

**SMALL PROJECTS AND  
EQUIPMENT FUND  
ROUND 2:  
APPLICATION  
HANDBOOK**

# REGISTERING ON GLA-OPS

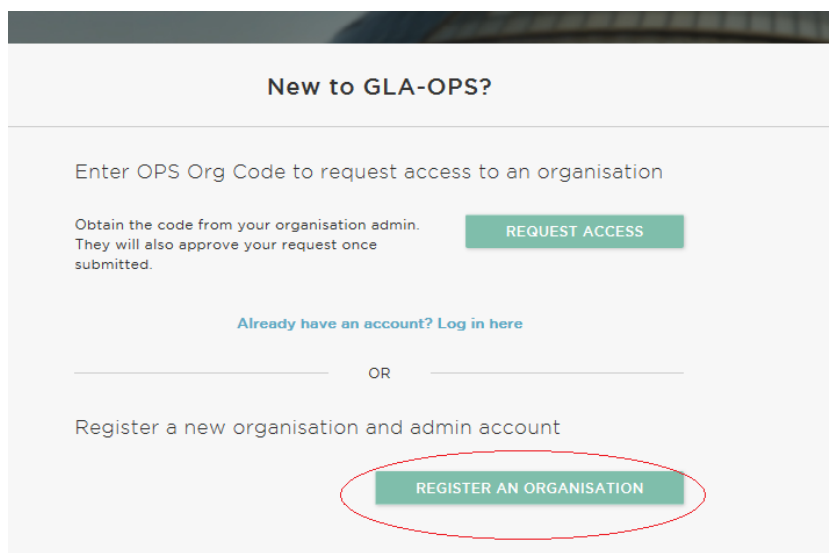
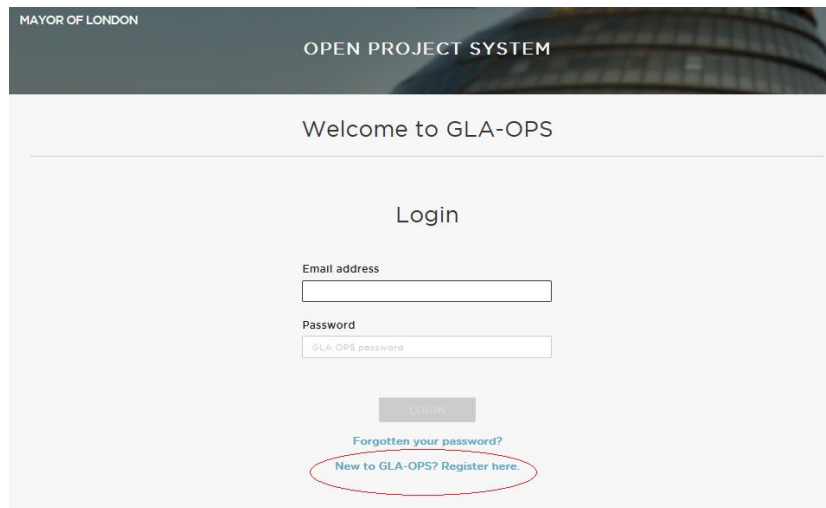
## 1. Registering on GLA-OPS

To use GLA-OPS you must register your organisation and its users against at least one GLA department or MOPAC. If you have already registered, you can login at <https://ops.london.gov.uk>.

### 1.1 Register Organisation

If your organisation is not yet registered on GLA-OPS, you will need to register following these three steps (if it is, jump to 1.2):

- First, navigate to <https://ops.london.gov.uk/> in your web browsers. We recommend you use Internet Explorer or Google Chrome which are both supported.
- Second, click on 'New to GLA-OPS? Register here' then 'Register an Organisation'.



- Third, complete the webform and click 'Request New Profile'.

In completing the webform you will need to **select the department (GLA Regeneration Unit)** for which you will be creating projects or applying for funding. If your organisation will be delivering projects for multiple departments, you can create additional profiles, once your initial request has been approved (see 1.5).

Your request will then be reviewed by the GLA Regen Team you have registered against and either approved or rejected.

Note, the user registering your organisation will become the 'Org Admin' for your organisation once the request is approved.

This means they will be responsible for:

- Keeping your organisation's details up-to-date
- Approving new users from your organisation
- Assigning each user in your organisation a role (including assigning additional admins)

The person submitting the new organisation request must therefore have authority within your organisation to carry out the above tasks.

## 1.2 Register User

If your organisation is already registered on GLA-OPS, you can gain access by contacting your 'Org Admin'. They will provide you with your organisation's registration key which you will need when registering. They will also approve your request and assign you a role.

The registration key can be found by clicking 'Organisations' from the menu bar, then 'Manage Organisations', and then on the name of your Organisation. Organisation admins can update the registration key at any time by clicking 'edit'.

Organisation details		Regulatory information	
Organisation name	Test Organisation	Registered with the housing regulator	No
GLA OPS ID	9001	Viability score	Not provided
Registration key	7ae1476c	Governance score	Not provided
Head of organisation	John Doe		
Email for head of organisation	<a href="mailto:alice@qa1.com">alice@qa1.com</a>		
Website	Not provided		
Address	123 Redcar Road London SE1 2AA		

[EDIT](#)

If you do not know if your organisation is registered or who your Org Admin is contact your GLA lead who will be able to look this up for you or email [ops@london.gov.uk](mailto:ops@london.gov.uk) with your organisation name and legacy system code if you have one.

The user registration process in GLA-OPS has been streamlined based on user feedback to provide an improved user experience and to ensure providers are in complete control over who has access to their organisation.

To register you will need to follow three simple steps:

- First, navigate to <https://ops.london.gov.uk/> in your web browsers.
- Second, click on 'New to GLA-OPS? Register here' then select 'Request Access'

MAYOR OF LONDON

OPEN PROJECT SYSTEM

Welcome to GLA-OPS

Login

Email address

Password

GLA OPS password

LOGIN

Forgotten your password?

New to GLA-OPS? Register here.

New to GLA-OPS?

Enter OPS Org Code to request access to an organisation

Obtain the code from your organisation admin.  
They will also approve your request once submitted.

REQUEST ACCESS

Already have an account? Log in here

OR

Register a new organisation and admin account

REGISTER AN ORGANISATION

- Third, complete the webform and click 'Register'

An email will automatically be sent to users within your organisation who have been assigned the 'Org Admin' role. They will approve your request and assign you a role.

### 1.3 Reset your Password

If you have forgotten your password, on the login page click on:

[Forgotten your password?](#)

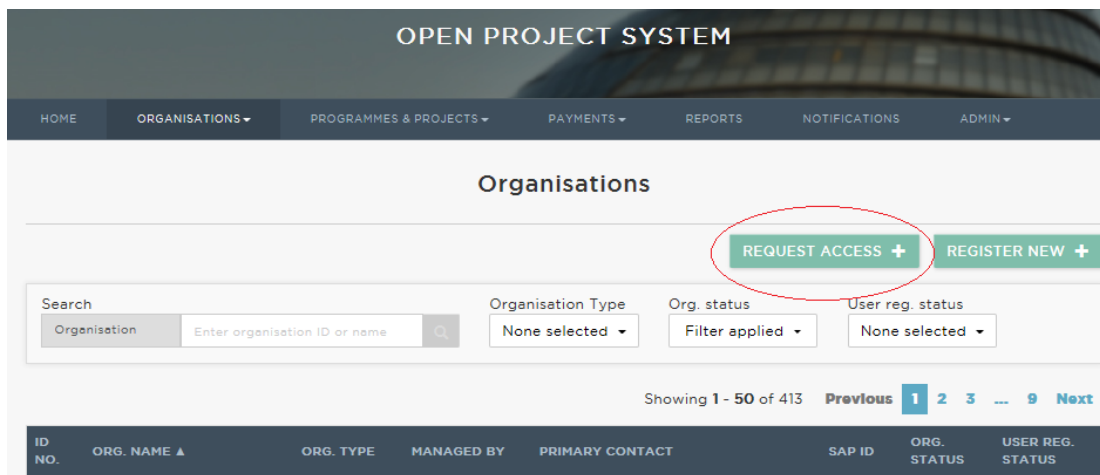
You will then be directed to the reset password screen. Enter your email address and click on:

RESET PASSWORD

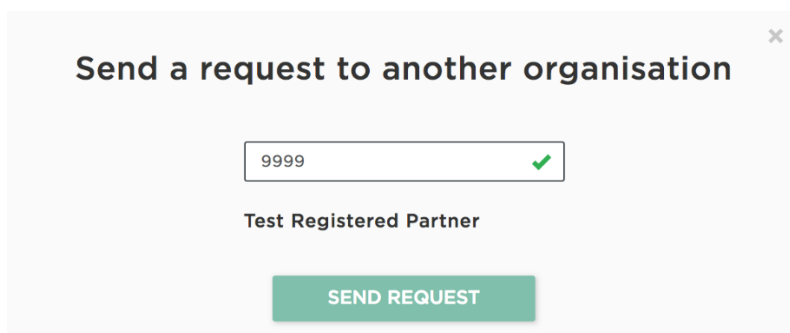
You will receive an email with a link to reset your password. Follow the details on this screen to reset your password and then return to the login screen.

