Use this checklist to ensure you have everything needed to submit a completed EYIF application to Bolton SEND service.

**Incomplete applications will be declined, and funding will not be awarded.**

Due to the volume of applications being submitted, the Start Well SEND service are no longer able to check all relevant documentation has been received prior to processing applications. Any late or additional information will not be accepted or added to your application.

## Upcoming EYIF application deadline and panel dates

### Summer 2025

Deadline for submission: Thursday 6 February by 4:00pm

Panel meeting date: Thursday 6 March

### Autumn 2025

Deadline for submission: Thursday 22 May by 4:00pm

Panel meeting date: Thursday 19 June

## Checklist

Information and documentation to send as part of your application:

* Inclusion Fund application form (previously child information form) signed by someone in setting and the parents or carers. **yes no**
* Early Help Assessment Form (within the last 3 months). **yes no**
* Early Help Assessment Form – ensure form signed by child’s parents or carers, or states ‘signed copy in setting’. **yes no**
* Early Help Assessment Form – in information sharing box ensure consent is given for ‘inclusion fund panel’. **yes no**
* Include any Early Help Reviews as above
* A completed Education, Health and Care Plan needs assessment form can be submitted in place of early help assessment **yes no**
* No Early Help Form? add a social care referral form and identification of SEN form. **yes no**
* include at least one external agency report **yes no**
* Medical reports (paediatrics, occupational therapy, physiotherapy, hospital reports)
* Speech and language therapy report (does not include the pack of strategies)
* A Start Well Service report
* Educational Psychology report
* Woodbridge SEND Service report
* Behaviour Support Service report

Referrals to services such as SNUFS and speech and language service are not accepted as ‘external agency reports’