Free Early Education Funding – Estimate Submission

- **Estimate – Estimate numbers of funded hours for children in each age range prior to term starting**

Your Estimate submission is completed prior to the start of a new term and is based on children you have agreed a place for and are expected to be in receipt of the funding for the forthcoming term.

In order to include children on your estimate submission, they must be confirmed places with a registration form and / or Parental Agreement completed, eligibility codes correctly verified and start dates confirmed.

The Funding Team will provide an Excel Estimate Calculator to assist you with the preparation of your return.

As part of validating your estimate submission, you will be required to confirm the breakdown of your children for each age range.

You can confirm your calculation breakdown either by email or by returning the Estimate calculator after you have completed your submission.

Please note estimate submissions are **compulsory for all providers.** Providers who are not expecting children during the coming term must **submit a nil return for all Funding Types (where relevant)**

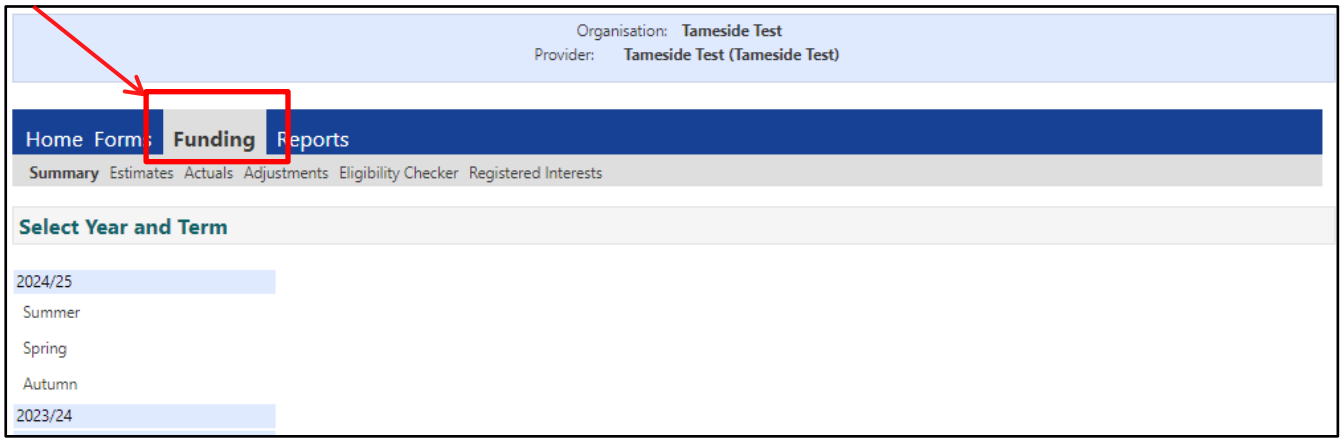
Your Estimate payment will be based on 80% of the calculated funding for the term and this will be split into two equal payments. **Estimate Payment 1** will be paid during the first week of term, **Estimate Payment 2** will be paid during the first week of the following month.

IMPORTANT - If your estimated hours reduce, you are required to update your submission. The dates when you can make your estimate submissions will be communicated by the Funding Team each term.