### 1.4 Request access to multiple organisations

If you are already registered on GLA-OPS against one organisation but need access to another (for example, you are a consultant working for multiple organisations / or your organisation is bidding for funding across departments), you can also request access by logging into the system and clicking 'Organisations' from the menu bar, then 'Manage Organisation' then by clicking the 'Request Access' button.



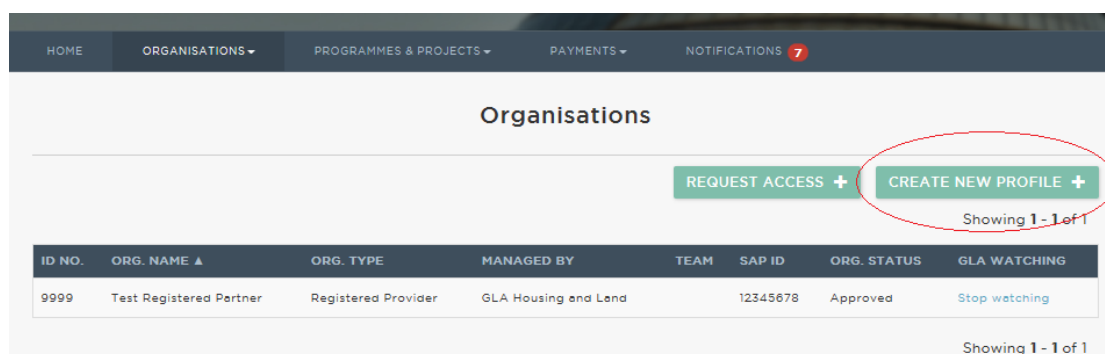
You will need to enter the registration key for the organisation profile you are requesting access. The Org Admin for the organisation will be able to provide you with this code.



## 1.5 Creating multiple organisation profiles

Your organisation will have been registered against a specific department, for example, GLA Housing & Land or GLA Culture. If you would like to bid for funding in a different department, you will need to create a new organisation profile if you do not already have one.

You can create a new profile by clicking 'Organisations' from the menu bar, then 'Manage Organisation', then clicking 'Create New Profile'.



You will then be asked to complete a webform and to select the relevant department. Once complete, click 'Request New Profile'. Your request will then be sent to the relevant department for approval.

Note, the user making the request will become the profile's 'Org Admin' once the request is approved. This means they will be responsible for helping other users register against the profile and assigning them a role.

Once the registration request has been approved, the Org Admin for that profile should share the registration key with users who require access. These users should then follow the steps outlined in step 1.4.

**SMALL PROJECTS AND  
EQUIPMENT FUND  
ROUND 3:  
APPLICATION GUIDANCE**

# CREATING A PROJECT

## Creating and submitting projects in OPS

This section provides guidance on how to create; complete project returns; and submit projects for the for the Small Projects and Equipment Fund

### Create a Project

- To create a project, go to:

PROGRAMMES & PROJECTS ▾

- and click on

Projects

- then click on

CREATE NEW +

The 'Enter project details' screen will then be displayed:

The screenshot shows the 'Enter project details' form within the OPS system. The form is titled 'Enter project details' and is located under the 'PROGRAMMES & PROJECTS' menu. The form contains four dropdown menus and one text input field. The first dropdown menu is labeled 'Select a programme for the project' and has 'Small Projects and Equipment Fund Round 2' selected. The second dropdown menu is labeled 'Which organisation are you creating the project for?' and has 'SPEF Test Org' selected. The text input field is labeled 'Project title' and contains the text 'Equipment for London's Learners'. The third dropdown menu is labeled 'Select the type of project you want to create' and has 'Small Projects and Equipment Fund Round 2' selected. Below the form are two buttons: a green 'SAVE' button and a blue 'Cancel' link.

- From the programme dropdown, select Small Projects and Equipment Fund Round 2
- Select your organisation from the dropdown.
- Enter the name of your project ensuring it is unique to the activity you are delivering (i.e. do not simply call it 'SPEF')
- Select the type of project you want to create – Small Projects and Equipment Fund Round 2
- Once the fields have been completed, select

SAVE

- This will generate a unique Project ID and will take you to the project overview page.
- This section will include Project title, Bidding Arrangement (referring to the Organisation name - GLA Regeneration Unit), Programme selected, (Small Projects and Equipment Fund round 2) Project type (Small Projects and Equipment Fund round 2). You will see these fields then all pre-populate the Project Details section of your application (Block 3) – see next section for further information.

# APPLICATION BLOCKS


The application process then follows with each area of information required set within a block. Complete the blocks referring to this guidance and the Small Projects and Equipment Fund Prospectus for more programme details.

The screenshot displays the 'SPEF 2 UPDATED' application interface. At the top, there is a '< BACK' button on the left and a 'PROJECT MENU ≡' button on the right. Below this, the status is 'Draft' and the project ID is 'P15907'. A message reads: 'Please complete each section and then submit.' The main area contains 14 numbered blocks, each with a title and a status indicator:



- 1 FUNDING ELIGIBILITY: INCOMPLETE
- 2 APPLICANT DETAILS: INCOMPLETE
- 3 PROJECT DETAILS: INCOMPLETE
- 4 PROJECT SITE AND PROJECT DETAILS: INCOMPLETE
- 5 PROJECT RATIONALE: INCOMPLETE
- 6 MAYORAL STRATEGIES: INCOMPLETE
- 7 COST COMPONENTS: INCOMPLETE
- 8 MILESTONES: INCOMPLETE
- 9 BUDGET: INCOMPLETE
- 10 OUTPUTS: SECTION COMPLETE ✓
- 11 RISKS AND ISSUES: INCOMPLETE
- 12 VALUE FOR MONEY AND DELIVERABILITY: INCOMPLETE
- 13 SUPPORTING DOCUMENTS: INCOMPLETE
- 14 DECLARATION: INCOMPLETE

At the bottom of the interface, there is a 'Project History' dropdown menu.

There are 14 blocks to complete. You must complete **Block 1: Funding Eligibility** in order to proceed with your application. All other blocks can be completed in any order. Click on each block to access it and complete all sections before submitting your funding bid.

On every block you will need to click  at the top right of the screen in order to input or amend information.

Optional questions are flagged and all the others are mandatory. You may save a project at any time and return to it later.

Click  to save the information you have entered then click  to return to the main application block screen above.

If a mandatory field has not been completed, the system will allow you to continue but you will not be able to submit a project until all the blocks show as:

**SECTION COMPLETE ✓**




# BLOCK 1: FUNDING ELIGIBILITY

To apply for the fund, you need to be an organisation delivering skills provision in Greater London, registered on the [UK Register of Learning Providers](#). Your organisation must also satisfy at least one of the following criteria:

- A. You are on the [Register of Apprenticeship Training Providers](#).
- B. **i)** You have been endorsed to enter into a direct contract or grant agreement to deliver education and training with the Greater London Authority (GLA) for the devolved Adult Education Budget (for learners aged 19 and over)  
  
**ii)** You have been endorsed to enter into a direct contract or grant agreement to deliver education and training with the Education and Skills Funding Agency (for learners aged 16-18 years) for the academic year 2019/20.
- C. You are a sub-contractor on the [ESFA List of Declared Subcontractors](#).
- D. You are applying with the support of a lead provider/organisation who satisfies at least one of criteria A, B or C above.

**If your organisation satisfies one or more of Criteria A, B or C:** state which as per the screen below. We will run a check against each to confirm this on receipt of your application.

STOP EDITING 

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Unapproved Version Saved on 30/09/2019If you do not satisfy the basic eligibility questions below then you are not eligible for funding and should not submit this applicationProject ID: **P15883**

### Basic Eligibility

Confirm which of the following criteria are applicable to your organisation: Criteria A - On the Register of Apprenticeship Training Providers

Yes    No

Criteria B(i) - Endorsed for direct contract/grant agreement to deliver education/training with the GLA for the devolved Adult Education Budget (learners aged 19+)

Yes    No

Criteria B(ii) - Endorsed for direct contract/grant agreement to deliver education/training with the Education and Skills Funding Agency (learners aged 16-18)


Yes    No

Criteria C - Sub-contractor on the ESFA List of Declared Subcontractors

Yes    No

Are you applying in partnership with a lead provider?

Yes    No

STOP EDITING 

**If none of Criteria A, B or C apply to your organisation:** you can still apply providing you do so with the support of a 'lead provider/organisation' – i.e. an organisation who does satisfy at least one of Criteria A, B, or C. See below for this scenario:

## Funding Eligibility

STOP EDITING 

Unapproved Version Saved on 30/09/2019

If you do not satisfy the basic eligibility questions below then you are not eligible for funding and should not submit this application

Project ID: **P15883**

### Basic Eligibility

Confirm which of the following criteria are applicable to your organisation: Criteria A - On the Register of Apprenticeship Training Providers

Yes  No

Criteria B(i) - Endorsed for direct contract/grant agreement to deliver education/training with the GLA for the devolved Adult Education Budget (learners aged 19+)

Yes  No

Criteria B(ii) - Endorsed for direct contract/grant agreement to deliver education/training with the Education and Skills Funding Agency (learners aged 16-18)

Yes  No

Criteria C - Sub-contractor on the ESFA List of Declared Subcontractors

Yes  No

Are you applying in partnership with a lead provider?

