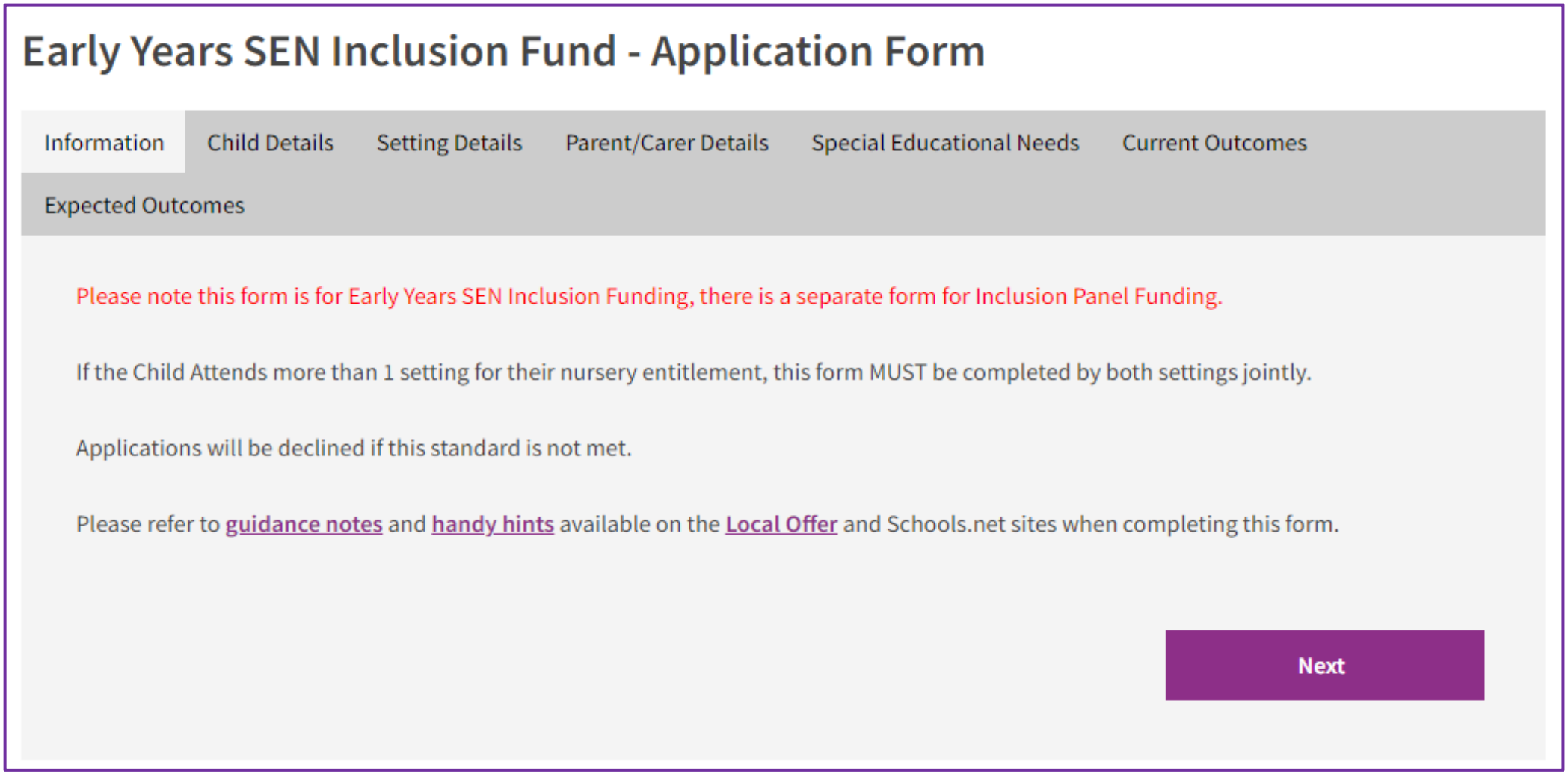
DERBYSHIRE County Council

Applications for Early Years Inclusion Funding

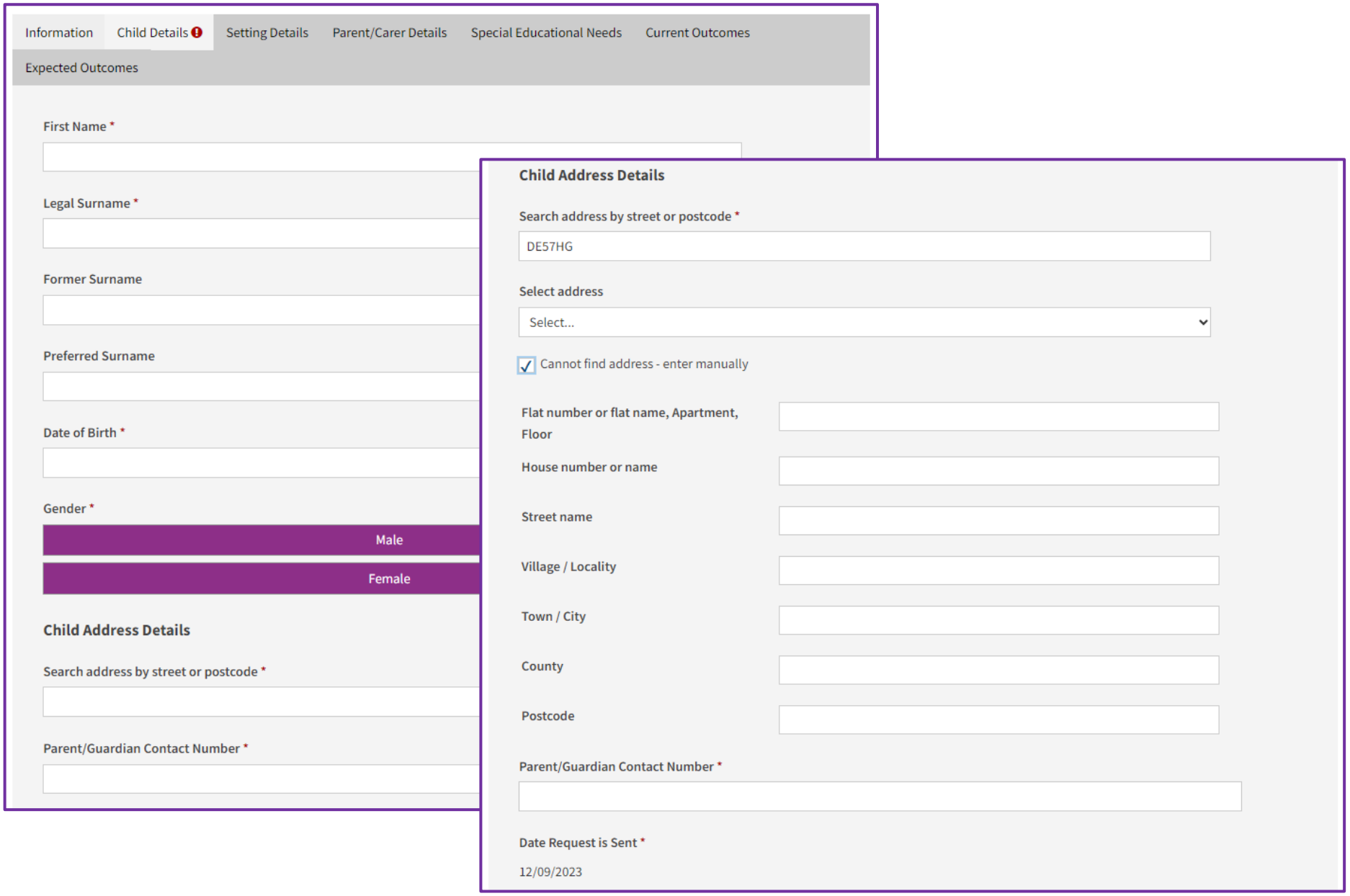
- **The new online application process**

You will find the form on the alphabetical list under ‘E’ for Early Years Inclusion Funding.

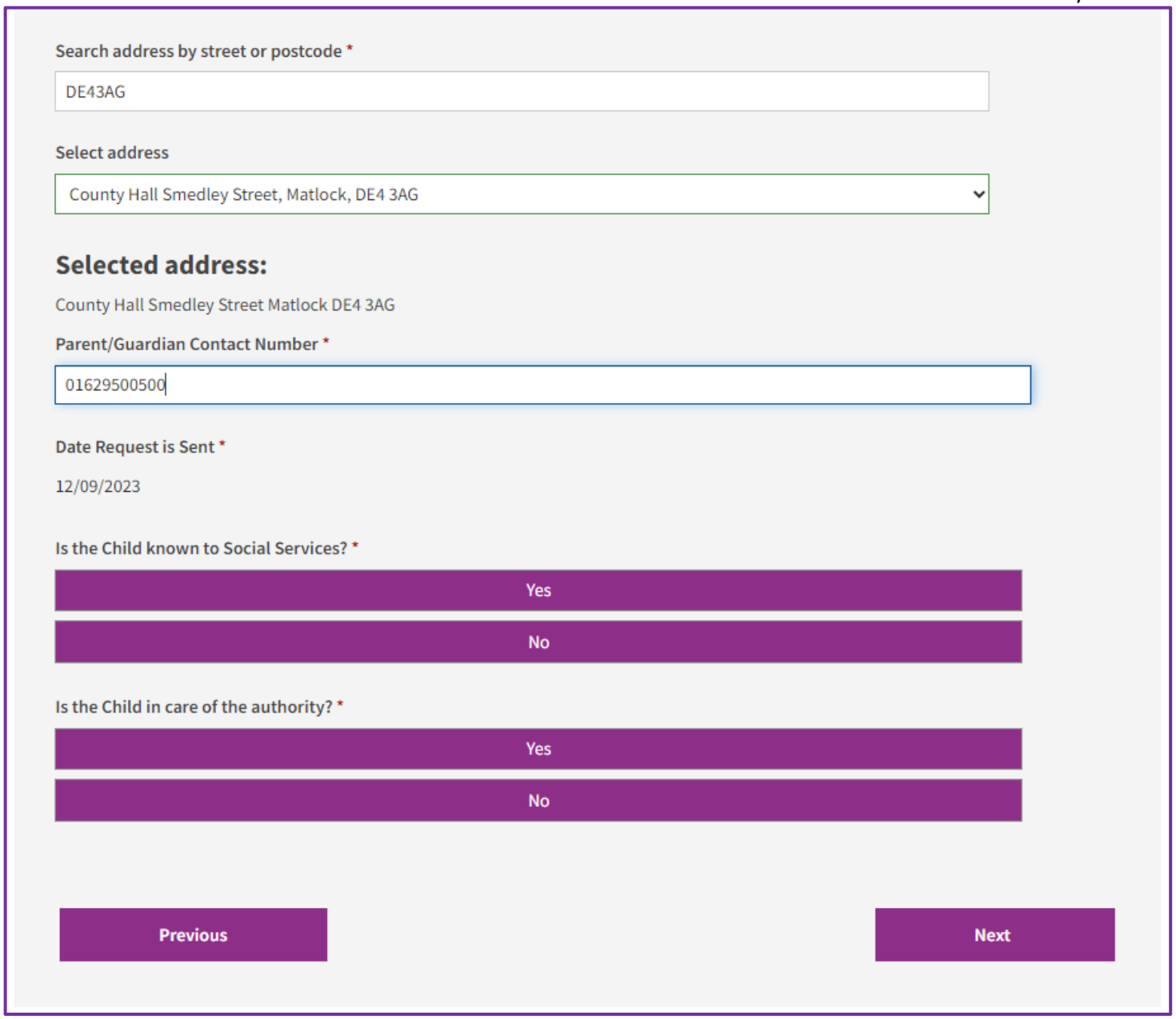


Please refer to the guidance notes and handy hints on the Derbyshire Local Offer to help you complete the form.

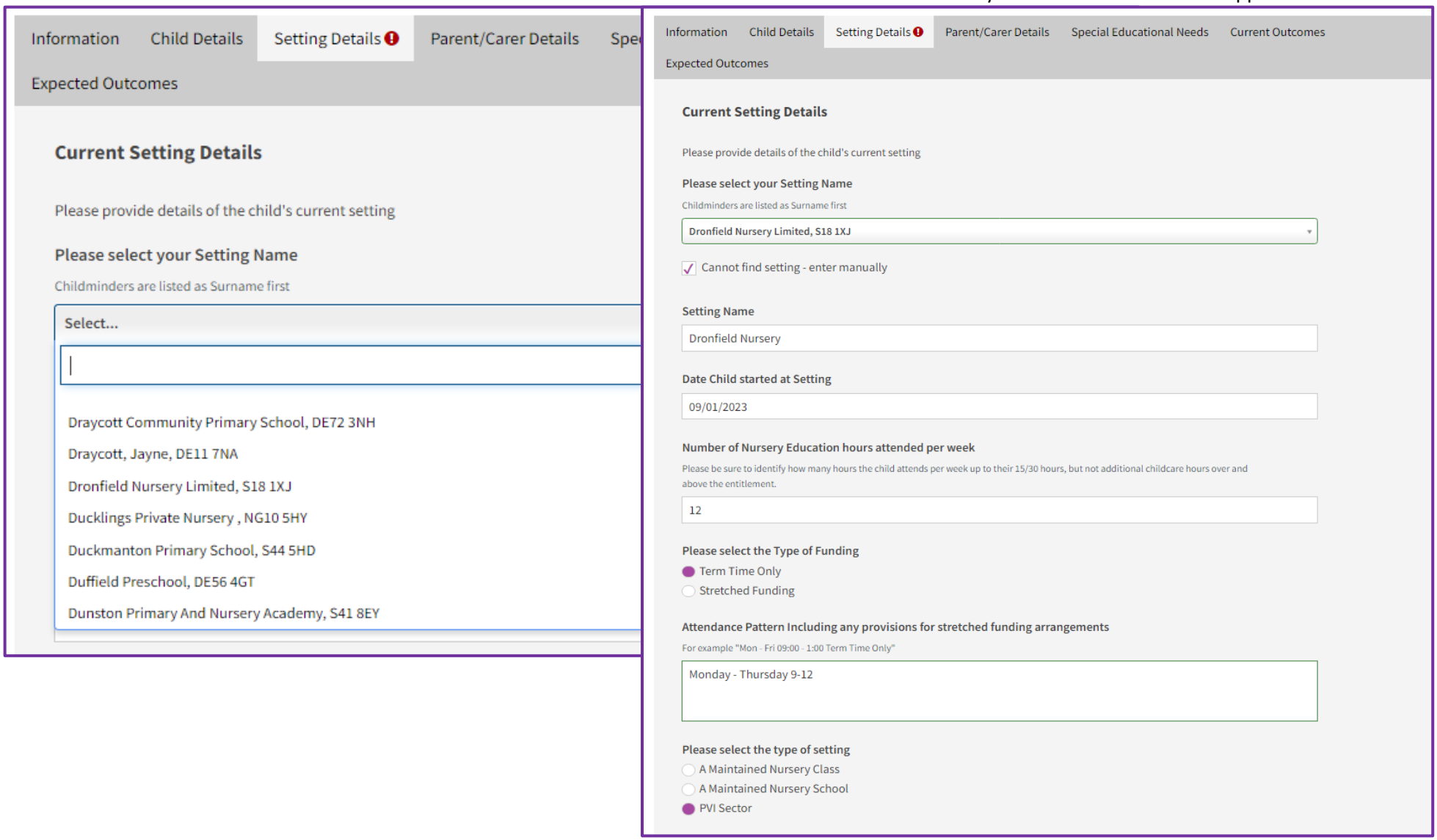
- Derbyshire Local Offer – EYSEN Inclusion Fund Guidance Notes
- Derbyshire Local Offer – EYSEN Inclusion Fund Handy Hints