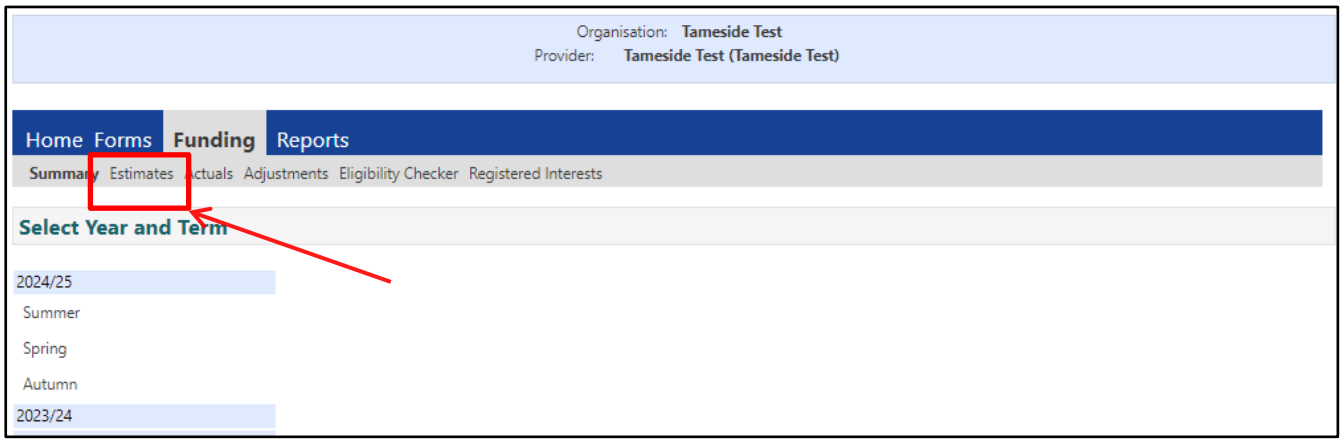
Estimate Payment 1

1. Log in to the Synergy Provider Portal

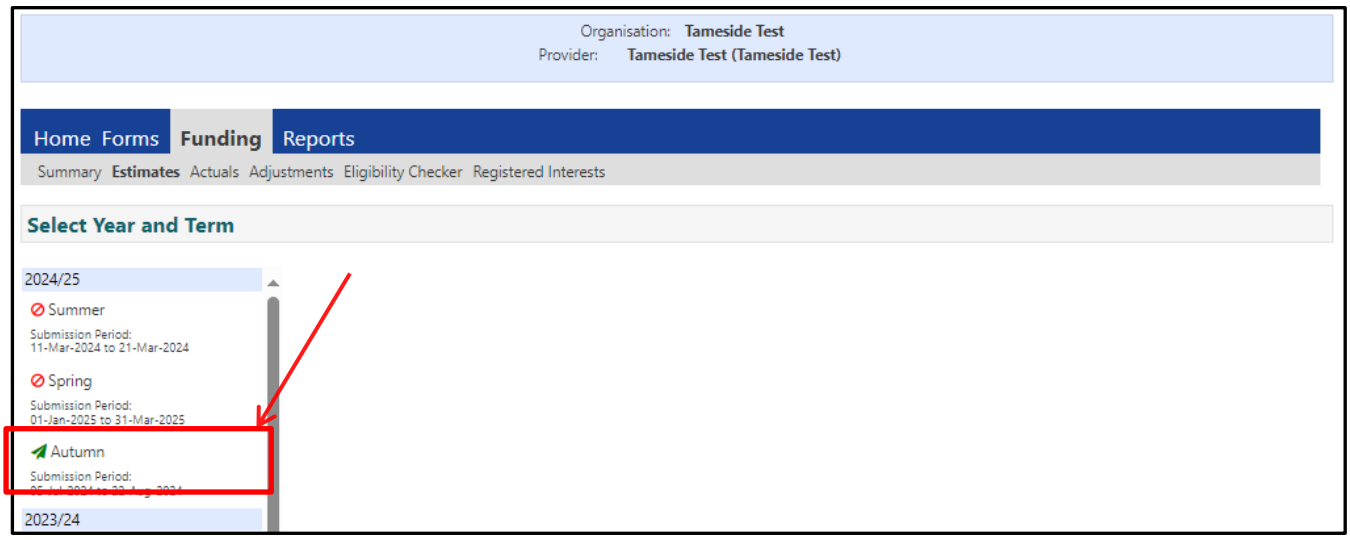
2. Select the Funding tab from the top of the page