Yes  No

Confirm which of the following criteria are applicable to the lead organisation: Criteria A - On the Register of Apprenticeship Training Providers

Yes  No

Criteria B(i) - Endorsed for direct contract/grant agreement to deliver education/training with the GLA for the devolved Adult Education Budget (learners aged 19+)

Yes  No

Criteria B(ii) - Endorsed for direct contract/grant agreement to deliver education/training with the Education and Skills Funding Agency (learners aged 16-18)

Yes  No

Criteria C - Sub-contractor on the ESFA List of Declared Subcontractors

Yes  No

Confirm the UKPRN number of the lead organisation

STOP EDITING 

Through this partnership model, should an application be successful, we would enter in to grant agreement with the lead organisation (and as such they would hold the liability for completion of the project's objectives and outputs).

Through this model the organisation the lead provider is partnered with could then be funded directly by the GLA to deliver the project.

Once completed, click

STOP EDITING 

then click

< PROJECT OVERVIEW

to return to the main application block screen.

# BLOCK 2: APPLICANT DETAILS

## **Main Applicant Details**

We will need the lead provider/organisation's name, its status, and the company registration number, and if the organisation is VAT registered. Be aware that we may carry out a credit check as part of our financial due diligence.

If in **Block 1 Funding Eligibility** you stated you are applying in partnership with a lead provider, ensure the 'Main Applicant Details' below relate to that organisation and not your own.

STOP EDITING

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Unapproved Version Saved on 30/09/2019If in Block 1 (Funding Eligibility) you stated you are applying in partnership with a lead provider, please ensure the 'Main Applicant Details' below relate to that organisation and not your ownProject ID: **P15883**

### Main Applicant Details

**Lead delivery organisation name**

**Does the Lead delivery organisation have a different trading name?**

Yes  No

**Does the lead delivery organisation have a registered company or charity number?**

Yes  No

**What is the lead organisation's registered company or charity number?**

**Does the lead organisation have a VAT registration number?**

Yes  No

**What is the lead organisation's VAT registration number?**

**Type of organisation**

## **Main Contact Details**

Insert here the details of the key person who the GLA will contact in relation to the project, and their role within the organisation. If you are the main contact for the project but are bidding with the support of a lead provider (details for whom should have been inserted above), this is the section to input your details.

We also want a secondary contact name and details in case we are unable to contact your primary contact during the bidding process.

Main Contact Details

Key person who GLA will contact

Role within the organisation

Contact e-mail address

Contact phone number

Secondary contact name

Secondary contact e-mail address

**Partnerships and mergers**

You must provide a clear explanation of any partner’s role and contribution towards the project in terms of achieving objectives and/or providing funding. You may upload organisational delivery structure charts within **Block 13 - Supporting Documents** if needed.

Where applicable, update the status of any merger or mergers with other partners in the sector at the point of the application, including a target date and any relevant details. If the potential partner is currently undertaking any capital works, a summary and explanation of interdependencies and potential impacts should be included.

Partnerships and Mergers

Are multiple parties involved in delivering this project?


Yes  No

Is your organisation submitting more than one project to this programme?

Yes  No

Is your organisation undergoing or considering merging with another organisation?

Yes  No

STOP EDITING 

Once completed, click [STOP EDITING !\[\]\(23d9fc146e83b5c3013cfa32c784f8d5\_img.jpg\)](#) then click [< PROJECT OVERVIEW](#) to return to the main application block screen.

# BLOCK 3

## PROJECT DETAILS

The Project title, Bidding Arrangement, Organisation name, Programme selected, Project type selected are all pre-populated through the details inputted when you originally created the new project in OPS.

The project's title can be edited here if required.

You should also enter the address of the project and confirm the main contact and email address. (Note that when you enter the organisation's name this will auto populate the main contact name and email address with your details. If you are creating the project on somebody else's behalf ensure to update these details accordingly).

[< PROJECT OVERVIEW](#) **Project Details** [EDIT](#)

Project ID: **P15882**

**Project title**  
Equipment for London's Learners

**Bidding Arrangement**  
SPEF Test Org

**Organisation name**  
SPEF Test Org

**Programme selected**  
Small Projects and Equipment Fund Round 2

**Project type selected**  
Small Projects and Equipment Fund Round 2

**Enter the address of the project**

First Line

Select a borough

Postcode

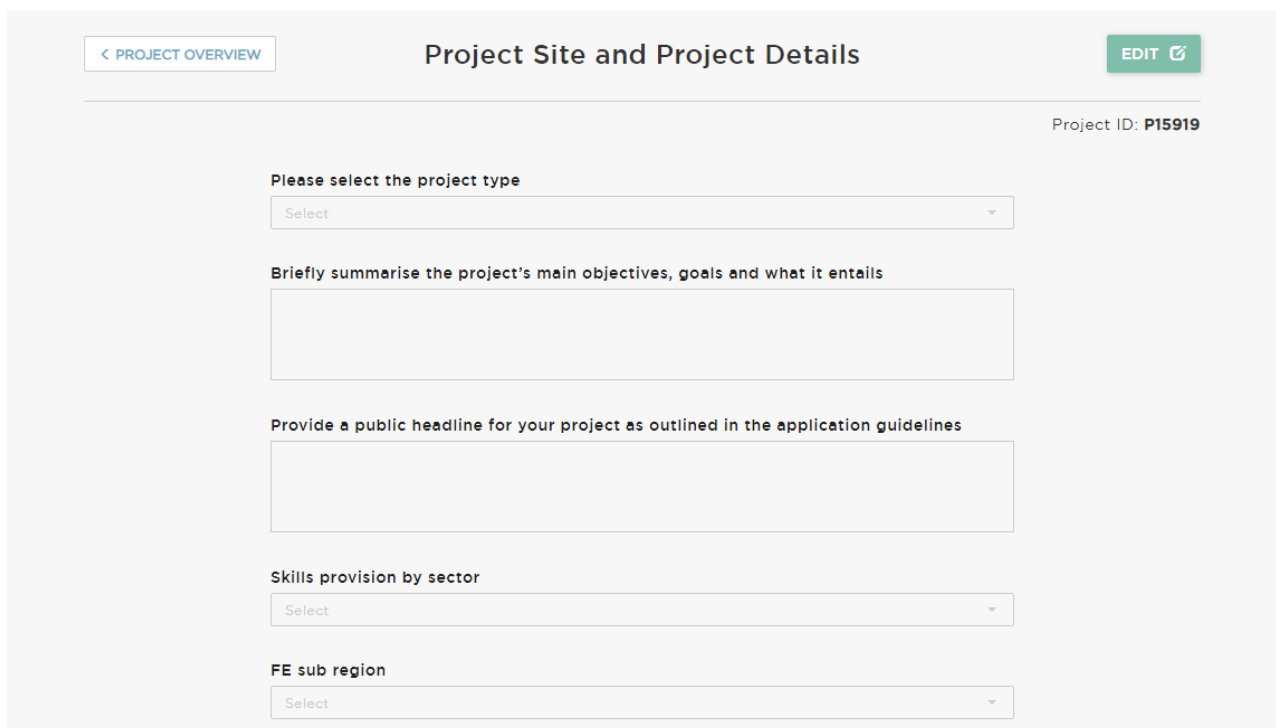
Once completed, click [STOP EDITING](#) then click [< PROJECT OVERVIEW](#) to return to the main application block screen.

## BLOCK 4

# PROJECT SITE AND DETAILS

The type of project should be specified (i.e. New Build, Refurbishment, Equipment, or a combination of these). Along with this, a summary of the project objectives should be given, to provide a clear overview of the purpose of the investment. The type of skills provision that will be supported should also be specified.

Successful projects may be quoted in government reports, press releases and other publications. The public headline asked for in this section should capture the essence of your project and its key deliverables within a short paragraph. In doing so, keep in mind that objectives should be SMART (Specific, Measurable, Achievable, Realistic, Time bound). Note that the GLA reserves the right to use this summary for any publications or reports associated with your project. As such, no confidential information should be included within that field.



[< PROJECT OVERVIEW](#) **Project Site and Project Details** [EDIT](#)

Project ID: **P15919**

**Please select the project type**

Select

**Briefly summarise the project's main objectives, goals and what it entails**

**Provide a public headline for your project as outlined in the application guidelines**

**Skills provision by sector**

Select

**FE sub region**

Select

### **Site ownerships and permissions**

In this section confirm whether you currently have access to the site(s) for your project, whether your organisation owns the freehold of the proposed site(s) for your project and whether you need planning permission for your proposed project. This is a key consideration when GLA Officers are scoring deliverability.

Not owning your site (via a freehold, leasehold, or other form of controlling interest) or not having access to it yet, does not prevent you from applying for GLA funding. However, you will need to set out the process and expected timescales for securing the site.

**Project stage at time of application**

Select ▼

**Have you submitted a planning application?**

- Yes  No

Provide the planning application number

Is planning approval granted?

- Yes  No

Summarise all relevant discussions involving the planning authority to date, and projected next steps

Remaining: 2,000

**Are you the site owner?**

- Yes  No

**What necessary permissions are required to carry out the project on the site?**

Remaining: 600

**Do you own the Freehold for the applicable site of works?**

- Yes  No

**Is any work ongoing on site that is already funded?**

- Yes  No

**Are there any planned investigations/surveys or potential/known problems within the project site?**

- Yes  No

**Does the project include a housing development component?**

- Yes  No

**STOP EDITING** 

Once completed, click  then click  to return to the main application block screen.

# BLOCK 5

## PROJECT RATIONALE

### **Physical need**

This section is where you outline the need the project is addressing, specifically in terms of how it enhances the physical condition or capacity of your existing facilities.

The screenshot shows a web form titled "Project Rationale" with a navigation link "< PROJECT OVERVIEW" and an "EDIT" button. Below the title, it indicates "Unapproved Version Saved on 30/09/2019" with a link to "Undo unapproved changes" and a "Project ID: P15883". The main heading is "Project site investment need". The form contains three sections: 1) A text area for "Describe the current condition of the on-site facilities, the main needs and how the investment will affect/improve this". 2) A question "Do you have an Estates Strategy?" with radio buttons for "Yes" and "No", where "No" is selected. 3) A text area for "Explain how the project supports the organisation's business plan and estates strategy". At the bottom, there is a question "Confirm that this project is a capital improvement cost and not an ongoing maintenance project" with radio buttons for "Yes" and "No", where "No" is selected.

### **Strategic fit**

When completing these fields ensure that you have carefully read the [Small Projects and Equipment Fund Round 2 Prospectus](#). Pgs 11–12 within it cover the core priorities both the Mayor and the LEAP seek to further through all their skills focussed capital investments.

As a minimum we expect all investments to make a strong case for how the project will support our priorities around embedding new design or facilities that are reflective of the work environment; enhancing the quality of existing provision to increase learner satisfaction; and improving opportunities for learners who struggle to access further skills. These fields are not optional to fill out therefore.

If the project also has elements that demonstrate either collaboration with employers, or enables increased levels of apprenticeship delivery (or progression to the highest levels of study) also highlight how within this section.

We also want to understand any impacts to existing curriculum provision. For example, if a classroom is being re-purposed to deliver a learning environment that is tailored toward a different type of skills provision, outline what it is replacing and why.



## Strategic fit with fund priorities

Does the project demonstrate innovative collaboration/partnerships with employers and local stakeholders, as well as other training providers and local authorities?

Yes  No

Outline how the project demonstrates this

Outline how the design is reflective of the work environment as well as responsive and adaptable to the current and future requirements of learners, employers and the local community

Outline how the proposal will improve the quality of provision, learner satisfaction and progression, and success rates (with a strong emphasis on NEET and SEND learners)

Does the proposal support increased levels of apprenticeship delivery and/or progression to the highest levels of vocational and technical study?

Yes  No

Outline how the proposal supports this

Outline how the proposal enables the integration of learners which are representative of London's diversity and those who struggle to access further skills

Will the proposal lead to any changes in current provision (eg deletion/addition of specific provision from the curriculum as a result of the project or new provision)?

Yes  No

Explain and provide rationale for any changes

Once completed, click

**STOP EDITING** 

then click

**< PROJECT OVERVIEW**

to return to the main application block screen.

# BLOCK 6

## MAYORAL STRATEGIES

We recommend that you refer to the relevant portion of the [Skills for Londoners Capital Fund Round 2 Prospectus](#) before completing this section. Pgs 23 – 30 within that document cover in detail the wider benefits of investment both the Mayor and the LEAP seek to further through all their skills focussed capital investments, including this round of the Small Projects and Equipment Fund.

### **Environment:**

As with all LEAP capital funding, projects that aspire to high quality sustainable design and environmental measures will be looked on favourably. As such projects are called on to be ambitious in their desire to achieve the maximum environmental and practical benefits of excellent sustainable design by striving for **BREEAM 'Outstanding' for new builds and 'Excellent' for refurbishment projects**. We recognise that there may be cost implications associated with achieving effective and sustainable design, notably BREEAM certification, and these should be cited within the cost plan. (The above does not apply to Equipment only investments).

Any project proposals which involve a refurbishment component should contact the **RE:FIT programme** to assess their energy efficiency, energy savings and carbon emissions reduction potential. Some of the advantages of RE:FIT include:

- guaranteed energy savings, through an energy performance contract;
- free technical assistance through the services of a dedicated Programme Delivery Unity;
- access to pre-approved, OJEU compliant industry leading contractors;
- faster procurement and installation process, with a specific service provider pre-selected for educational institutions; and
- access to free training and project management support

To contact the team, you must fill out [this form](#), including the name of your project and a mention of the Skills for Londoners Capital Fund. More information on RE:FIT services and their framework can be found within the RE:FIT London website.

### **Business:**

Applicants should look at Pgs 29-30 of the [Skills for Londoners Capital Fund Round 2 Prospectus](#) for how LEAP funding can support the **Mayor's 2018 Economic Development Strategy**, and how to grow prosperity and support business. Applicants are encouraged to show how their project interacts, engages or collaborates with local businesses, employers or local authorities to support the creation of jobs within the local area and the delivery of training to support growth sectors.

< PROJECT OVERVIEW

Mayoral Strategies

EDIT

Project ID: P15907

Strategic fit with Mayoral strategies

Outline any project components which will deliver on the Mayor's Environment Strategy

Is your project a refurbishment/refit?

Yes  No

Is your project a refurbishment or new build?

Yes  No

Outline how the project will support businesses as outlined in the Small Projects and Equipment Fund Round 2 application guidance

## **Equality, diversity and inclusion:**

Applicants should look at Pgs 28–29 of the [Skills for Londoners Capital Fund Round 2 Prospectus](#) for how LEAP funding can support the **Mayor’s 2018 Equality, Diversity and Inclusion Strategy**. Highlight how your project will reinforce his commitment to create a fairer, more equal, integrated city in any of the below ways:

- many more people of all ages progressing in learning to reach their full potential;
- ensuring all Londoners and London’s businesses can access the skills they need to succeed;
- promoting social integration and contact between different groups and tackle the inequalities that exist which prevent people from being active citizens;
- more young people having the knowledge, skills and life experiences to succeed;
- reducing the number of jobless young people;
- London being a city where people of every background feel connected with each other and can realise the benefits of London’s diversity; and
- creating greater equality, diversity and inclusion (including gender parity in career outcomes and greater social mobility within professions).

## **Inclusive design statement**

To ensure that the highest standards of inclusive design are achieved and to bring about better-quality development, an inclusive design statement is required. The planning of inclusive design elements and drafting of the statement should have input from or be undertaken by a suitably qualified specialist with relevant experience in inclusive design, such as a member of the National Register of Access Consultants, local authority access officers or inclusive design advisors.

The statement should:

- explain the design concept and illustrate how an inclusive design approach has been incorporated into this;
- detail what best practice standards and design guidance documents have been applied in terms of inclusive design;
- show that the proposal’s potential impacts on people and communities who share a protected characteristic have been identified and assessed;
- highlight any historical contextual considerations;
- set out how inclusion will be maintained and managed, including fire evacuation procedures;
- highlight how relevant planning policy and legal requirements have been addressed;
- detail engagement with relevant user groups such as disabled or older people’s organisations.

## **Social Value**

Applicants should view Pg 27 of the [Skills for Londoners Capital Fund Round 2 Prospectus](#) for further detail on how projects can embed principles of Social Value within their project.

## Strategic fit with Mayoral strategies

Outline any project components which will deliver on the Mayor's Environment Strategy

Is your project a refurbishment/refit?

Yes  No

Is your project a refurbishment or new build?

Yes  No

Outline how the project will support businesses as outlined in the Small Projects and Equipment Fund Round 2 application guidance

Outline how the project will help further Mayoral priorities around equality, diversity and inclusion and take opportunities to maximise the delivery of social value, as outlined in the Small Projects and Equipment Fund Round 2 application guidance

Confirm you can provide your annual Equality Information report and/or evidence fulfilment of the requirements on public bodies under the Public Sector Equality Duty (Equality Act 2010)

Yes  No

Confirm you can provide a detailed breakdown of learner diversity before completion of any funding agreement as outlined in the application guidelines

Yes  No

Does your project have an inclusive design statement as outlined in the Small Projects and Equipment Fund Round 2 application guidance (not necessary if an equipment only project)

Yes  No

Confirm you have read and comply with our requirements on safeguarding policy and protection procedures as outlined in the application guidelines

Yes  No

Once completed, click

**STOP EDITING** 

then click

**< PROJECT OVERVIEW**

to return to the main application block screen.

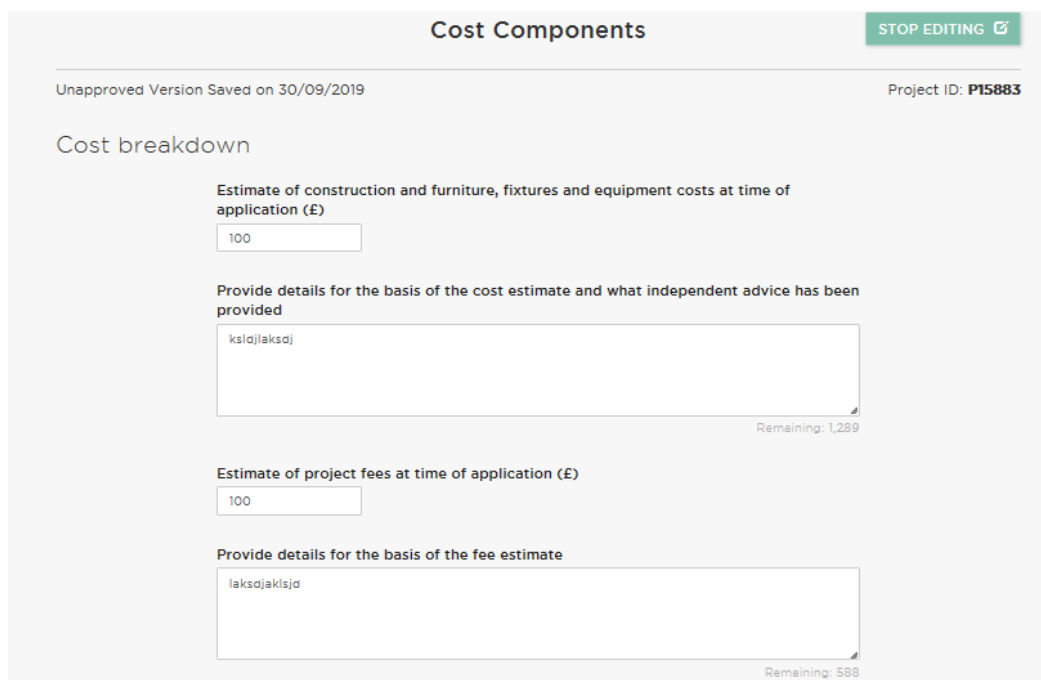
# BLOCK 7

## COST COMPONENTS

### **Cost breakdown:**

Enter the project's costs and give detail around the approach for how this estimate has been reached. Then complete the same for the project's fees. If your application is for equipment only, you may not incur such fees. If this is the case input £0 for fees and in the following box select 'Not Applicable'.

Note a reasonable amount of contingency should be included within the total project costs; however, funding can only be drawn down on the basis of costs incurred or expended.



**Cost Components** STOP EDITING

Unapproved Version Saved on 30/09/2019 Project ID: P15883

### Cost breakdown

Estimate of construction and furniture, fixtures and equipment costs at time of application (£)

100

Provide details for the basis of the cost estimate and what independent advice has been provided

ksldjlkasdj

Remaining: 1,289

Estimate of project fees at time of application (£)

100

Provide details for the basis of the fee estimate

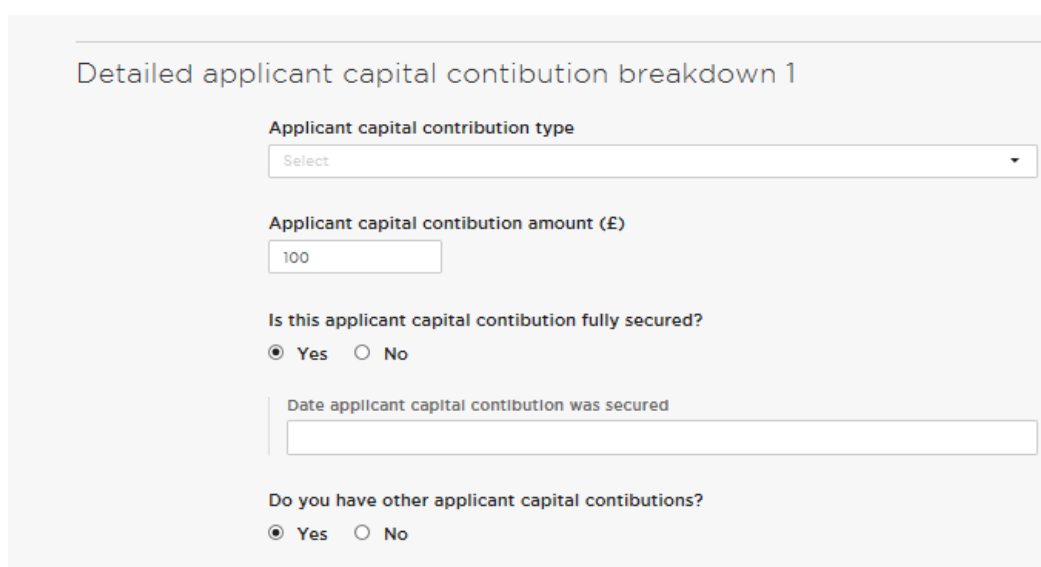
laksdjakisjd

Remaining: 588

### **Applicant capital contribution(s):**

This section is for you to tell us who is contributing money to help deliver the project, how much they are contributing and how secure that funding is. To be clear **this section does not relate to the GLA's contribution**, it should instead breakdown all other sources of capital funding that will be going toward the project.

You can input up to three different sources of applicant contribution. If your project has more than this give detail of the three largest sources, and then summarise any others in the 'Other applicant capital contribution details' field.



### Detailed applicant capital contribution breakdown 1

Applicant capital contribution type

Select

Applicant capital contribution amount (£)

100

Is this applicant capital contribution fully secured?

Yes  No

Date applicant capital contribution was secured

Do you have other applicant capital contributions?

Yes  No

## Detailed applicant capital contribution breakdown 2

### Applicant capital contribution type

Select

### Applicant capital contribution amount (£)

### Is this applicant capital contribution fully secured?

Yes  No

### Do you have other applicant capital contributions?

Yes  No

## **Funding security, acquisitions and disposals:**

Give detail here as to any unsecured funding, along with when and how you will gain this. If any of your applicant contribution is subject to either an acquisition or a disposal, provide details relating to the value, along with the timings and key conditions. Projects unable to secure funding by 31 May 2020, will need to select 'No' in the "Funding Security" sections. When this is done further fields will appear to get details of how you are planning to secure funding.

### Funding Security

Will all your applicant capital contributions be secured by 30th May 2020?

Yes  No

What is the final date when it will all be secured by?

What is your proposed fundraising strategy for your unsecured applicant capital contribution? Include details of funding sources and associated dates in your response

Remaining: 600

### Acquisitions and Disposals

Are there any planned acquisitions or non-GLA contributions provided from disposals?

Yes  No

Anticipated costs for planned acquisitions (£)

Anticipated value provided from disposals (£)

Upload the Red Book valuation

Attachments

Maximum file size: 5MB

[ADD DOCUMENT +](#)

DOCUMENT NAME	UPLOAD DATE	UPLOADED BY
No files added.		

Outline the anticipated timings for these transactions, and any conditions or negotiations which have taken place to date

Remaining: 2,500

Will there be any non-GLA contributions provided from rationalisation of land for development?

Yes  No

Once completed, click

[STOP EDITING](#)

then click

[< PROJECT OVERVIEW](#)

to return to the main application block screen.

# BLOCK 8 MILESTONES

We require our delivery partners to have a clear action plan that explains the milestones required to successfully deliver their project. Complete the milestone table to demonstrate the actions related to your project.

You can see below all the milestones that we have pre-populated. For those that apply to your project, enter the estimated date you expect the activity to occur. If any of these milestones do not apply to your project, simply click the relevant 'N/A' box.

When adding your milestones, you will see the system will automatically put them in chronological order based on dates. You will also note the 'Status' column update to say 'Forecast'. All milestones you submit within your bid will automatically be given this status.

STOP EDITING



Start on site, Practical/substantial completion and Evaluation & completion milestones must be completed

Project ID: **P15883**

ADD NEW MILESTONE

MILESTONE	N/A	DATE	STATUS	ACTIONS
Design team appointment	<input type="checkbox"/>	DD / MM / YYYY		
Stage 2 design	<input type="checkbox"/>	DD / MM / YYYY		
Stage 2 cost plan	<input type="checkbox"/>	DD / MM / YYYY		
Stage 3 design	<input type="checkbox"/>	DD / MM / YYYY		
Stage 3 cost plan	<input type="checkbox"/>	DD / MM / YYYY		
Stage 4 design	<input type="checkbox"/>	DD / MM / YYYY		
Stage 4 cost plan	<input type="checkbox"/>	DD / MM / YYYY		
Planning submission	<input type="checkbox"/>	DD / MM / YYYY		
Planning consent	<input type="checkbox"/>	DD / MM / YYYY		
Enter development agreement	<input type="checkbox"/>	DD / MM / YYYY		
Land acquisition/negotiation	<input type="checkbox"/>	DD / MM / YYYY		
Lease signed	<input type="checkbox"/>	DD / MM / YYYY		
Tender issue	<input type="checkbox"/>	DD / MM / YYYY		
Procurement completed	<input type="checkbox"/>	DD / MM / YYYY		
Contractor appointment	<input type="checkbox"/>	DD / MM / YYYY		
Start on site		DD / MM / YYYY		
Phase 1 planning	<input type="checkbox"/>	DD / MM / YYYY		
Phase 1 construction	<input type="checkbox"/>	DD / MM / YYYY		
Phase 1 completion	<input type="checkbox"/>	DD / MM / YYYY		
Phase 2 planning	<input type="checkbox"/>	DD / MM / YYYY		
Phase 2 construction	<input type="checkbox"/>	DD / MM / YYYY		
Phase 2 completion	<input type="checkbox"/>	DD / MM / YYYY		
Fit out completion	<input type="checkbox"/>	DD / MM / YYYY		
Practical/substantial completion		DD / MM / YYYY		
Discharge of retention fee	<input type="checkbox"/>	DD / MM / YYYY		
Evaluation and closure		DD / MM / YYYY		

STOP EDITING

You can also generate your own milestones by selecting  and  (see top right of your screen), providing a date and description for each entry. Be aware that all completed milestones will form the basis for your budget in GLA OPS (see **Block 9 - Budget**).

There are three milestones that all projects must complete:

- *Start on Site*
- *Practical/substantial completion*
- *Evaluation and closure*

We encourage you to provide as much milestone detail as you can beyond these however, and whilst applicants can provide a more limited number of high-level milestones, this may impact the GLA's assessment of your project's deliverability\*.

\*For Equipment-only projects we recognise there may be substantially fewer milestones than we would expect for a New Build or a Refurbishment project.

Once completed, click  then click  to return to the main application block screen.



# BLOCK 9 BUDGET

This section requires you to generate a budget for your project. This includes your GLA funding request along with your own applicant contribution (these two figures combined should tally up with the information provided by you in **Block 7 – Cost Components**). The Block will also serve as a baseline for the funding contract (if successful) so the information inputted should be carefully thought out.

As cited in the [Small Projects and Equipment Fund Round 2 Prospectus](#) you can request from £25,000 up to £300,000 from the GLA, and we are expecting to fund up to 50 per cent of the total project value, with the remainder covered by your own applicant contribution. You should also note that:

- this Fund only funds capital expenditure for capital works and equipment
- non-GLA contributions must be appropriate for capital spend
- the GLA financial year is 1st April to 31st March
- when providing cost profiles, applicants should be as realistic as possible about when expenditure will occur
- applicants should demonstrate that all expenditure is state aid compliant

The block is split into three sections: “Total project budget”, “Annual budget” and “Quarterly budget profile”.

## **Total project budget**

“Total project budget” acts as a summary of the information that has been inputted into the “Annual budget” and “Quarterly budget” sections below it. So, as you input data to complete the “Annual budget” and the “Quarterly budget” sections, the “Total project budget” at the top of the screen will automatically populate and provide you with a dropdown enabling different views and breakdowns of the information you have entered.

## **Annual budget**

Annual budget allows users to add budget details as per financial years. These amounts need to be broken down into two categories for each financial year the projects will spend in:

1. Capital contribution you are requesting from GLA £
2. Capital applicant contribution you are providing £

We would expect all projects to have completed spend by March 31<sup>st</sup> 2022 at latest, with the majority finishing significantly earlier.

The screenshot displays a web interface for budget entry. At the top, there is a section titled "Total project budget" with a dropdown menu set to "Total budget". Below this is a table summarizing the budget data:

YEAR	GLA CAPITAL CONTRIBUTION £	APPLICANT CAPITAL CONTRIBUTION £	TOTAL
2019/20	25,000	25,000	50,000
2020/21	155,000	155,000	310,000
<b>TOTALS</b>	<b>180,000</b>	<b>180,000</b>	<b>360,000</b>

Below the table is the "Annual budget" section. It features a "Year" dropdown menu set to "2019/20". A text prompt reads: "Enter the amount of GLA capital you are requesting for the year and the amount of applicant funding being provided from other sources." There are two input fields: "Capital contribution you are requesting from GLA £" with the value "25,000.00" and "Capital applicant contribution you are providing £" with the value "25,000.00".

## Quarterly budget

The Quarterly budget profile enables users to break down their annual budget into financial quarters while also linking the spend to the milestones they referenced in **Block 8 - Milestones**. To choose which financial year you want to provide Quarterly budget detail for, you must first select the appropriate year under the 'Annual budget' section:

Annual budget

Year

- 2020/21
- 2018/19
- 2019/20
- 2020/21
- 2021/22
- 2022/23
- 2023/24

... requesting for the year and the amount of applicant funding being provided from other sources.

... from GLA £

... providing £

Once you are working in to the appropriate financial year, you can start updating the Quarterly budget section by specifying a quarter, selecting the milestone you wish to cost, and then inputting the accompanying GLA and Applicant contributions necessary to fund that milestone.

Below is an example of the Quarterly budget profile filled out for a financial year with costed milestones incorporated.

Quarterly budget profile

Add spend to profiles in the table below.

Quarter	Milestone title	GLA contribution £	Applicant contribution £	Activity description
Select	Select			
PROFILES AND ACTIVITY		GLA CAPITAL CONTRIBUTION £	APPLICANT CAPITAL CONTRIBUTION £	
Q1 April - June				
Not provided				
Q2 July - Sept				
Stage 2 design				
Design fees		15,000	15,000	
Stage 3 design				
Design fees		10,000	10,000	
Q2 TOTALS		25,000	25,000	
Q3 Oct - Dec				
Procurement completed				
Tender work		15,000	15,000	
Contractor appointment				
Procurement		5,000	5,000	
Tender issue				
Procurement		5,000	5,000	
Q3 TOTALS		25,000	25,000	
Q4 Jan - March				
Start on site				
Construction starts		95,000	95,000	
Practical/substantial completion				
Practical completion		10,000	10,000	
Q4 TOTALS		105,000	105,000	
2020/21 TOTALS		155,000	155,000	

STOP EDITING

Any variations between the totals in the Quarterly budget and the Annual budget will be flagged to you in **red text**.

Once completed, click [STOP EDITING](#) then click [PROJECT OVERVIEW](#) to return to the main application block screen.

# BLOCK 10 OUTPUTS

**Note: It is essential you read through the [Output Definitions in Appendix 1](#) of this document (Pgs 35-36)**

This section will allow you to evidence the proposed effect of your project by selecting appropriate deliverables to quantify the level of impact your project will have, and which project elements they relate to. This is how the GLA can assess the impact of your project, as well as better understand its value for money.

- To establish adequate metrics and targets, it is important to have a clear definition for the types of **outputs** you will report to us.
- It is also key for us to be sure that the projections you share with us represent **additionality** – in other words, the figures you share are based upon the difference between the baseline (what would happen anyway), and the position if the project were to be implemented.
- To illustrate additionality, we are also asking you to share a **baseline** with us – this should represent the amount of an output you would expect to deliver for a period without the project taking place.

Outputs quantify the benefits that specific projects deliver for target beneficiaries (for example learners and businesses) and in the case of this Fund will cover learner focused themes such as increases in qualification starts or the number of learners supported (including those from vulnerable groups) to more place focussed aspects, such as increased space with improved energy efficiency, or savings delivered by lower running cost etc.

A list of the specific outputs we are looking to capture through Round 2 and their definitions are at the end of this document in **Appendix 1 (Pgs 35-36)**.

## **Inputting an Output**

To input an output start entering information in to the 'Outputs by financial year' section. You will first need to ensure you are in the right **Financial Year**. We require you to input output detail for **3 years following practical completion**.

So if the fit-out of your project is programmed to complete by August 2020, you should insert outputs to cover the 2020/21, 21/22, and 22/23 financial years.

**Outputs** STOP EDITING

Output years are based on GLA financial years. Please refer to the SPEF Round 2 Application guidance for support completing this section Project ID: P15907

▲ Total project outputs

VALUE	CATEGORY	BASELINED	FORECAST	ACTUAL	TOTALS
Not provided					

▼ Baseline for output category type

Financial Year  
2020/21

Outputs by financial year  
Add outputs to a financial year

Quarter	Category	Forecast or Actual	Positions
Q2 July - Sept	Additional apprenticeship star...	Forecast	40

ADD OUTPUT

You then need to pick a **Quarter** within that year which those outputs will be delivered, the output **Category** (effectively a pre-populated list of outputs, some or all of which we expect your project to deliver against), then select **'Forecast'**, before finally inserting in the **Positions** field the number of outputs which you would expect the project to deliver within that year. Then click [ADD OUTPUT](#)

### Inputting a Baseline

For every output you enter you need to also submit a **Baseline**. As mentioned earlier this baseline should represent the number of a particular output that you would expect to deliver over a three-year period without the project taking place. This helps us better understand the context of the intervention.

For example, if the project is enabling entirely new provision to be delivered then you can baseline the output with a 0. If it is enhancing existing provision, you should cite the number of learners you would expect to enrol or complete the course for the three-year period without the additional equipment or improved facilities in place.

To input the baseline for an output for the three-year period post practical completion, click on the **'Baseline for output category type'**, then click **Category**, before inserting the number you would have delivered over the three years without the project investment.

Then click [ADD BASELINE](#) If you successfully baselined an output there will be a green tick in the **Baselined** column.

**Example:** Below is how an Output Block could look if a project is expected to deliver against the following outputs for three years following practical completion during Summer 2020 ahead of the new academic year:

- **Additional Learners Supported** (some of whom were NEET and others SEND)
- Achieving annual running **Cost Savings** as a result of the investment
- Deliver **Additional Apprenticeship Starts** as a result of the investment.

[STOP EDITING](#)

Project ID: **P15907**

Output years are based on GLA financial years. Please refer to the SPEF Round 2 Application guidance for support completing this section

▲ Total project outputs 2020/21 to 2022/23 [Collapse all outputs](#)

VALUE	CATEGORY	BASELINED	FORECAST	ACTUAL	TOTALS
▲ Positions	Additional apprenticeship starts	✓	160		160
YEAR	SUB CATEGORY				
2020/21	N/A	✓	55		55
2021/22	N/A	✓	40		40
2022/23	N/A	✓	65		65
▲ Number Of	Additional learners supported as a result of the project	✓	500		500
YEAR	SUB CATEGORY				
2020/21	Additional learners	✓	110		110
2020/21	Additional learners who are SEND	✓	10		10
2020/21	Supported into training / employment who were NEET	✓	30		30
2021/22	Additional learners	✓	120		120
2021/22	Additional learners who are SEND	✓	15		15
2021/22	Supported into training / employment who were NEET	✓	30		30
2022/23	Additional learners	✓	130		130
2022/23	Additional learners who are SEND	✓	20		20
2022/23	Supported into training / employment who were NEET	✓	35		35
▲ Monetary Value	Cost savings	✓	24,000		24,000
YEAR	SUB CATEGORY				
2020/21	N/A	✓	8,000		8,000
2021/22	N/A	✓	8,000		8,000
2022/23	N/A	✓	8,000		8,000

Once complete, click [STOP EDITING](#) then click [PROJECT OVERVIEW](#) to return to the main application screen.

# BLOCK 11

## RISKS AND ISSUES

In this section, we will ask to set out the key risks that might impact your project, as well as the issues that are already impacting your project. A risk is an event which has not yet happened but could have a negative impact on the project if it did occur. An issue is anything which has already occurred and is having a negative impact on the project.

Be specific when describing the impact of any risk on your project. If you are describing general or generic risks that would apply to most projects (e.g. Not receiving planning permission for building works) you should describe the reasons for that risk being relevant to your project (e.g. Not receiving planning permission for building works due to listed building consent issues) as well as the specific impact it will have on your project.

To input your risks and issues click [CREATE NEW RISK +](#) or [CREATE NEW ISSUE +](#) and follow the prompts to provide a title, a description and ratings both before and after a mitigation is applied. You should also supply an Overall Project Risk Rating (RAG status), along with a high level explanation for why.

### Risks and Issues

STOP EDITING

All risk sections must be up to date, including related mitigation strategies

Project ID: **P15883**

#### Project Risk Rating

Overall Project Risk Rating

Select risk rating

Explanation of Risk Rating

---

#### Manage Project Risks

A risk is an event which has not yet happened but could have a negative impact on the project if it did occur.

[CREATE NEW RISK +](#)

TITLE	DESCRIPTION OF CAUSE AND IMPACT	CATEGORY	INITIAL RISK RATING	RESIDUAL RISK RATING	STATUS
Not provided					

---

#### Manage Project Issues

An issue is anything which has already occurred and is having a negative impact on the project.

[CREATE NEW ISSUE +](#)

TITLE	DESCRIPTION OF ISSUES AND IMPACT	IMPACT LEVEL	STATUS
Not provided			

STOP EDITING

The GLA will take a balanced view of risk, considering the relevance and effectiveness of your proposed mitigation. Not declaring likely delivery risks will not benefit your application. GLA assessors are experienced in capital delivery projects and not declaring key risks will suggest that you are unable to identify and mitigate key risks and may impact your deliverability score.

# BLOCK 12

## VALUE FOR MONEY AND DELIVERABILITY

### **Value for money**

Applicants are required to demonstrate how the project is affordable by submitting an options analysis of the proposed investment, including a do nothing or do minimum option. You should also provide detail relating to the procurement approach, any additional ability the funding may bring to lever in additional funds from elsewhere, and a summary of any running and maintenance cost savings.

### Value for Money and Deliverability

STOP EDITING  
Project ID: **P15907**

Value for money

Provide an analysis of all options explored should the desired funding not be available, including a do-nothing option

Remaining: 3,200

Without GLA funding can this project or a revised version still go ahead? Provide explanation below

Remaining: 1,200

Explain the projects intended procurement strategy, i.e. Request for Quotation for equipment purchases

Remaining: 1,000

Explain if and how GLA funding would enable your organisation to lever in funding from elsewhere

Remaining: 1,000

Outline headline changes to running and maintenance costs arising as a result of the project

Remaining: 1,300

### **Deliverability**

This section is an opportunity for you to set out your proposed approach and experience to project management. This is to help the GLA make an informed assessment of your delivery capacity and to what extent you will be likely able to manage the requirements for delivering a capital build project.

You should provide an explanation of your organisation's ability to deliver the project and its overall governance structures, accounting for resource capacity, expertise and connection with other capital schemes (in delivery or

planned). You should also explain how the performance of partners is to be managed where partners are involved in the delivery of the project.

Successful projects will also be required to provide regular monitoring reports throughout the delivery of the project as well as a post-project evaluation to gauge successes, lessons learnt and better understand project outcomes. As such, applicants should provide assurance of their ability to report against the proposed deliverables and outputs.

Finally, it should be noted that previous performance of GLA funding recipients on delivering and reporting against LEAP funded projects will be taken into consideration during the application assessment.

**Deliverability**

**Summarise the planned or existing governance arrangements to oversee delivery of the project**

Remaining: 2,000

**Detail how the project meets State Aid compliance as outlined in the Small Projects and Equipment Fund Round 2 application guidance**

Remaining: 2,000

**Confirm the lead organisation holds adequate public liability and employer's liability insurance**

Yes  No

**Has the lead organisation received an ESFA financial health score?**

Yes  No

**Has the lead organisation received financial health and/or commissioner notices?**

Yes  No

**Has the lead organisation had any recent Ofsted report(s)?**

Yes  No

**Are there any legal interests or considerations that are relevant to the project, land or assets? (legal charges, covenants, land restrictions, etc)**

Yes  No

**Describe your progress/output monitoring and reporting arrangements, including the process you will follow, dedicated resources and the evidence that will be used for reporting purposes**

Remaining: 2,500

**Outline the long-term outcomes that you hope to achieve through this project**

Remaining: 1,800

**Explain the envisioned methodology to measure and evaluate the project post completion and long term outcomes**

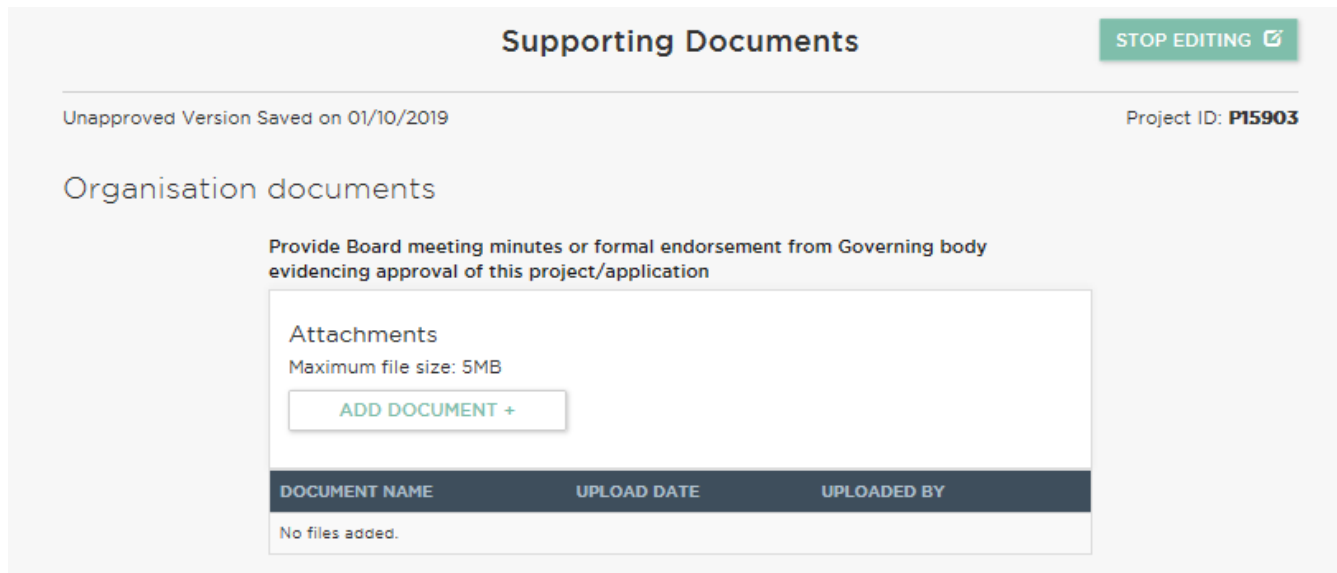
Remaining: 2,500

# BLOCK 13

## SUPPORTING DOCUMENTS

### **Uploading documents**

To upload a document in this section, simply click 'Add Document +'. If the document is too large, follow the instructions above.



Supporting Documents STOP EDITING

Unapproved Version Saved on 01/10/2019 Project ID: P15903

### Organisation documents

Provide Board meeting minutes or formal endorsement from Governing body evidencing approval of this project/application

Attachments  
Maximum file size: 5MB

[ADD DOCUMENT +](#)

DOCUMENT NAME	UPLOAD DATE	UPLOADED BY
No files added.		

### **Note on uploading large files**

Only documents which are larger than the GLA OPS size limit (**5MB**) should be uploaded using this approach. You should list all documents that are too large to upload within a Word file (including the project title and leading organisation) and highlight at the top of the document the link from which these can be downloaded.