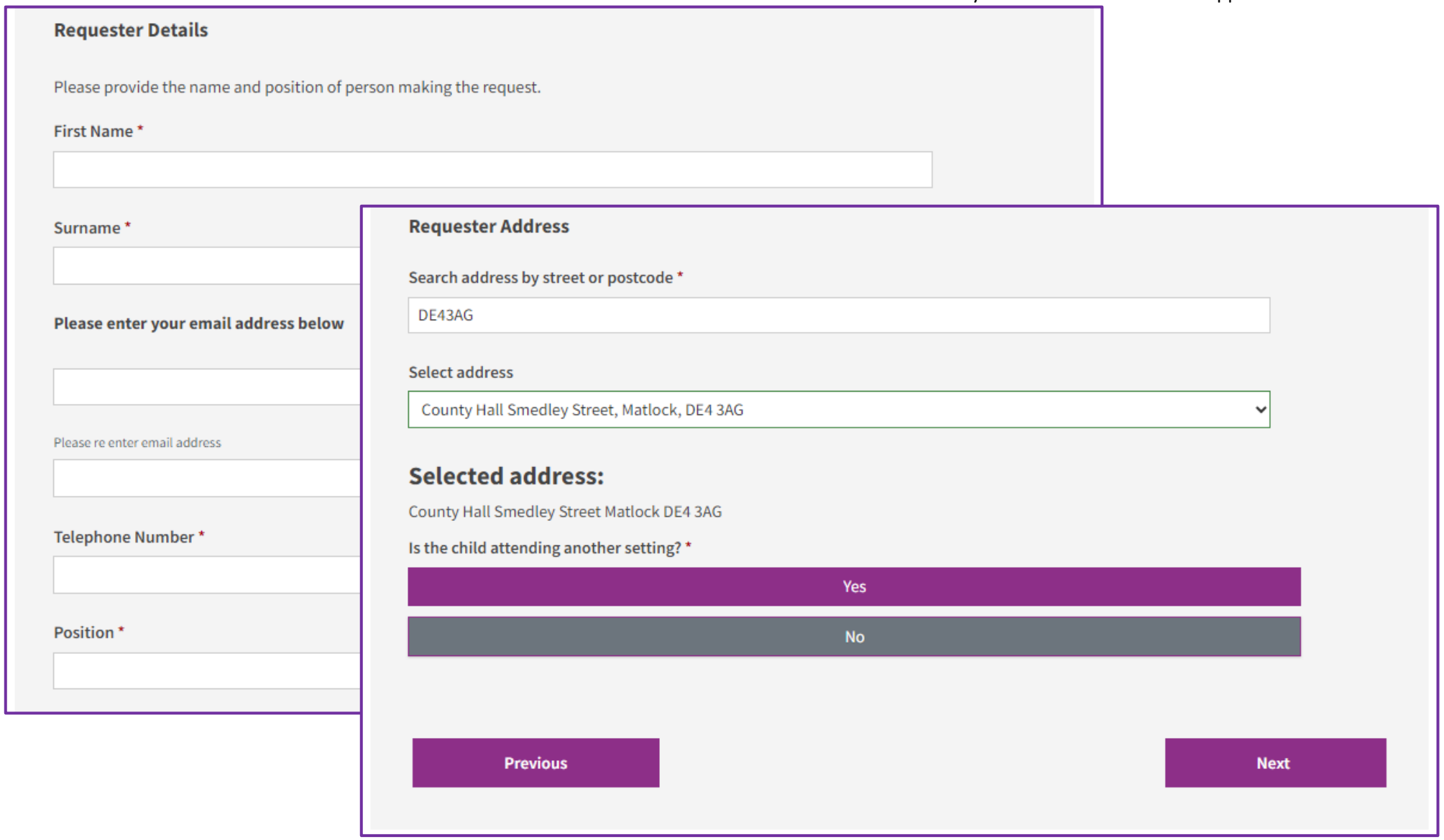
The form works like other online forms with drop-down options, date functions and address searches.



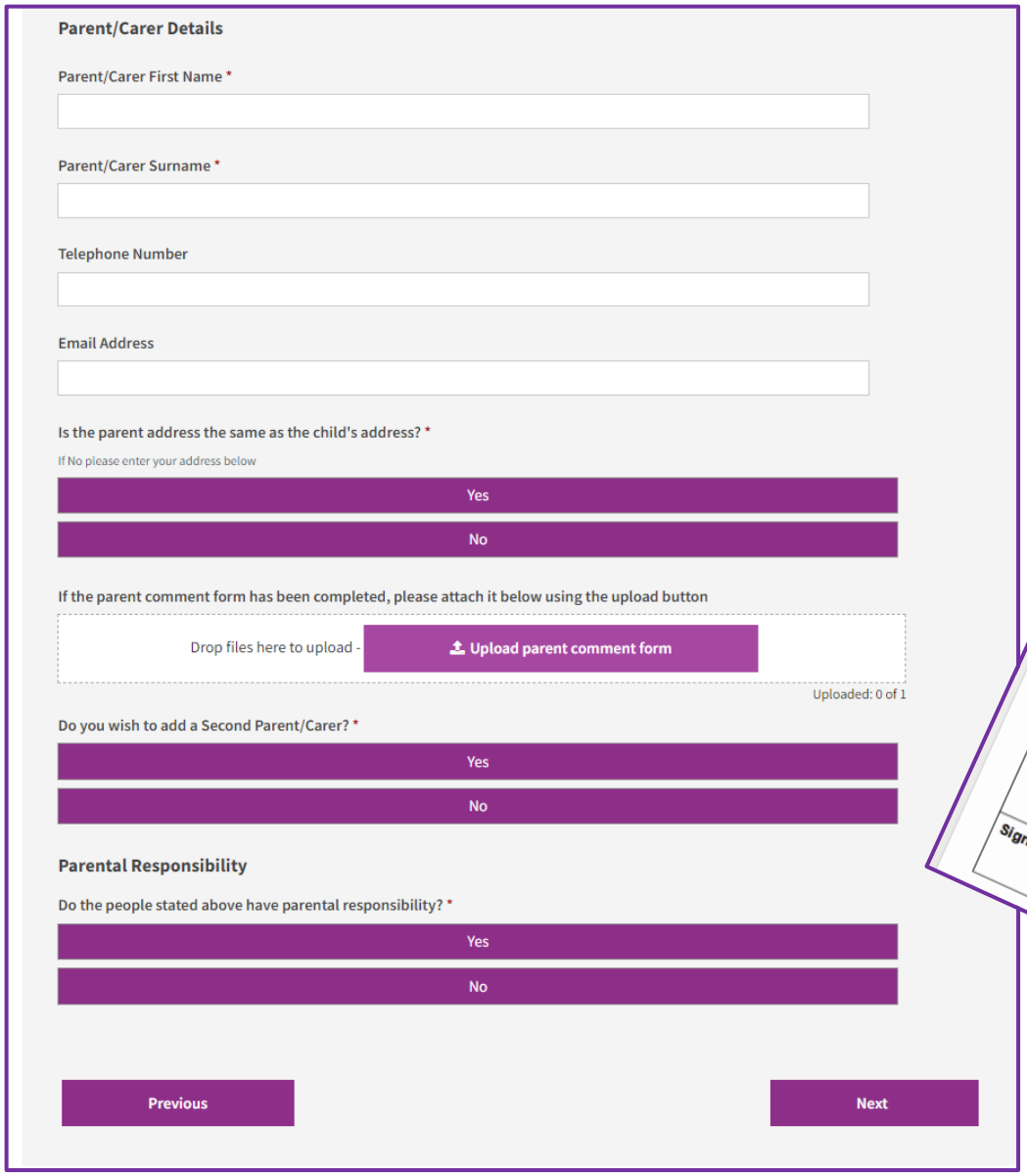
At the end of each section, you can save and click next to continue with your application, or just save and come back to complete the form later if you are interrupted.



