**FEL Funding Advance / Missed Payment Request Form**

**Please Note:** SCC Officers require a minimum of 5 working days’ notice when requesting an Advance / Missed payment, this is to allow for pupil data checks to be completed prior to any approval. You will be notified by email if your request is approved or rejected with the reasons why. If your request is approved, you will be notified of the estimated time frame for payment.

All Advance / Missed Payment requests **must** be made in writing by completing the relevant sections of this form in full and supplying the mandatory evidence via email to: [EYFUNDINGTEAM@sheffield.gov.uk](mailto:EYFUNDINGTEAM@sheffield.gov.uk)

**Mandatory Evidence**

You must provide additional evidence to support your request before it can be considered for approval, examples are shown below. If your request does not include the additional information, it will be rejected and you will have to reapply for funding risking further delays.

**Advance Payment.**

If you wish to request an Advance payment as you are encountering extreme financial difficulties, then please complete **Sections A, B & D.** Providers are reminded that we cannot process an advance payment request prior to a new term until the current terms’ headcount is closed. Any such requests will be held internally until the new term is open and you will be notified if this applies.

**Missed Payment**

If you have missed a recent headcount task and as a result are encountering extreme financial difficulties, then please complete **Sections A, C & D.**

**Section A: Your Information**

Trading Business Name:

Trading Business Address:

Name and Job Title:

Date:

Term and Year for the funding request:

**Section B: Requesting an Advance Payment**

Please respond to each question below.

1. Please indicate the value of funding that you are requesting for the Advance payment.
2. Reason(s) for requesting an Advance payment?
3. What do you intend to pay or purchase with the Advance payment? (staff salaries, utilities, unexpected invoice).
4. Copies of any unexpected invoice(s) to be paid clearly showing the payment value and payment due date.

**Mandatory Evidence Required**

Please submit evidence of the previous month’s salary costs and a bank statement that clearly shows the bank account name, business or trading name along with forthcoming expected salary costs (staff initials / anonymised only).

Please complete the Funding Breakdown table in **Section D,** you must provide as much information as possible to enable SCC Officers to consider your funding request.

**Section C: Requesting a Missed Headcount Payment**

Please respond to each question and complete the Funding Breakdown table in **Section D**, you must provide as much information as possible to enable SCC Officers to consider your funding request.

1. Missed Headcount Year and Term (e.g Spring 2025)
2. Number of weeks in the Term:
3. Total number of FEL Hours per week, per child
4. Missed Pupil(s) initials and date of birth

**Section D: Funding Breakdown**

Please note that this information can be sent via email if you encounter problems completing the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Headcount Period:** | | **Number of weeks in the term:** | |
| **Funding Age** | **FEL hours** (eg 15 pupils x 15 hours x 11 weeks) | **EYPP Hours** | **DAF Pupils** |
| 9 Months + WPE |  |  |  |
| 2YO Disadvantaged |  |  |  |
| 2YO WPE |  |  |  |
| 3&4YO Universal |  |  |  |
| 3&4YO WPE |  |  |  |

**Key**

**FEL** – Funded Early Learning

**WPE** – Working Parent Entitlement

**EYPP** – Early Years Pupil Premium

**DAF** – Disability Access Funding

Please submit your request to [eyfundingteam@sheffield.gov.uk](mailto:eyfundingteam@sheffield.gov.uk)