



## Funding Guidance for Nursery schools

The school is eligible to receive a total of £1,000 funding. This is released in 2 stages:

- 1st stage - £500 after the Action Plan has been approved and the pro-forma invoice is submitted.
- 2nd stage – on application by school to the Programme Manager when first stage funding is fully utilised. The pro-forma invoice needs to be completed.

### Use of the Award

The cash award is to be used solely to help the school move forward in addressing the **Health for Life in Nursery schools** project's key themes.

The award may be spent on materials, resources and equipment items which:

- a) are directly related to the programme's key themes
- b) support a whole school approach
- c) stimulate pupil participation
- d) contribute to change and / or can be continued beyond the funding period.

Funding, up to a maximum of £200, from the total, may be used for supply teacher cover costs to release staff for work which is specifically associated with the programme's development. This may include, for example, attendance at external programme meetings and events; research, programme and curriculum planning time in school to embed aspects for the whole school. It is not intended for activities which are part of normal teaching duties.

### Expenditure Records

Expenditure records must be kept to detail how programme funding is used. A simple expenditure account template is shown, as an example, below:

### Queries

Any queries about what is eligible for funding and expenditure should be addressed to the Programme Manager: Helen Grundy –

email: [helen.grundy@servicesforeducation.co.uk](mailto:helen.grundy@servicesforeducation.co.uk)

Tel: 0121 366 9955, 07825155830

**All forms (with receipts) to be returned to Ann Harverson, Services for Education, Unit 3, Holt Court, Holt Street Birmingham B7 4AX**

[ann.harverson@servicesforeducation.co.uk](mailto:ann.harverson@servicesforeducation.co.uk)

**0121 366 9950**



**Health for Life in Nursery schools expenditure records**

**Name of school**

Date	Details	Cost	Receipt	Running total £	Overall balance £
	First Payment			500	<b>500</b>

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