The next section is setting details. All settings should be on the list in alphabetical order (childminders are listed surname first). If, however, you can’t find your setting on the list, there is an option to enter it manually.

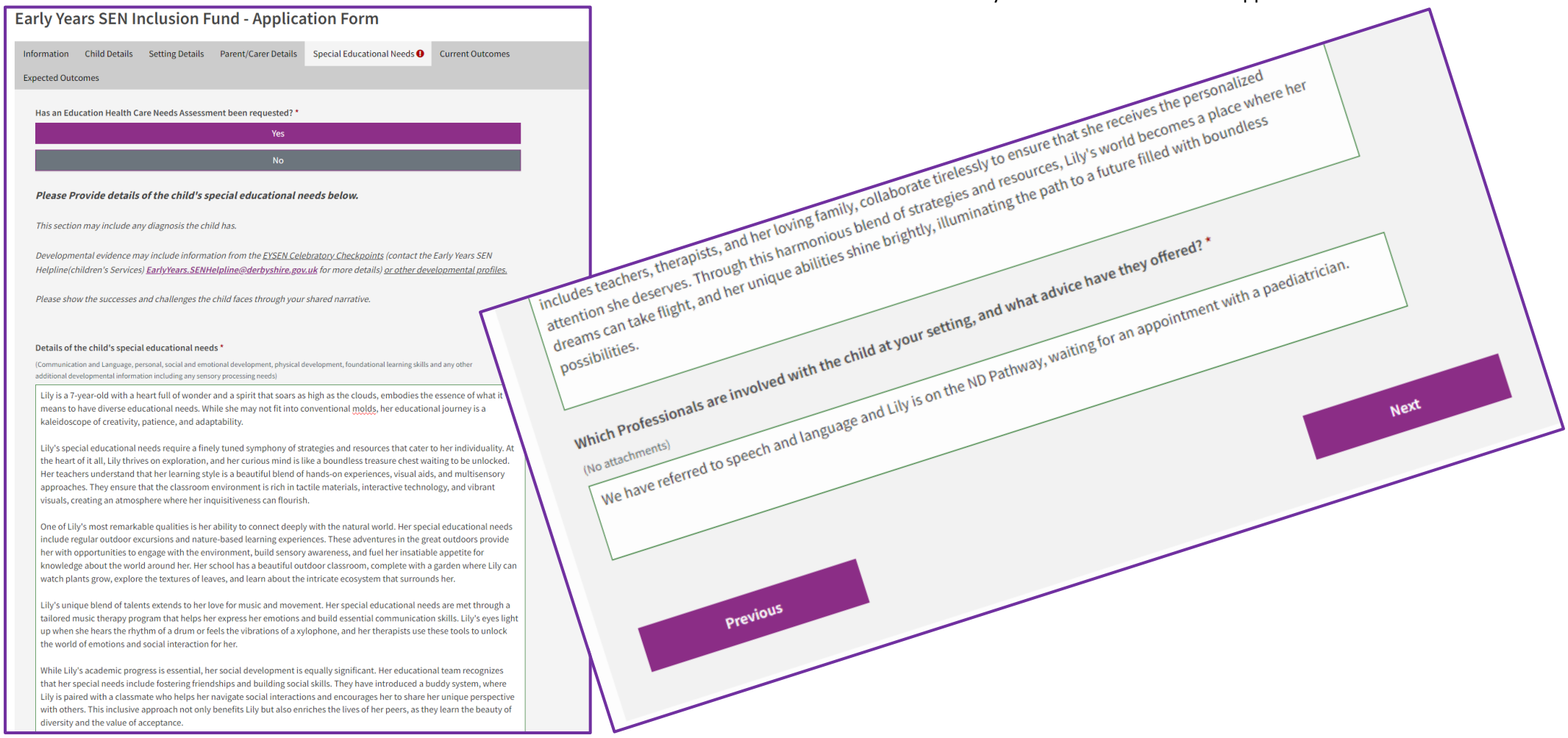


Then fill in your details as the requester.

