Name and Address of grant awarding organisation

Date / Year

Dear Trustees,

**Morefield Pre School – Outdoor Play**

We are seeking at grant of £1,000 towards our outdoor Forest School learning area.

**About us**

Morefield Pre School is part of First Steps Early Years Trust (charity number 1111111) and provides care and education for around 40 registered children aged two to five years. We are an Ofsted registered early years provider following the Early Years Foundation Stage and are based within the grounds of Morefield Community Library in Ipswich.  **We provide a natural, homely, and stimulating environment that children love coming to. We pride ourselves on our parent partnerships that allow key people and families to work together to support children. Our services build resilience and independence, therefore giving children the confidence to believe in their capabilities.**

**Project: Oak Zone (Forest School)**

**We have been given the opportunity by the library service to extend our provision and have visited other pre-school provision and consulted with parents to look at developing our outdoor play provision into a more focused learning area that can support children aged 3-5 years of age at Morefield.**

**A small permanent cabin whose frontage that can be levered open and closed, will provide an open but covered outdoor classroom environment. We can then extend cover using temporary canopies and tarpaulins. Under this space we can establish an outdoor learning kitchen area which can also be adapted to host family engagement events.**

**Project Outcomes**

* To develop a stimulating Forest Schools amenity
* To provide a secure and safe environment for children to develop their vocational learning and engagement with the outdoor environment

**Project costs**

|  |  |
| --- | --- |
| **Description** | **Cost  (incl. of VAT)** |
| NatureNook Explorer's Hub - Closed Curriculum Forest Cabin | £2,800 |
| Canopies / tarpaulin | £300 |
| Modular Mud Kitchen and seating | £480 |
| **TOTAL** | **£3,580** |

**Funding plan:** Target: £3,580.  
  
We have created a grants / fundraising plan and at this stage we require a grant of £1,000 to complete our funding package.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Grant Value  Requested** | **Comments / Secure? Y / N** | **Grant value secured** |
| Community Fundraising | £500 | Y | £500 |
| Council | £500 | Y | £500 |
| Local business donation | £600 | Y | £600 |
| Grant Awarding Trust – 1 | £1,000 | Y | £1,000 |
| Grant Awarding Trust – 2 | £1,000 | This application |  |
|  |  |  |  |
| **TOTAL** | £3,600 |  | **£2,600** |

If you require any further information or wish to discuss the project, please do not hesitate to contact me. Thank you for considering this grant request.

Yours sincerely

Name  
Chair of Trustees  
First Steps Early Years Trust (charity: 111111111)  
website:   
email: