

Process for applying for Graduate Support Funding

Visit the Birth to Five website www.birthtofive.org.uk Workforce Development section; click on the Graduate Support Programme button down the right hand side, and then click on the strapline in the middle of the page to view the full guidance paperwork in order to check through the eligibility criteria to ensure you meet all the requirements. Contact Denise Robinson at the birth to five office should you require any further clarification or advice Tel: 01522 552760



When you are certain you meet all the eligibility criteria click on the relevant application form button on the Graduate Support Programme page - complete the application form as fully as possible in order to ensure there is no delay with processing your application. Locate the checklist at the back of the application form in order to gather together all requested supporting documents which will be required to be submitted with your application.

Once all of your paperwork is complete, you should forward it to Denise Robinson at the Birth to Five Service, Myle Cross Centre, Macaulay Drive, St. Giles, Lincoln LN2 4EL



This application form and supporting documents will then be checked and if all eligibility criteria met the application will be approved.



A confirmation letter will be posted to you and funds deposited into your settings account within a few days of approval. Once the funds are in your account you should start planning how the funds will be allocated, please refer to the spending criteria because this year the funds are for a specific purpose only to support the growth and retention of the graduates in early years settings.



You will be required to submit a monitoring form at the end of the first application period and at the same time complete and submit the interim 6 month application form for your second payment. Send into the birth to five office at the above address, for processing.

Please keep evidence of spend as you may be required to produce this evidence for audit purposes.



At the end of March 2012 you should complete a further monitoring form to account for the last payment.

Ongoing advice on the spending criteria and application process will be available throughout the financial year.

Happy spending