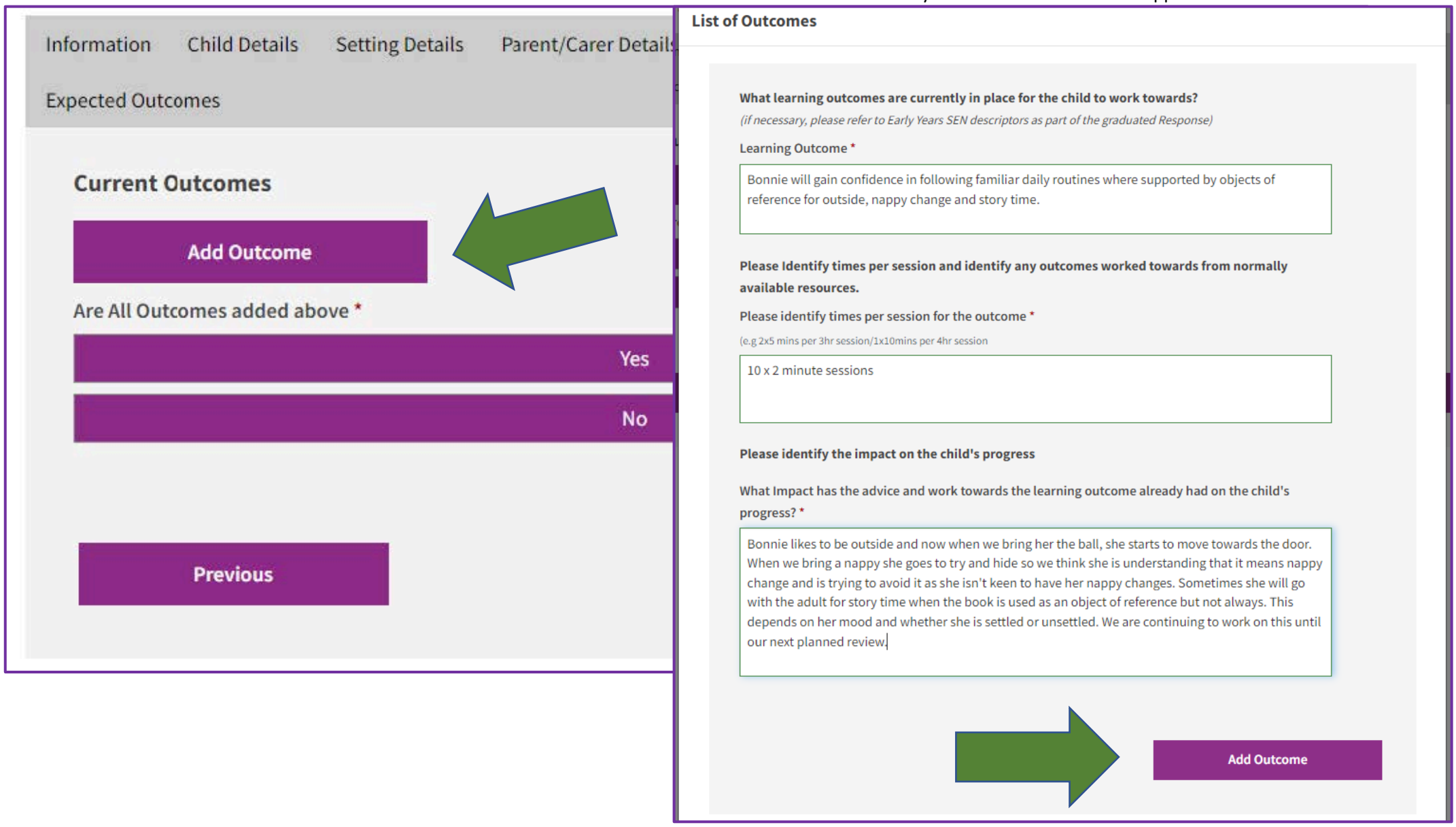


Add parent details and upload the parent/carer voice form if that has been completed.

