Appeals procedure for accessing Inclusion Funding for Out of Schools, Play Schemes and Short Breaks

Providers complete the relevant application form - depending on the funding stream they are applying for Providers ensure they have submitted the correct form and supporting evidence as required Panel decides on funding allocation Panel informs provider of funding allocation via email Providers have 10 days to appeal decision in writing to Jo Fisher Childcare Sufficiency and Development Team Manager Provider receives an email response from the Service acknowledging the appeal has been received Appeals Panel meets to discuss the case Provider is informed of the outcome via email within four weeks of the appeal being received If the timescale is not able to be met provider will be informed as soon as possible

through the Local Authorities corporate complaints and <u>compliments</u> <u>policy</u>, obtained via <u>Leicestershire County Councils Complaint</u> <u>information.</u>

If the provider is dissatisfied, a further appeal needs to be addressed