

# Early Years Leaders Programme: Frequently Asked Questions

Frequently Asked Questions published on 1 October 2018.

## 1. Where can I find appendix A, needed for the 'budget' section of the application form?

Appendix A is an Excel worksheet which can be found in the 'related document' section of this page: [www.london.gov.uk/early-years-leaders](http://www.london.gov.uk/early-years-leaders)

## 2. How do I insert diagrams or charts into the application form?

You can only insert 'text' into the answer boxes in the application form. If you want to include a chart or diagram, please add this as an appendix, clearly labelling which question it relates to. In the question box in the application form, please state which appendix number contains the chart or diagram. Please take into account the chart size in reference to the total size allocation for that question response.

## 3. Do the questions have maximum word counts?

We have not set word counts for each question. We are looking for short and succinct responses that should fit into the size of the text boxes provided. Where the provided boxes can be extended, a note has been added above the answer box to indicate so (e.g. Q14). Please note that in such cases the answer should not exceed the number of pages stated above the answer box.

## 4. What due diligence information is a Local Authority required to submit?

Local Authorities are exempted from due diligence and are **not** required to provide the following documents requested in question 6 of the application form.

<input type="checkbox"/>	Copy of the most recent audited accounts or copy of the most recent accounts signed by an independent and qualified accountant
<input type="checkbox"/>	Copy of the organisation's Financial Regulations
<input type="checkbox"/>	Statement of the organisation's cash flow forecast for the current year
<input type="checkbox"/>	The organisation's budget for the current year
<input type="checkbox"/>	Evidence of Public and Employer's Liability Insurance
<input type="checkbox"/>	Name and contact details of bank.

## 5. Is a Local Authority required to provide organisational references and complete Section E of the application (Monitoring Information)?

Yes, Local Authorities are expected to complete both of these sections of the application form.