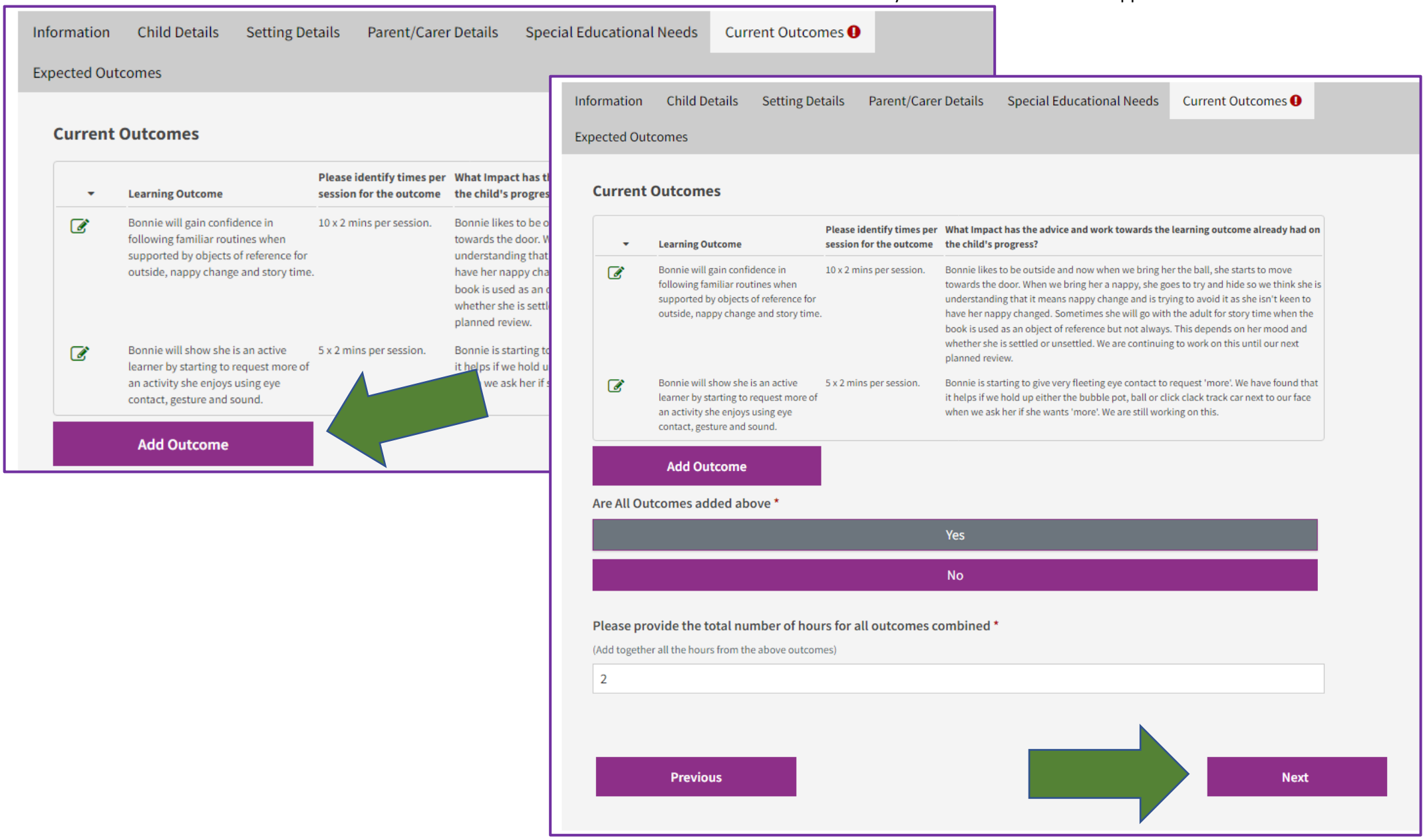
- [Derbyshire Local Offer – EYSEN Inclusion Fund Parent/Carer Report Form]



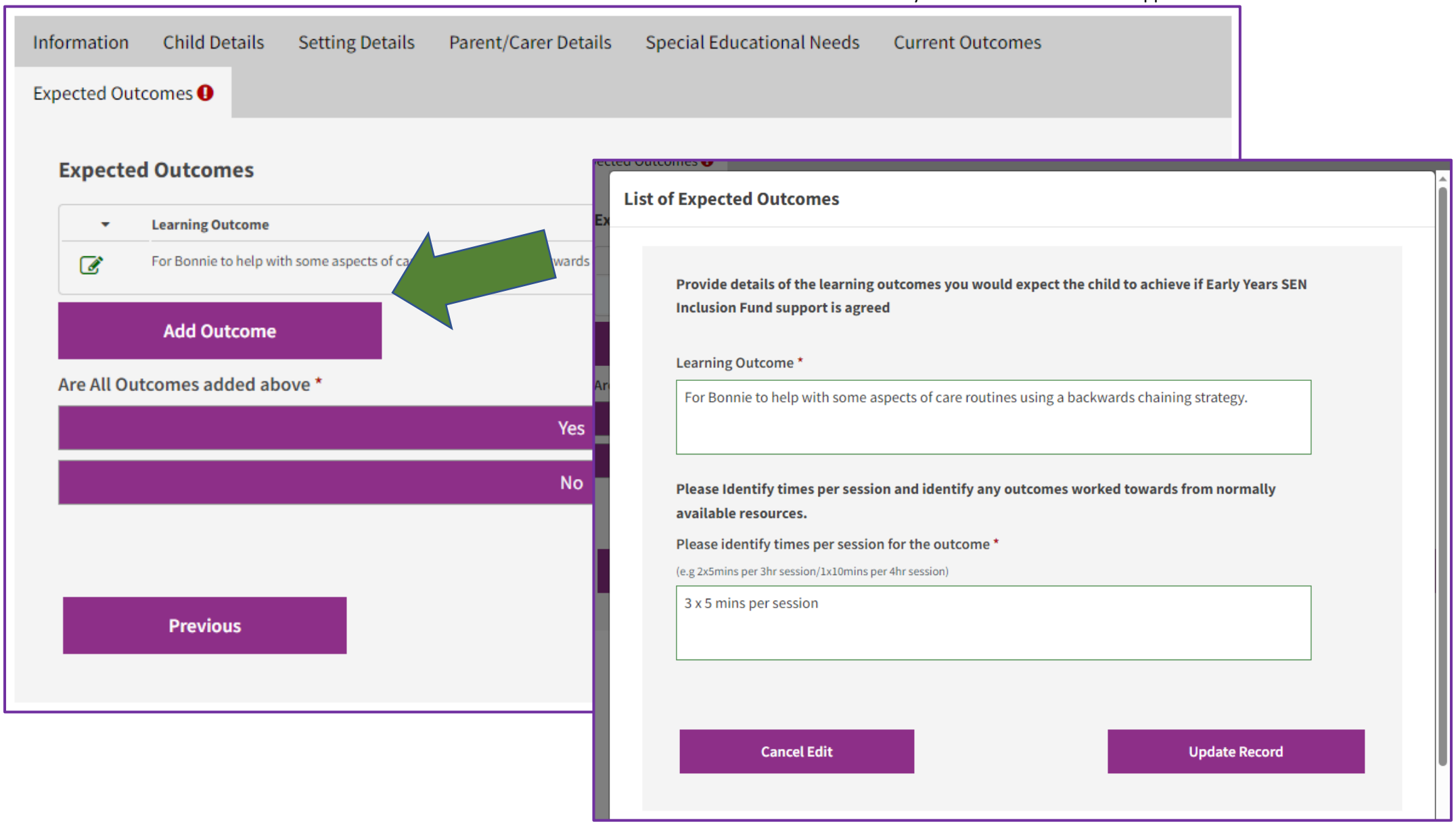
Give a description of the child's strengths, needs and developmental levels. Use the Celebratory checkpoint or other developmental profile. If a specialist teacher is working with a young child, you will have small steps developmental information to include. You must include this information so that panel can see whether the learning outcomes you request funding for are well matched to the child's level of development.



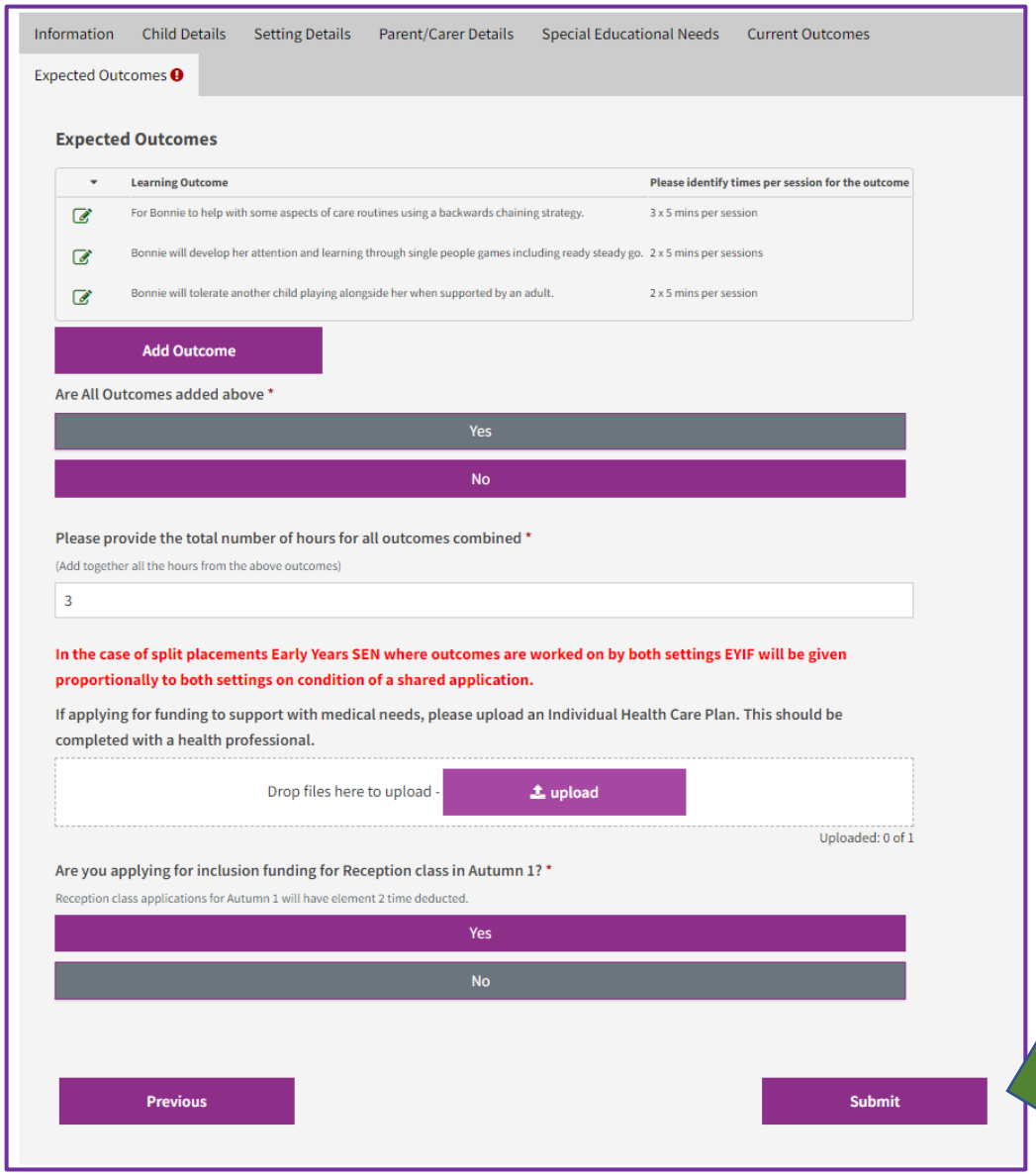
This is where you add the outcomes that you are currently working on and their timings.
Tell us about the impact they have had and the progress the child is making.



Click ‘add outcome’ until all your current outcomes have been included on the form.



Next, add the learning outcomes for which you are requesting funding and suitable timings for them.



When you have added the learning outcomes, total the time you are requesting (whole hours). If you are requesting time to support medical needs, you must upload the child's individual healthcare plan. Then click save and finish to submit the form.