



Education
Funding
Agency

Academies Capital Maintenance Fund 2013-14

Round 1

Guidance for applicants

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1 Overview

The Department for Education is providing an Academies Capital Maintenance Fund (ACMF) for open academies to access in the 2013-14 financial year (April 2013 to March 2014).

The size of this fund will be announced in due course and is anticipated to be calculated on the same basis as the maintenance allocations to local authorities for maintained schools. In 2012-13 £276m was made available and it is anticipated that the increased numbers of academies will be reflected in a larger fund in 2013-14.

In line with arrangements for 2012-13, the majority of the fund will be allocated following this initial application round. A contingency fund will be withheld to address urgently arising projects on a case by case basis over the course of the year. The remainder will be allocated in one or more further rounds to be announced later in 2013.

As in 2012-13, a portion of the fund will be earmarked for a pilot scheme, giving the largest academy chains an opportunity, should they wish, to test different ways of allocating funds.

2 Programme priorities

There are two priorities for the fund:

1. Tackling building condition issues including Health and Safety issues that cannot be met from routine maintenance or Devolved Formula Capital funding.
2. Supporting successful, popular academies that are currently overcrowded and/or wish to expand their existing facilities and floor space to accommodate more pupils within their existing age range.

Decisions on how to allocate funds between these two priorities will be taken once applications have been received and analysed. In 2012-13, approximately 15% of funds allocated were directed towards the expansion priority.

We anticipate that there will be significant demand for the funds available. In 2012-13, the fund was four times oversubscribed – we received 1071 applications for 2465 projects requesting over £1 billion.

3 Eligibility

All academies open by or on 1 January 2013 will be eligible to submit one application

consisting of up to two capital projects.

Academies that are part of a chain which has decided to be part of the pilot scheme will not be permitted to submit a separate application – so please check with the sponsor / chain lead before proceeding with an application.

Academies which have recently received, or are due to receive, significant capital investment in new building or refurbishment works (e.g. through PSBP, PFI, Building Schools for the Future or academies modernisation programmes) are unlikely to be prioritised. Academies that have received a commitment of funding from their local authority for their building projects should secure funds from that source in the first instance.

Limited funds will be available for ICT infrastructure as part of larger scale replacement or expansion projects only; no standalone ICT infrastructure projects will be supported given the demand on the limited funds available. No funds will be made available through the ACMF for ICT hardware or software.

Projects can be directed towards any age range within 4-18 provision, but not Nursery provision. Projects for age range expansions, extension of boarding facilities or those looking to develop additional space to enhance the curriculum offer – but not tackle overcrowding or adding new places – are ineligible for this fund. Academies that are part of the Priority Schools Building Programme may apply for expansion projects only.

4 Application timescale

The key milestones for the initial application process are as follows:

| Action | Date |
|---|-----------------------------------|
| Instructions to Applicants available | Thursday 18 October 2012 |
| Application website opens | By Friday 23 November 2012 |
| Academies converted <u>BEFORE</u> 30 September 2012: | |
| <u>Recommended</u> target for submission of applications | Friday 14 December 2012 |
| <u>Deadline</u> for submission of applications | Tuesday 18 December 2012 at 18:00 |
| Academies converting <u>AFTER</u> 30 September 2012: | |
| <u>Recommended</u> target for submission of applications | Friday 25 January 2013 |

| | |
|--|---------------------------------|
| <u>Deadline</u> for submission of applications | Friday 1 February 2013 at 18:00 |
| Target notification of successful projects | Friday 5 April 2013 |

Academies are encouraged not to leave submission of applications to the final few days. Submission of applications by the earlier target date is recommended to avoid missing the deadline due to IT problems, etc.

Applications not formally submitted by the relevant deadline will not be assessed. It is the responsibility of the academy or its representatives to ensure any draft applications saved on the system are submitted by the deadline.

5 APPLICATION PROCESS

5.1 Preparing your application

As well as having a building condition issue, or a case for expansion, academies applying to the ACMF need to have up to two appropriate, cost effective and deliverable capital projects scoped to address the identified issues.

We do not expect academies to spend significant time and money in preparing bids to the ACMF above and beyond that required to discharge an academy's responsibilities for managing their site effectively. Evidence submitted should be proportionate to the scale of the project; more robust information will be expected for a project requesting £100,000's than one requesting £10,000.

In developing their schemes for submission, academies should consider the points set out in the following sections, and refer to the "Top Tips" presented at Annex A.

5.1.1 Building Condition projects

The majority of funds available through the ACMF will be targeted to address building condition issues across academies. Priority will be given to addressing the most urgent issues – where there are significant health and safety concerns, or where the issues need to be tackled in a timely manner to prevent closure of a particular block or part of the academy.

Independent evidence should be utilised where possible to demonstrate the nature of the health and safety concerns. For example, a fire officer report recommending remedial work carries more weight than recommendations about an academy's

compliance with latest regulations from a fire alarm salesman.

In developing projects, particularly larger schemes, academies should consider providing a short options appraisal as part of the supporting information for a project, setting out the alternatives that have been thought through before working up the preferred option. Whilst in some cases, the complete replacement of a block will be the best value solution, in other cases, the refurbishment of windows, roofs or the mechanical and electrical systems within a building can address the identified issues in a more cost effective manner. Such options appraisals can also support the case for simpler projects – such as boiler replacement – as the costs of piecemeal repairs may be higher.

Academies should consider the specification of key items, such as windows, boilers, insulation etc., and choose products that are appropriate to their circumstances and likely usage, securing independent advice if/as appropriate.

For new build projects, reference should be made to the new baseline designs announced recently. These have been costed at approximately £1500 per square metre (including professional fees, abnormals etc). We will use this benchmark to inform our assessment of the overall cost of a development, and will reward those projects that can secure good value for money through the scoring process. We will look for additional evidence to explain why projects costing significantly more than this benchmark still represent good value – site specific factors, planning constraints and the nature of facilities being proposed (e.g. facilities for SEN pupils) can significantly push up costs, and we will take this into account if/as necessary.

Specific points for particular project types

(a) Safeguarding projects

As part of an options appraisal underpinning a safeguarding project (often involving provision of additional security measures, or remodelling of pedestrian / vehicle access point to the academy), we expect to see details of how the academy has attempted to address the issue through other means. If access improvements are required, academies should work with local authority highways departments to tackle the identified issues in the most appropriate way. Academies should look to negotiate contributions for such works from other interested parties where possible.

(b) Improvements to sport and play spaces

Given the anticipated demand for funding, we are unlikely to support projects looking to completely resurface playgrounds or hard play areas. Whilst recognising the potential trip hazards that uneven playground pose, particularly at primary academies, the high cost of resurfacing large areas means that a patch repair

approach to such areas should be favoured unless there is a very clear value for money case for complete resurfacing. Appropriate quotes should be obtained as necessary.

We are aware that a number of academies are looking to develop new sports and leisure facilities in partnership with local authorities or other organisations. Again, a full options appraisal for such projects will be required to demonstrate how such an approach provides significant benefit to the academy – possibly through avoiding significant hire charges elsewhere. Credit will be given to projects leveraging in other sources of funding. Academies should also look to demonstrate that key stakeholder or third party agreements, required to facilitate timely delivery of the proposed project, are in place.

5.1.2 Expansion projects

Successful, popular academies that are currently overcrowded and/or wish to expand their existing facilities and floor space to accommodate more pupils within their existing age range may apply to the ACMF for support.

In 2012-13, we received 315 applications for expansion projects, and were able to fund only 60. Given the likely demand for such funds, academies will need to demonstrate that not only do they have robust forecasts for demand for places, but that the proposed project provides additional facilities in a cost effective manner.

Information required to support a case for expansion

Academies are encouraged to consider how best to make a case for the proposed expansion, and include key data to support their case, which could include:

- A track record of success
- Historical demand for places at the academy (or its predecessor school pre-conversion) – judged by the number of first and second preference applications and/or staying on rates post-16
- Local demographic data to indicate how recent population shifts / growth have influenced demand for places at the academy
- Evidence of the current capacity of the academy (net capacity or current capacity based on planned admission number)
- Utilisation rates and relevant details of adjustments made to the curriculum and innovative timetabling approaches to maximise the usage of the current accommodation
- An options appraisal to justify the case for the scale and the type of additional facilities required at the academy as it grows to demonstrate the project proposed delivers the most cost effective approach to the expansion required.

Information required about the proposed expansion project

As part of their application, academies will need to set out

- The proposed gross internal floor area of the academy site before and after the development
- The additional floor area being created (and in addition, any area that is being refurbished as part of the project)
- Areas relating to dedicated provision (e.g. sixth form blocks) before and after the development
- The current admission numbers in the main years of entry and the numbers of pupil on roll in total
- Planned admission numbers once the development has been completed
- Total projected numbers on roll for the three years following the development

In addition, the application should set out the nature of the facilities being created through the project, and the impact that these facilities will have on the whole academy.

Maximising the impact of an expansion project

Academies wishing to expand may wish to consider how it can tackle wider building condition issues on their site through their expansion project. For example, creating a second floor on a block to provide additional classrooms, removing the need to replace a roof in poor condition through a separate project.

Given the additional cost of developing specialist facilities such as science or technology blocks, consideration should be given to developing general teaching classrooms and converting existing classrooms into any more specialist facilities required. **An options appraisal** will help identify the most cost effective option.

Development of new accommodation in one area of the academy could help free up space elsewhere on site. For example, a new sixth form block would allow the existing common room to be converted into additional general teaching classrooms to accommodate additional forms of entry to the school.

Supporting expansion in areas of demographic growth

Many areas of the country are experiencing significant demographic growth in pupil numbers already; others are forecasting growth as a result of planned housing developments in coming years. Funds from the ACMF will be prioritised as far as possible on demand for places now, not future projected growth.

Whilst ACMF expansion funds will be focused primarily in enabling popular and

successful academies to expand, such expansions may also provide additional places that contribute towards the immediate demand for pupil places required in a local authority area, or particular community, for which local authorities have been allocated Basic Need funding.

In such instances, funds from the ACMF can be used to “top up” Basic Need funding provided by local authorities to ensure the prompt provision of places at popular and successful academies. Projects addressing demographic growth that are unable to lever in other sources of funding will not score as well as those that do.

Age range expansion projects

Academies that have already secured DfE/EFA agreement to changing their age range, such as adding sixth form provision or moving from junior to primary age ranges, can apply for funding for this expansion through ACMF. Projects without such approval will not be assessed; appropriate evidence should be included in the submission.

Revenue Implications

An Academy’s revenue funding is determined under the provisions of its Funding Agreement with the Secretary of State and any future funding requirements needs to be discussed with the EFA. No capital funding will be awarded to projects that have not separately secured the necessary approval from EFA for the increased pupil numbers proposed before the end of March 2013.

5.2 Using the secure website

Academies can only submit their application online via the secure website – accessed via <https://www.education.gov.uk/efacapital/portal>. Hard copies or email versions will not be assessed unless advised otherwise.

Applications can be made by the academy, its sponsor/trust or an appropriate representative of the academy (such as a technical adviser). Individual academies are responsible for ensuring no duplicate applications are made. Academies submitting multiple applications run the risk of none of their projects being assessed.

The secure website will not be available initially, but is anticipated to go live **week commencing Monday 19 November 2012**, allowing applicants to register, log on, complete, save, retrieve and submit their application prior to the application deadline.

Academies that have previously registered on the site can use their original login

details to access the site. New users will need to register prior to beginning their application. If you have difficulties accessing or using the site for any reason, please consult the user guide available to download from the ACMF website, emailing ACMF2012.EFACAPITAL@education.gsi.gov.uk if you have any further difficulties.

5.3 Completing the application form

This section should be read with reference to the screen shots of the application form from the last round, included at Annex B. An updated user guide will be uploaded to the ACMF Sharepoint site once it is opened for new applications.

Project information required

As set out on the application form (see Annex B), applicants should provide clear, concise information about the proposed project, specifically:

- **Project name** – provide a brief name for the project (eg “Maths Block Window Replacement”). Please be as descriptive as possible as this information will be used publicly
- **Funding requested** – the funding requested to the nearest pound
- **Key feature of project** – select the single feature which best describes the scope of works proposed project from the drop down box in the application form and listed below

| Building condition projects | Expansion schemes |
|--|---|
| <ul style="list-style-type: none"> • Access improvements – predominantly to ensure appropriate access around the academy for pupils with disabilities | <ul style="list-style-type: none"> • new teaching block |
| <ul style="list-style-type: none"> • Boiler & heating system repairs / replacement | <ul style="list-style-type: none"> • new sixth form block |
| <ul style="list-style-type: none"> • Emergency asbestos removal work | <ul style="list-style-type: none"> • new specialist facilities |
| <ul style="list-style-type: none"> • Electrical replacement / rewiring | <ul style="list-style-type: none"> • Additional SEN facilities (including expansions of special schools) |
| <ul style="list-style-type: none"> • Improvements to SEN facilities | <ul style="list-style-type: none"> • extension of existing block/ facilities |
| <ul style="list-style-type: none"> • Kitchen refurbishment | <ul style="list-style-type: none"> • Other expansion project |
| <ul style="list-style-type: none"> • Fire protection systems (fire alarms, emergency lighting, sprinklers, fire doors, shut off valves, etc.) | |
| <ul style="list-style-type: none"> • Window replacement (including | |

| | |
|---|--|
| external doors and curtain walling) | |
| • Roof repairs /replacement | |
| • Safeguarding works | |
| • Improvement in sports or play facilities | |
| • Whole block refurbishment / replacement (including replacement of “temporary” classrooms) | |

- **Project outline** – briefly describe (50 words maximum) the project, preferably in three or four bullet points. Please include an indication of the scale of the project being proposed (e.g. numbers of windows being replaced, gross internal area of new build and refurbishment elements)
- **Outputs to be achieved** – briefly describe (75 words maximum) how the project will address the priorities of the programme or other urgent need, preferably in three or four bullet points.

Information presented could include:

- risks of inoperability, health and safety being compromised, breach of legislation and/or of deterioration of building fabric or services
 - the amount of floor area to be refurbished, replaced or extended, the number of windows to be replaced, or the numbers of pupils that have access to specialist facilities before and after the development
 - impact of proposed expansion
 - the urgency of the works.
- **Value for money** – briefly describe (75 words maximum) why the costs are reasonable for the work required, and the anticipated outcomes. Information could include:
 - construction costs per m² or per unit
 - revenue cost implications e.g. savings in fuel, maintenance or alternative accommodation hire costs (preferably quantified)
 - procurement process followed or to be followed
 - source of cost information (eg quantity surveyor, quote, estimate).

Academies are advised to secure robust independent advice if/as appropriate to support their application. The costs will be assessed for reasonableness and should take into account any enabling or associated works such as asbestos removal and demolition.

Given the limited amount of funding available, academies are encouraged to deploy other sources of funding to support their projects where possible. Credit will be given in the assessment process to projects using this fund as leverage over other sources of funding, but it is not a requirement for funding.

- **Deliverability** – briefly describe (75 words maximum) how the funding requested would be spent by the 31 March 2014 deadline (and 31 March 2015 deadline where appropriate) including:
 - the intended procurement route
 - the available skills, resources and track record of the academy and its partners in delivering similar projects
 - measures being taken to reduce the risk of slippage.

Projects need to be planned appropriately and realistically so that the 2013-14 funding sought from this fund can be utilised by 31 March 2014. Applicants should briefly describe how the funding requested would be utilised by the 31 March 2014 deadline including the intended procurement route and the available skills, resources and track record of the academy and its partners in delivering similar projects. Where funding for 2014-15 is also sought applicants should additionally describe how such funding will be spent by 31 March 2015.

Given the tight timescales for spending the available funding, we will prioritise projects that are ready to proceed immediately i.e. projects which have designs complete, ready to submit planning application or planning approved.

However, we will consider urgent projects that need to be developed further prior to work beginning. In such cases, the outline plans for delivering the scheme should allow sufficient and realistic time for further project development and build with a suitable and realistic amount of contingency on costs and timescales. The extent to which a project requires funding into the 2014-15 financial year will also be taken into consideration.

All projects need to be procured appropriately according to EU regulations. The Academy is responsible for ensuring that the necessary statutory approvals (such as planning, building regulations, listed building consent) are secured as part of the project.

- **Project costs** – applications must contain relevant, realistic and accurate cost information, breaking down the total project costs according to the headings set out on the application form. These will be assessed for reasonableness (under value for money) and should take into account any enabling or associated works.

All costs should exclude VAT as non-business related costs can be reclaimed from HMRC.

Depending upon the nature and type of projects, some projects will not incur costs against all headings set out on the form. For larger projects, academies may choose to appoint technical advisers to help them develop and deliver the project appropriately. In such cases, maximum limits for professional fees including project management costs are:

- New Build projects –12.5% of total cost of project
- Refurbishment projects – 15% of total cost of project
- Minor Works projects (windows/roofing, etc.) – 10% of total cost of project

Projects with costs for professional fees above these limits will be downgraded. Statutory fees and other costs such as surveys, etc. should not normally exceed 2.5% of total cost of the project.

Academies that request funding to be over more than one financial year will be asked to give an additional breakdown of their cash flow profile in the Project Costs section of the form. This, together with the submitted project timetable, may be taken into account during assessment.

- **Project milestones** – Projects must be deliverable and realistically so that the funding sought from this fund can be utilised by 31 March 2014 (and by 31 March 2015 where appropriate). The programme will be assessed for reasonableness and risk of slippage (under deliverability). Some of the headings will not be applicable for all projects and should be left blank, but the project completion date must be completed prior to submission.

Applicants should note that funding will only be available to use up to 31 March 2014 unless agreed otherwise as part of their original application to the fund. Larger projects utilising other sources of funding will need to manage the cash flow appropriately if construction work continues beyond this date however all 2013-14 ACMF funding should be spent by 31 March 2014.

In cases where planning permission is required for a development, we expect academies to be well on the way to secure such permission given the timescale for spending the ACMF funding (unless funding for 2014-15 is also sought). It is the responsibility of the applicant to consult their local planning authority and building control department to confirm whether the project requires planning approval and building regulations approval. Additional DfE / EFA approvals may also be required if project involve purchase, lease or sale of land or buildings. Applicants may wish to include appropriate details of such

planning applications as part of the supporting information for the project.

- **Project documentation** – one ZIP file of supporting qualitative and quantitative information **not exceeding 3Mb** (larger files will be rejected) and, as a guideline, not exceeding eight pages of information, may be uploaded to support the case presented.

The extent and nature of supporting information submitted should reflect the size and complexity of the project being submitted, but may include:

- photographs (not high resolution, and ideally within a PDF document) to illustrate the extent of the condition issues to be addressed
- site or building plans to provide appropriate context
- relevant sections of recent building condition survey data demonstrating the current condition and urgency of works required
- options appraisal documents
- evidence of costs such as a quote or a budget estimate prepared by a suitable technical adviser
- programme of activities and risk assessments, demonstrating that the necessary statutory approvals will be in place and a contractor appointed to meet the timescales indicated
- letters of commitment from other funders, or evidence of additional relevant DfE and/or EFA agreements
- Examples of work previously completed to demonstrate the track record of delivery by the academy and/or the wider project team.