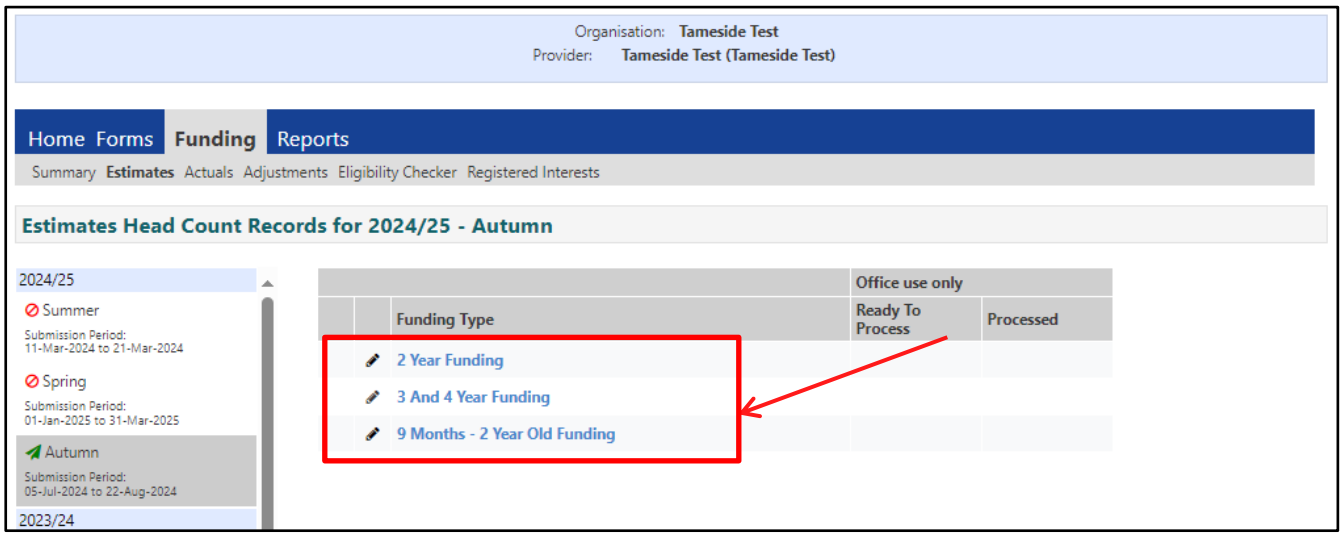
3. Select Estimates, to input your current estimated hours for each age range



4. Select the current Funding Year and then click on the required term for Funding. Please note only terms with a Green Arrow next to them are available for selection.

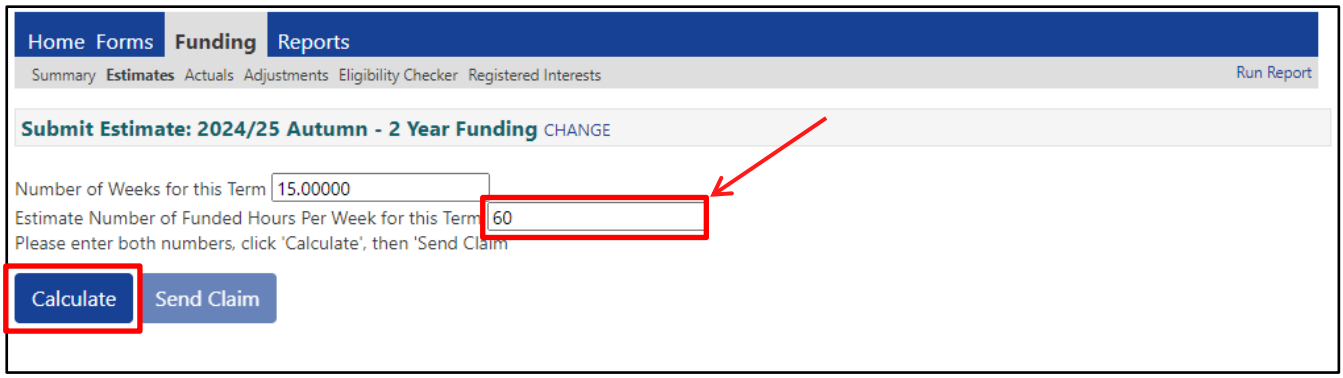


5. The system will display a list of available Funding Types available to your setting. Select the first age range in the list:



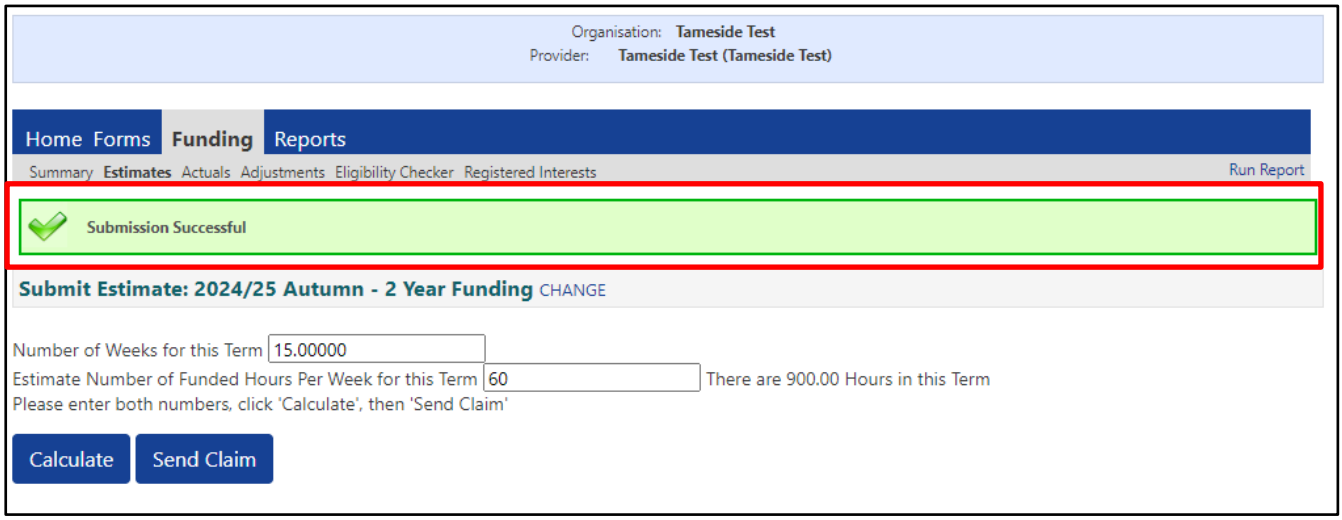
6. The number of funded weeks is determined by the Funding Team and will change each term. Please **do not** amend the funded weeks

7. Enter your estimated weekly funded hours and click the calculate button **once**. An excel calculator is provided to help you work this out. The total number of hours for the term will then be calculated.

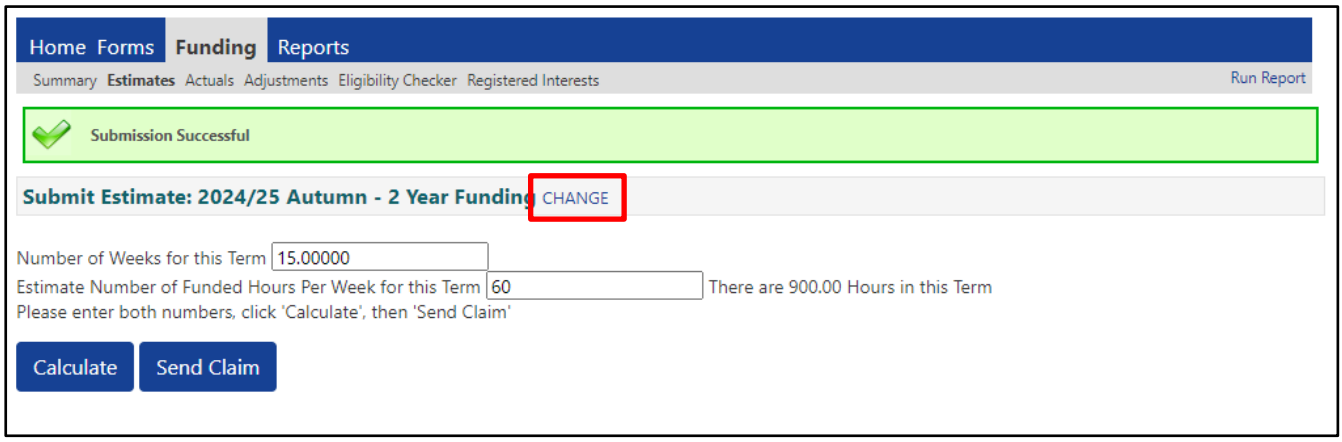


8. Click Send Claim

9. The following message will appear if your submission is successful



10. Click CHANGE, reselect the term and repeat the process for the next Funding Type in your list



11. You are required to submit an estimate for all applicable Funding Types, even if it is a nil return (zero hours).

12. If your estimated number of hours changes whilst the **Estimate Payment 1** submission window is still open, you can update your figures and resubmit the new totals. Your Estimate payments will be recalculated.