These files/links must remain accessible throughout the evaluation period, which will take place in November 2019. If there is a time limit on how long they will remain accessible, flag this so we are aware and download them prior to their expiry.

You must ensure that they are named consistently throughout the list and where necessary, clarify the content and purpose of the documents (see example below). The word document should then be uploaded within GLA OPS under the relevant question.

#### **Example:**

**Project title:** The XYZ redevelopment project

**Leading organisation:** XYZ College

**Link:** <https://wetransfer.com/downloads/3c1f2f155acc9a028317ddgfguf92>

#### **Order of documents submitted:**

1. Project name\_Applicant name\_Stage2\_Masterplan
2. Project name\_ Applicant name\_ Stage2\_Site images (Notes: Photos showing the site in early 2019)



## **Design cost plan / cost estimates**

Applicants should provide their cost plan or cost estimates. You should include any relevant evidence supporting the cost calculations and assumptions made with rationale behind cost breakdowns. State whether costs include VAT and confirm whether the organisation is VAT registered or exempt and an explanation should be provided of how costs are assessed; this could be by third parties (surveyors etc.) or benchmarked. Similarly, an explanation should be given of how project constraints and risks are considered and a justification contingency and inflation allowances. Any exclusions should be clearly stated.

## **Programme plan**

You should provide a detailed programme plan which illustrates the main milestones for the project and a schedule of project activities, in an MS Project or Gantt chart format. This should highlight the project's critical path, dependencies and timing of activities including project start and end dates, physical completion of capital works, fit-out, occupancy and use of buildings, payment completion, project (practical) completion and evaluation.

## **Fire Standards Questionnaire**

If your project is in a sufficiently advanced state, complete the Fire standards questionnaire that can be downloaded from the Resources section of the [Small Projects and Equipment Fund Round 2](#) website. This can then be uploaded within GLA OPS, in Word or PDF format.

## **Budget/cashflow forecasts**

You must provide your organisation's 3-year financial plan which includes the costs of delivering the proposed project, ongoing maintenance, running costs and other expenditure\*. This information should also demonstrate:

- availability of revenue funding (to be funded by the applicant independently of this project) for delivery of outputs and outcomes following physical completion of works and investment by the GLA;
- the organisations financial position including evidence of reserves, loan agreements etc. for the applicant contribution element
- affordability of the proposed project over the longer term (including provision for the repayment of any other loans, maintenance, service, additional staffing costs etc.)
- there is no negative impact or that there is a positive impact on net revenue costs.

\* All sixth form, FE Colleges and Specialist Designated Institutions (SDI's) must upload the College financial planning template which they provided to the ESFA.

## **ESFA finance record template**

All sixth form, FE Colleges and SDI's are mandated to prepare and submit their annual report and financial statements (accounts) to ESFA by 31 December 2018. Such providers (or any organisation found within the list of Colleges in the template) should submit the Finance record template along with their application. This will provide the evaluation panel with further information around the applicants' financial performance as well as detail on the condition of their estate and associated costs. The template and further information can be found on ESFA's College accounts page.

Other providers are not required to provide this document. However, it is expected that the audited accounts and/or annual report and the information provided throughout the application clearly provide the same level of information for 2018-19 performance. You should then upload either your audited accounts for the year ending 31 July 2019 here or provide your own version of the Finance record template and supporting documentation.

## **Design documents**

Provide details of the architect's brief, scheme design drawings, cost information and reports that illustrate the qualitative aspects of the urban design and architecture of the proposed intervention.

# BLOCK 14

## DECLARATION

As a public organisation we must follow the Data Protection Act 1998, the Freedom of Information Act 2000 and the General Data Protection Regulations. We have a data protection policy, which is available from our website at [www.london.gov.uk](http://www.london.gov.uk). We also have a Freedom of Information policy which is also available from our website.

Applicants must acknowledge that this application form and any information provided to us, such as the project's public headline and images supplied, may be published if the project is selected for funding.

By confirming the declaration, you give the GLA full permission to publish information about you relating to the activity we have funded, including the amount of funding and the activity it was for.

This information may appear in our press releases, on our website and other print and online publications produced by the Mayor of London as well as publications or websites of any partner organisations who have funded the activity with us.

[< PROJECT OVERVIEW](#)

### Declaration

[EDIT](#)

Project ID: **P15902**

Are you related to any elected GLA officials or members of GLA staff?

Yes  No

Has anyone involved in the project been in contact with any elected Greater London Authority officials or members of our staff in relation to your project either at an engagement workshop or at any other stage?

Yes  No

Confirm that the information provided is complete and correct

Yes  No

# APPENDIX 1

## OUTPUT DEFINITIONS

Outputs	Definitions
<b>Additional learners supported</b>	<p>Learner support, defined as the ‘strategies which empower learners to establish and fulfil their learning’. This is an all-encompassing category which should focus on NEW learners supported by the investment, but which might include some of the below categories (e.g. SEND, NEET).</p> <p>This category should NOT include the numbers for apprenticeships or work placements, but may include SEND learners supported and NEET learners supported in to employment or training.</p>
<b>SEND learners supported</b>	<p>A SEND learner is a learner with special educational need(s) and/or a disability (SEND), which calls for special educational provision to be made for him or her, used in line with the Disability Rights Commission's definition of independent living. This includes:</p> <ul style="list-style-type: none"> <li>• those who have a learning difficulty or disability;</li> <li>• those who have significantly greater difficulty in learning than the majority of others of the same age;</li> <li>• those who have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age.</li> </ul>
<b>NEETs into employment or training</b>	<p>A NEET is a young person who is ‘Not in Education, Employment, or Training’. The resultant effect of the assistance from projects should lead to individuals becoming enrolled with the FE college or another provider or employer. Anybody aged 16 to 24 who is not in education or training and who is not in employment is considered to be NEET. The definition of ‘in employment’ follows that used for the official labour market statistics.</p>
<b>Additional apprenticeship starts</b>	<p>The number of students starting an apprenticeship course in a given time period, usually quarterly or annually. Provision of the course should be supported by the project investment.</p> <p>A start is assigned to the quarter/year that it begun and is only counted once. However, a learner undertaking more than one qualification will be counted for each qualification/programme. For example, a learner starting an Intermediate Level Apprenticeship and then starting or transferring to an Advanced Level Apprenticeship will be counted as two starts.</p>
<b>Additional work placement starts</b>	<p>Unlike apprenticeships, work placements comprise those opportunities during the participant’s learning journey to gain on the job work experience to build on or embed the skills learned. This must be within a formal work environment.</p> <p>The commitment from the business/employer and provision of the work placement should be the result of the project investment and its objectives (e.g. the development of new curriculum, new partnerships to support the project).</p> <p>This could also include work placements driven by the delivery of the project (construction, project management, etc.).</p>
<b>Area of new or improved learning/training floorspace (m2)</b>	<p>New or upgraded: new buildings constructed as part of the project, refurbished, improved or adapted for productive use as part of the project.</p> <p>Improved: actual floor space and its value towards learning/training purposes has been increased by some physical improvement.</p>

<b>Cost savings</b>	The change in otherwise anticipated maintenance or running costs (cleaning, heating and like costs) for any accommodation which is refurbished.
<b>Additional students progressing into employment</b>	This measures the number of additional participants who enter employment as a result of the funding intervention (compared to those who would otherwise be doing so under current circumstances).
<b>New SMEs/businesses supported</b>	Number of small and medium sized enterprises receiving support (including advice and training) with the intention of improving performance and/or growth (i.e. reduce costs, increase turnover/profit, innovation, exporting). Value of the support should be a minimum of £1,000, calculated at Gross Grant Equivalent (see ERDF guidance) or a minimum of 2 days of consulting advice. It can also include individuals and groups (community, not for profit, other) who are seeking support to start a business. Counted as a new business when it is still in operation 12 months after it started trading (start trading = date when business registers for VAT or for National Insurance contributions).
<b>Improved attendance rates</b>	Provider successfully plans, establishes and manages a curriculum and learning programmes that meet the needs and interests of learners, employers and the local and national community, leading to increased attendance rates.
<b>Amount of space with improved energy efficiency (m2)</b>	Area of space resulting in improved energy efficiency (m2) as a result of replacement of old with new boilers/lighting/heating.
<b>Public realm improvements (m2)</b>	The public realm should be seen as a series of connected routes and spaces that help to define the character of a place, including all the publicly-accessible space between buildings, whether public or privately owned, from alleyways and streets to squares and open spaces. Improved: significant improvement in the quality of the built environment through improved use of space, urban design and improved quality of materials used. Could be linked to measurement of time savings, reductions in road safety incidents, increased perception etc. New: space which was previously not for public use.
<b>Increase in water efficiency/waste production/green infrastructure</b>	The delivery of exemplar sustainable water and waste management schemes across London FE institutions, delivered through whole educational provider engagement and educational awareness raising and physical interventions such as improved metering, water efficiency installations and reuse/recycle strategies on site. Green/living roofs (and to a lesser extent green walls), leading to green coverage targets set by the Mayor's Environment Strategy.
<b>New or improved commercial space or business space (m2)</b>	New or upgraded: new buildings constructed as part of the project, refurbished, improved or adapted for productive use as part of the project. Improved: Actual floor space or potential market value has been increased by some physical improvement.