

Out of School Alliance

SUPPORTING PROVIDERS - SHAPING FUTURES

Grant Application Support



SHEFFIELD
WRAP
AROUND
SUPPORT
HUB



“Our mission is to simplify the daily lives of out of school business owners”

Sheffield
City Council



Get in touch

sheffield@oosa.co.uk

WWW.OUTOFSCHOOLALLIANCE.CO.UK



Tips for grant applications

- **Top tips:**
- **Be Realistic:** Don't underestimate costs - better to over-budget than under-budget.
- **Review Regularly:** Update your budget monthly to track actual vs. projected.
- **Include Contingency:** Add 5 - 10% buffer for unexpected costs.
- **Justify Every Line:** Especially for grant applications - show how each cost supports outcomes.

1. Start with Clear Objectives

Define what your Wrap Around aims to achieve—number of children served, types of activities offered, and staffing levels. This will guide your budgeting decisions.

2. Use a Budget Template

Structure your budget under Revenue and Costs. Use spreadsheet software to track and update figures easily.

Other things to add in

Revenue costs:

Staffing

- Salaries: Base pay for all staff.
- On-Costs: Employer's National Insurance, pension contributions.
- Holiday Pay & Cover: Budget for paid leave and temporary cover.
- Sick Pay & Cover: Include contingency for unplanned absences.

Training

- Course Fees: Safeguarding, paediatric first aid, Playwork, SEND, etc.
- Staff Time: Pay staff for attending training (evenings/weekends).
- CPD: Include time for ongoing professional development.
- Planning & Meetings: Allocate paid hours for team meetings and session planning.

Rent

- Cost of venue hire, utilities, and any service charges.

Activity and Material

- Art supplies, sports equipment, books, games, etc.

Admin and Office

- Stationery, printing, software subscriptions, phone/internet, booking systems and staff time.

Food and Snacks

- Healthy snacks, drinks, and any special dietary needs.

Volunteers

- While unpaid, budget for DBS checks, training, and thank-you gifts.

Transport

- Minibus hire, fuel, public transport costs for trips or pickups.

Insurance

- Public liability, employer's liability, and contents insurance.

Publicity

- Flyers, social media ads, website hosting, banners.

Fees

- Registration with Ofsted or other bodies, affiliations, memberships.

Equipment

- Tables, chairs, storage, IT equipment.

Other

- Recruitment: Advertising, interview costs, onboarding.
- Uniforms: Branded t-shirts, lanyards, PPE.
- Worker Expenses: Travel, mileage, or petty cash reimbursements.