13. Once your submission is complete, please confirm your calculation breakdown either by email or returning the completed Estimate calculator to earlyeducationfunding@tameside.gov.uk

14. Sign out

Estimate Payment 2

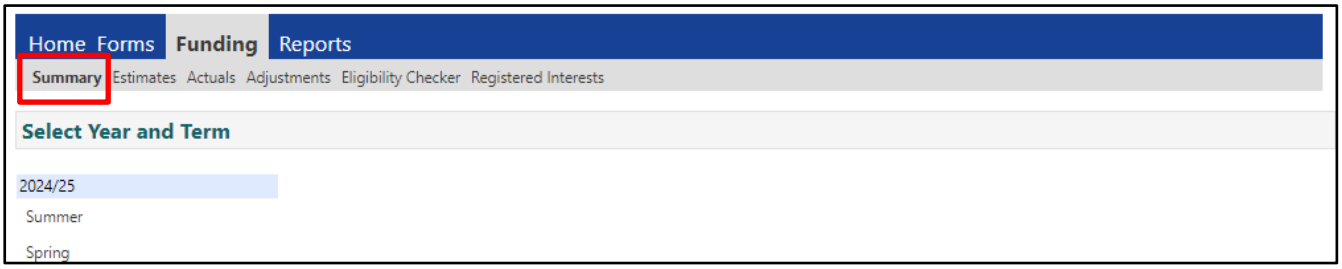
If your estimated number of hours reduces after **Estimate Payment 1** has been made, **you are required** to update your figures and resubmit the new totals. **Estimate Payment 2** will be recalculated. The submission dates for **Estimate Payment 2** will be communicated by the Funding Team each term. Follow the process for **Estimate Payment 1** (steps 1 to 13 above) to update your figures.

If your estimated hours change, you will need to re-confirm your calculation breakdown as detailed above.

Please Note: If there is no change, you are **not** required to update your figures

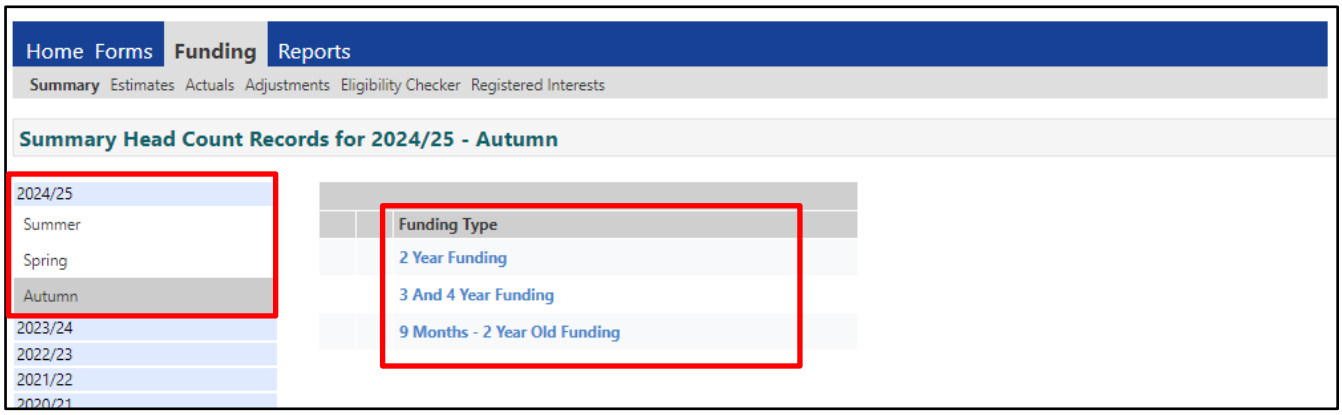
Estimate Summary

An Estimate summary and breakdown of payments is available for each Funding Type.



