

Appendix 7

The Early Years Inclusion Advice and Funding Panel

Checklist and Presentation Guidance

Before sending in your application please ensure you can answer 'yes' to the following questions:

- ☐ Have gained parent carer consent and have parent carers signed the form?
- ☐ Have you provided **all** required forms?
- ☐ Does your application show evidence of a graduated response evidence on a Person-Centred-Plan (PCP)?
- ☐ Have you provided evidence of working with outside agencies?
- ☐ For a review, have you included the Review of Early Years Inclusion Funding Form and evidence of progress towards outcomes?

Presentation Guidance

(You will not need to attend panel for a Review but someone from the Local Authority may contact you to clarify some aspects should the panel not be clear on something)

You will have a maximum of 15 minutes to both present your application and for discussion with/questions from the panel.

Please keep your presentation to a maximum of 5 minutes to ensure there is enough time for questions and discussion.

If asking for advice and guidance only, please focus your presentation on the following points:

1. What are the child's presenting needs?
2. What provision is already in place, how does it address the child's identified outcomes and what has the impact been?
3. Be specific about what advice and guidance you need and what you hope to achieve.

If requesting EYIF, please focus your presentation on the following points:

1. What are the child's presenting needs?
2. What provision is already in place, how does it address the child's identified outcomes and what has the impact been?
3. How have you demonstrated the graduated response?
4. How have you utilised advice from outside agencies?
5. Why do you need EYIF and what do you hope to achieve with it if successful?

After you have presented you will be free to leave, and the panel will then make a decision on the request you have made. You will receive notification of this in an outcome email from the local authority within 10 working days of the panel.