6 ASSESSMENT OF APPLICATIONS

The EFA will assess all the projects for compliance with the eligibility criteria and project requirements, and against the application criteria, taking into account the submission, supporting information and any other information that is available to the EFA. The weighting for the application criteria is as follows:

| Application criteria | Weighting |
|------------------------|-------------|
| Outputs to be achieved | 50% |
| Value for money | 30% |
| Deliverability | 20% |
| Total | 100% |

It is anticipated that applications for funding will far exceed available funding and many good quality projects will not be funded. The overall weighted scores will form the basis for prioritisation of projects. However, other factors, including previous

allocations from ACMF or other capital programmes may also be taken into account to determine the final prioritisation to ensure maximum impact is made with the limited funds available.

High level feedback will be provided to unsuccessful academies in their notification letter. We have limited capacity to provide follow up visits to offer more detailed feedback.

7 ADDITIONAL INFORMATION

7.1 Payment of grant to successful projects

For those projects awarded funding, the EFA will issue a terms and conditions of grant document, incorporating the application, which will need to be signed by an appropriate person on behalf of the academy and returned. EFA will usually pay grants directly to successful projects in instalments based on the intended completion date for projects. Projects completed over the summer holidays can expect to receive their final payment in September, but larger scale projects will receive funds in December and March if/as necessary to provide a sensible cash flow for the project. The first payment for project approved through this round will be made in May 2013.

Academies will be paid ACMF monies into their nominated account into which Devolved Formula Capital grant is already paid, on or around the 21st of the respective month. Alternative profile arrangements can be made on request, but given we cannot pay significantly in advance of need, academies may need to utilise other funds to cash flow projects appropriately. If works are being procured by another body (such as the lead Academy trust), it is the responsibility of the academy to establish appropriate arrangements for managing the cash flow and informing EFA as necessary.

No additional funding will be made available if costs escalate unless there are exceptional circumstances. Academies will need to discuss matters with the ACMF team at the earliest opportunity.

7.2 Monitoring and evaluation

The EFA will put in place light touch arrangements to monitor the progress of all projects approved for funding against key milestones set out in the application to ensure they deliver to time, including site visits if/as appropriate. Undue slippage of the project may result in funding being withheld or recovered. Academies are expected to ensure funding for this project can be identified within their accounts.

Funded projects will be monitored against the information submitted in the application and evidence of contractor appointment will need to be provided before funding is made available. Robust project management should be used to ensure the agreed scope of works is delivered to budget and on time. Any projects which fall behind the project timetable may see their funding withdrawn or recovered. No additional funding will be made available once the scope and amount of funding has been agreed. In cases where there is a large variance between the estimate and final cost of the project, the difference may be withdrawn or recovered. It is the responsibility of the applicant to submit realistic and accurate information to avoid any unnecessary delays and large variances in costs.

7.3 Audit arrangements

At the end of the financial year, EFA will ask for a signed statement from the Academy's Accounting Officer, to confirm that the capital funds paid have been utilised for the approved project. This will be necessary as part of the arrangements to ensure financial propriety concerning the use of these public funds. We may request the following information as part of the audit arrangements:

- letter of contractor appointment
- specification and scope of works
- contract sum/project cost plan
- copies of invoices paid
- completion certificate
- photographs of before and after the project delivered.

Annex A – Top tips for developing good ACMF projects

1. Get an up to date building condition survey

Most funds will be allocated on the basis of building condition issues. A survey will highlight the urgency of addressing building issues across the site, helping to build your case for funding now. Projects that aren't "urgent" will need to demonstrate excellent value for money and/or deliverability if they are to be funded. We will look to prioritise replacement of such items that have actually failed, and can provide evidence from a suitable professional that a repair is not possible and/or more expensive than a replacement.

2. Get an up to date asbestos management survey

Discovering additional asbestos once work has begun is the most common reason for delay or cost over runs to ACMF projects – once we've made an allocation, we can only increase it in exceptional circumstances. An up to date survey will help you understand the risks and your responsibilities around asbestos and gives potential contractors a useful reference point when they are providing a quote for works.

3. Get relevant technical advice if you need it

For larger schemes, most academies will need to draw on technical advisers to develop the design, secure planning approval, oversee procurement and manage the project. For smaller schemes that can be managed "in house", you may wish to get advice about specifications of particular products, so you don't waste money buying items such as windows etc that will fail in 5 years time.

4. Get a quote for the works you want to do

This helps build our confidence in the costs you are presenting and indicates that the project is close to being ready to go. Academies are responsible for procuring works and ensuring that good value is secured for the public purse.

5. Understand how you are going to phase the work and manage the academy around the works

If you need to manage work being done on site during term time, you need to understand the key issues and risks that will need to be managed, particularly if the works require more than one contractor on site at one time. As far as possible, consider whether there are ways of avoiding expenditure on temporary accommodation as this will erode the value for money case for the project.

6. Make use of an options appraisal to help build the case for your proposed project

We need to know that projects have been well thought through, repairs have been considered rather than simple replacement, and risks considered appropriately.

Annex B - Application form screen shots

This screenshot shows the 'Academy Information' section of the application form. At the top, there are logos for the Department for Education and the Education Funding Agency. The form title is 'Academies Capital Maintenance Fund Application Form'. Below the title, there are tabs for 'Academy Info', 'Project 1', and 'Declaration'. The 'Academy Info' tab is active. The form displays 'FUNDING YEAR : 2012-13' and 'FUNDING ROUND : 2'. The 'Academy Information' section includes fields for 'Academy Name', 'URN', 'Local Authority Area', 'Age Range' (with 'Select...' and 'to Select...' dropdowns), and 'Academy Type' (with a 'Select...' dropdown). Below this is the 'Contact Details' section, labeled 'Lead Contact for Queries / Correspondence', with fields for 'Name', 'Position', 'Organisation', 'Email', 'Telephone', 'Address', and 'Postcode'. A 'Next >>' button is located at the bottom right of the form area.

This screenshot shows the 'Project Details' section of the application form. It features the same logos and title as the previous section. The 'Project 1' tab is active. The 'Project Details' section includes fields for 'Project Name', 'Funding Requested (£)', and 'Key Feature of project' (with a 'Select...' dropdown). Below these are four text areas for 'Project Outline (50 words maximum)', 'Outputs to be Achieved (75 words maximum)', 'Value for Money (75 words maximum)', and 'Deliverability (75 words maximum)'. A 'Next >>' button is located at the bottom right of the form area.

Project Costs

Please summarise the costs of the project set out above, making any relevant comments to explain assumptions made. You may wish to include a more detailed cost plan as part of the supporting information submitted for this project. See Section 6.2 of the Instructions to Applicants for further advice about this section

| Estimate | Remarks |
|--|---|
| Refurbishment <input style="width: 80%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| New Build <input style="width: 80%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Enabling Works <input style="width: 80%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| WORKS COST | |
| = | £0 |
| Professional Fees <input style="width: 80%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Fixtures And Fittings <input style="width: 80%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| ICT Infrastructure <input style="width: 80%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Other Costs <input style="width: 80%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| PROJECT COST | = £0 |

| | |
|--------------------------|------|
| FUNDING REQUESTED | |
| PROJECT COST | = £0 |
| FUNDING BALANCE | = £0 |

Project Milestones

Please summarise the key dates for the project, where appropriate. You may wish to attach a project plan as part of the supporting information submitted for this project. See Section 6.2 of the Instructions to Applicants for further advice about this section

| | | |
|----------------------|--|--|
| Feasibility Complete | <input style="width: 80%;" type="text"/> | |
| Design Complete | <input style="width: 80%;" type="text"/> | |
| Planning Approval | <input style="width: 80%;" type="text"/> | |
| Tender Complete | <input style="width: 80%;" type="text"/> | |
| Start On Site | <input style="width: 80%;" type="text"/> | |
| Phase 1 Complete | <input style="width: 80%;" type="text"/> | |
| Phase 2 Complete | <input style="width: 80%;" type="text"/> | |
| Phase 3 Complete | <input style="width: 80%;" type="text"/> | |
| Project Complete | <input style="width: 80%;" type="text"/> | |

Project Documentation

Please package up any associated documentation (up to 5 pages) into one ZIP file of no more than 3Mb and upload below