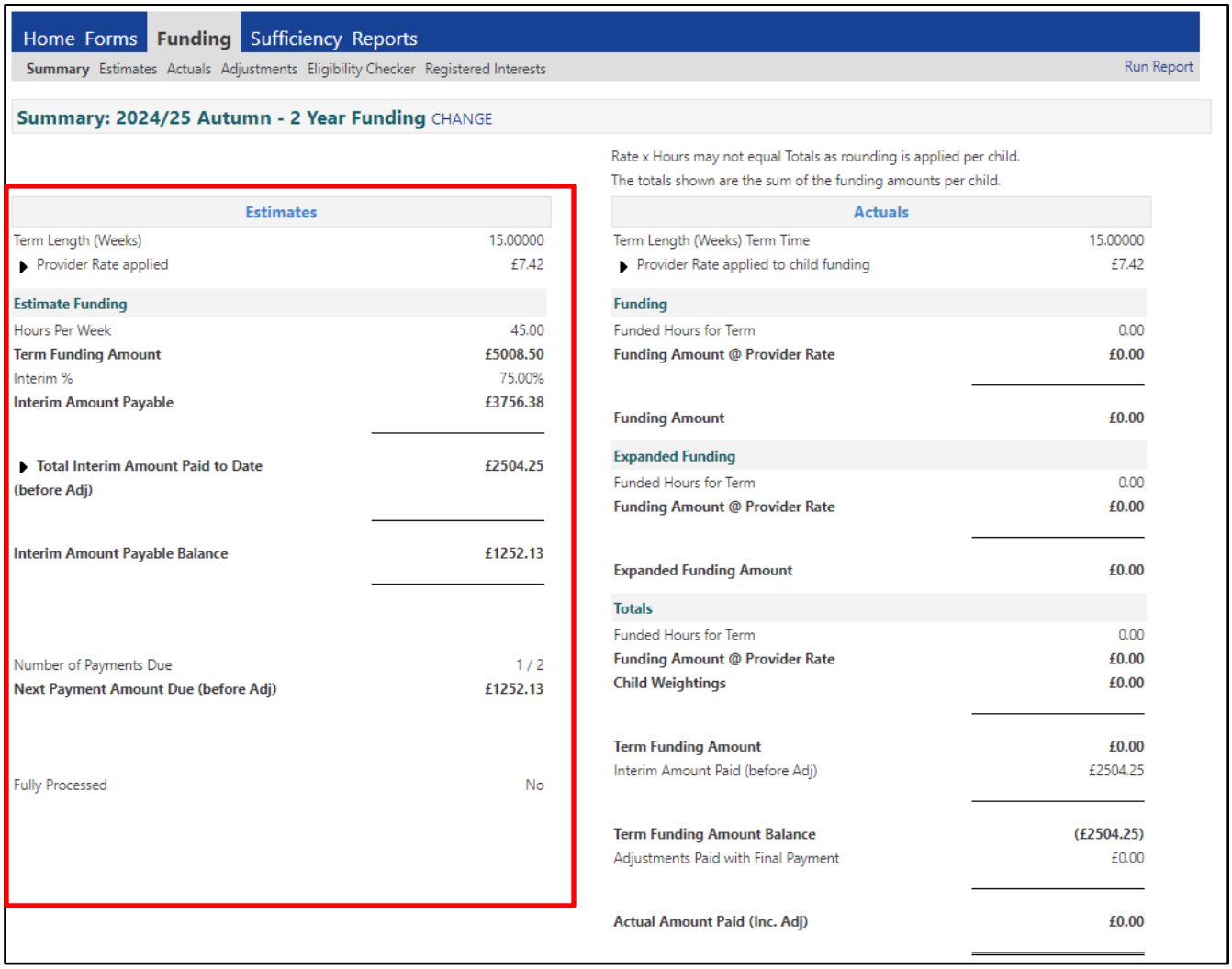
1. From the Funding tab, click on the Summary tab

2. Select the Funding Year and then click on the required term for Funding



3. Select the Funding Type you wish to view

4. The breakdown of Estimates is contained on the left-hand side of the screen



Estimate Funding Section - provides details of:

- **Hours Per Week** - Weekly hours submitted
- **Term Funding Amount** - based on the estimated hours
- **Interim %** - the percentage of the total Term Funding Amount to be paid
- **Interim Amount Payable** - Total Estimate Amount Payable
- **Total Interim Amount Paid to Date** - click on the small black arrow below to reveal the breakdown of estimate payments that have been paid
- **Interim Amount Payable Balance** – this will show the next estimate payment that is due to be paid
- **Number of payments due** – shows how many of the total payments are left to be paid
- **Next Payment Amount due (before Adj) –** the amount of next payment that is due to be paid
- **Fully processed** – if all payments have been made, this will show as Yes, if payments are still due, it will show as No