to award financial assistance to any Application.
3. Moray Council reserves the right to request further information prior to Grant Applications being considered. In cases where the ELC Programme Board considers that insufficient information has been supplied, the Grant Application will be held over until such time as additional information requested is available.
4. If successful an Offer of Grant will be issued to the applicant, which must be accepted in writing.
5. Should the contents of the Grant Application change in any way, Moray Council must be notified immediately.
6. The applicant may be asked to attend a meeting of the ELC Expansion Programme Board to discuss a Grant Application.
7. The final date for the submission of Grant Applications is 31 March 2018.
8. Payment shall be made directly into the Organisation's account within 28 days of evidence of Training/Development activity having been undertaken being received by Moray Council. The evidence required will be included in the Offer of Grant and may include one or more of the following:
 - a. Evidence of individual attendance on a course (e.g. course completion certificate)
 - b. Copy of invoice received
 - c. Copy of timesheet for backfill staff, including their hourly rate
9. An Offer of Grant will be withdrawn, or Moray Council will seek full repayment of the Grant, if it is found that the applicant has provided false or misleading information, or if the applicant becomes insolvent.
10. The applicant will provide information and evidence relating to the benefits of the training and development received or undertaken to Moray Council, to inform an Evaluation report.



Training and Development Grant Application Form (2017-18)

Please read the Grant Criteria before applying.

Name of Organisation:

Contact Person's Name:

Address

Postcode

Telephone no: Email Address:

Amount you are applying for: £.....

Please describe how you intend to use the Grant Funding, and the anticipated benefits for the setting, staff members and children. Please also state when the Training/Development activities will take place, and how many members of staff will be involved. (Please use an additional sheet if required. Please also submit supporting information where appropriate e.g. Course outline, Training/Development Proposal).



I confirm I am authorised to sign this declaration, and that, to the best of my knowledge and belief all replies are true and accurate. Further, I have read and understood the Grant Criteria and confirm that we will abide by the terms of the Grant. If the Grant Application is successful I confirm that the Organisation will be bound to use the Grant only for purposes specified in this application.

Signed:

Name:

Position:

Date:

Please send completed form to:

Early Learning & Childcare Expansion
Education and Social Care
Moray Council
Council Offices
High Street
Elgin, IV30 1BX

Tel: 01343 563374

Email: educationandsocialcare@moray.gov.uk