

EXTENDED SERVICES

FUNd4ME Programme Proposal Pro-forma

Individual Child Form



Cluster name:	
Name of school:	
Child / Young Persons Name / UPN:	
Please tick the appropriate box for the FUNd4ME criteria the child meets:	
<input type="checkbox"/> Direct Indicator <input type="checkbox"/> Indirect Indicator	
Overview of the request: Describe the activity / service the child / young person wishes to participate in:	
<i>Name / Address and Contact of Supplier (If applicable):</i>	
Please state which of the guiding principles of the FUNd4ME Programme this will support. See attached information on the guiding principals.	
<input type="checkbox"/> ACCESS <input type="checkbox"/> ADDITIONALITY <input type="checkbox"/> INVOLVEMENT <input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> CREATIVITY & PERSONALISATION <input type="checkbox"/> SUSTAINABILITY & ONGOING PARTICIPATION	
Total sum requested:	Did the child / young person attend the proposed activity?
<input type="checkbox"/> School's allocation of FUNd4ME <input type="checkbox"/> Cluster allocation of FUNd4ME	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed by	If not, why not? (If known)
Authorised by:	
Date:	
Office use only - to be completed by the school bursar	
Date invoice paid / receipt received for the activity / service.	
Purchase Order Number	

Overview of the request: Describe the activity / service the child / young person wishes to participate in: *(please detail name and address of supplier if appropriate)*

Please state which of the guiding principles of the FUNd4ME Programme this will support. See attached information on the guiding principals.

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FUNd4ME Funding

When developing a proposal please consider the following:

The FUNd4ME funding is to be utilised to support the target group of children and young people identified by your cluster to access the Extended Services Core Offer area of **A Varied Menu of Activities**.

Which of the **Guiding Principles** of the FUNd4ME programme listed below does the request meet?

G1 ACCESS – *The funding should allow the target group to access activities from which they would otherwise be excluded due to their inability to pay.*

G2 ADDITIONALITY – *The funding should be used to make existing activities more accessible to the target group, and / or commission new activities that better meet their needs.*

G3 INVOLVEMENT – *The target group and their parents / carers should be fully involved in choosing, designing and continuously improving a range of activities that are attractive and relevant. This should help to establish genuine control of the funding identified for them, in the same way as children and young people whose participation is not excluded by inability to pay.*

G4 OPEN TO ALL – *Any new activities created and delivered as part of the subsidy work should be available to all, and should be paid for by those who can afford them.*

G5 CREATIVITY & PERSONALISATION - *For many of the target group there are barriers to participation other than purely financial; especially in these cases, school and other staff should be creative in developing personalised approaches that support individuals.*

G6 SUSTAINABILITY & ONGOING PARTICIPATION - *The funding arrangements for activities should be sustainable over time and be attractive to the target group to secure their ongoing participation.*

Once the proforma has been authorised as legitimate expenditure for the FUNd4ME Programme, the information must be entered onto the financial spreadsheet provided as part of the monitoring requirements of the FUNd4ME. The school will then liaise with the service provider for the child to access the service / activity.

The spreadsheet will allow you to track how much of the FUNd4ME funding individual children are accessing in line with the proposed 2 hours a week of extended service activity term time and 30 hours of extended service activity during the holidays based on the £300 allocation per child at £3 per hour.

NB: Not all children will access their entitlement, which will allow flexibility to maximise the opportunities made available to other children from the target group.

The process for the implementation of the FUNd4ME Programme for an individual child / young person accessing service / activity:

