



Skills Funding
Agency

Further Education College Capital Investment Fund Detailed Application Guidance

September 2013

Of interest to further education colleges

Detailed Application Guidance

1.0 Introduction

1.1 The Autumn Statement 2012 published on 5 December 2012 confirmed £270 million of additional capital funding for further education (FE) college capital in the financial year 2013-14. This will supplement the existing £280 million for 2014-15 as confirmed in the Skills Funding Statement published on 6 December 2012. The [FE College Capital Investment Strategy](#) published alongside the Skills Funding Statement on 6 December 2012 outlines the Government's capital investment plans for the remainder of this parliament, sets out key priorities and an outline delivery plan and announces the creation of a Project Development Fund (PDF) and the College Capital Investment Fund (CCIF).

1.2 Separate guidance covering the PDF can be found on the [Capital Funding](#) pages of the Agency's website.

1.3 The objective of the fund is to provide capital grant support for renewal, modernisation and rationalisation of the FE college estate. The CCIF will enable the provision of good quality accommodation and specialist equipment to support education and training, which promotes economic growth and helps learners reach their potential.

1.4 The CCIF will be targeted at those colleges in the greatest need of capital investment – colleges with buildings in poor condition and inefficient estates; and projects which demonstrate high value for money and can support growth in the economy. Targeted capital investment in the FE sector will improve efficiency and effectiveness, enhance learner and employer engagement and support economic growth and social cohesion.

1.5 The Skills Funding Agency (the Agency) will allocate its first round of CCIF grant support in its financial year 2013-14. To receive CCIF grant support, colleges need to submit a successful Expression of Interest application to the Agency and a successful detailed application. The Expression of Interest stage is key to enabling the

Agency to manage the CCIF budget effectively and manage demand. For this reason all colleges must submit an Expression of Interest.

1.6 In July 2013 the Skills Funding Agency published [Further Education College Capital Investment Fund \(CCIF\): Expressions of Interest Application Guidance](#). The document provides guidance on the submission of Round 3 Expressions of Interest applications to the Agency together with key deadlines/dates for submission and determination of these applications.

1.7 This document is for colleges who have submitted a successful Expression of Interest application or are proposing to submit a Round 3 Expression of Interest application and a detailed application simultaneously. The document summarises the key principles of CCIF, provides guidance on the submission of detailed CCIF applications together with key application and determination dates.

2.0 Key Principles of CCIF

2.1 The [Further Education College Capital Investment Fund \(CCIF\): Expressions of Interest Application Guidance](#) identifies the key elements and principles of CCIF. For ease of reference these are summarised below:

- CCIF Funding available - £270 million of grant in 2013-14 and £280 million in 2014-15. Funding allocated for use in a specified year must be properly used in that year. The Agency has no end-of-year budget flexibility and colleges need to develop projects and grant support applications accordingly.
- CCIF Investment Criteria - projects must meet the key underpinning investment criteria identified in Annex A of the *FE College Capital Investment Strategy* (reproduced in Annex 1 of this document).
- eligibility of projects - section 3 of the [Further Education College Capital Investment Fund \(CCIF\): Expressions of Interest Application Guidance](#) provides detailed guidance on the eligibility of projects.

- project values – as set out in the [Further Education College Capital Investment Fund \(CCIF\): Expressions of Interest Application Guidance](#) the minimum project value of CCIF is normally £3 million unless an exceptional case can be made for projects with a lesser project cost. The Association of Colleges (AoC) Capital Reference Group has advised the Agency that it would expect that an absolute minimum project value should be £1.5 million. There is no upper limit on project value, although the maximum grant support will normally be £10 million (inclusive of any Project Development Fund allocation) unless an exceptional case for additional grant support can be made.

- college financial contributions - colleges will be expected to maximise their financial contribution to projects through, for example, asset disposals, even if these occur after the project is complete. Colleges will normally be expected to provide a minimum funding contribution equivalent to two-thirds of project value (inclusive of any Project Development Fund allocation). That is, for every £1 from the CCIF, there should normally be an additional £2 invested¹. Where colleges are unable to provide the required match funding, this should have been identified at the Expressions of Interest stage. Colleges applying for grant funding in excess of the 1:2 match will need to demonstrate to the Agency that all avenues of securing additional funding (for example, land disposals, borrowing and financing from other sources) have been explored and opportunities maximised. While colleges will not be permitted to use capital funding from other government bodies as part of its college funding contribution, colleges are encouraged to explore all possible sources of funding. We will determine the level of grant support following an affordability assessment.

- estate management systems - the Agency has a policy of prioritising its capital investment in those colleges which have appropriate estate management systems in place to help facilitate the effective running of the estate; the Agency would normally expect colleges intending to apply for capital grant support to

¹ Colleges can request, on affordability grounds, that they contribute less than the expected minimum two-thirds of match funding. As with previous Agency Renewal Grant and Enhanced Renewal Grant capital funding, this will need to be confirmed by the Agency's Finance and Relationship teams.

use an appropriate estate management benchmarking system such as eMandate.

- project completion requirements - projects must be complete and operational by September 2015, ready for the 2015/16 academic year. Sectional completion of parts of larger projects due to be completed beyond this timescale will **not** normally be considered eligible unless they are stand-alone subprojects that will be fully operational in the required timescale.
- procurement of consultants and contractors - in all cases procurement must be in accordance with European Commission (EC) Procurement Directives.

3.0 CCIF Detailed Application Requirements

3.1 Only colleges that meet the following criteria are eligible to submit a detailed application(s) for the CCIF:

i) colleges in receipt of written confirmation from the Agency that their Expression(s) of Interest has/have been successful, or

ii) colleges that are submitting simultaneously Expressions of Interest application(s) and a detailed CCIF application(s). **(In this case the Agency still requires the submission of an Expression of Interest for CCIF budget management purposes).**

3.2 Unless identified at the Expressions of Interest stage, colleges are required to submit a detailed application in respect of the whole project (as opposed to parts/phases of the project) which formed the basis of their successful Expressions of Interest application.

3.3 The Agency will **not** assess detailed applications for capital projects which have been subject to material change(s) since the Expressions of Interest stage. Colleges with projects subject to a material change are required to resubmit an Expression of Interest for determination by the Agency in accordance with the process and

timescales set out in [Further Education College Capital Investment Fund \(CCIF\): Expressions of Interest Application Guidance](#).

3.4 Examples of material changes include, but are not limited to:

- an increase in total CCIF grant requested of more than 15 per cent
- change in the grant profile of more than 20 per cent in a financial year
- significant changes in the nature and/or scope of the project, for example its location, the extent of capital works being undertaken and a change in the key project deliverables such as the provision benefiting from the investment.

3.5 If colleges are unsure whether any changes are material they should discuss this with one of the Agency's property advisers at an early stage.

3.6 The Agency reserves the right to delay assessment of CCIF application(s) where a college is considering a proposal to dissolve.

4.0 CCIF Detailed Application Information

4.1 Before submitting a detailed CCIF application, colleges will need to develop proposals up to the stage where they can identify and cost their extent properly. As a minimum, this should be to Royal Institute of British Architects (RIBA) stage C or equivalent with supporting sketch plans and cost plans. Colleges must be able to commit to a firm budget and demonstrate relevant certainty and ability to deliver the project to timescale; colleges may therefore decide to develop projects beyond RIBA stage C before submitting a detailed application to reduce project cost and deliverability risks. Colleges are reminded that the Agency will not in any circumstance provide increased capital grant should project costs exceed the approved amount or fall outside the specified Agency financial year.

4.2 Projects are expected to achieve high levels of environmental performance. Proposals will be expected to achieve a Building Research Establishment

Environmental Assessment Method (BREEAM) 'excellent' rating for new build and 'very good' for refurbishments.

4.3 Projects put forward for the CCIF are expected to demonstrate a high standard of design and learning environment.

4.4 CCIF detailed applications must pass the CCIF value for money 'gateway' that is, they must provide adequate responses in respect of all three value-for-money assessment criteria (project cost, net present value and efficiency savings) to be eligible for CCIF grant support.

4.5 Before receiving CCIF grant support colleges must have complied with all reporting requirements for previous Agency and/or Learning and Skills Council capital grant support (including post-occupancy evaluations, use of funds statements/final cost reconciliations).

4.6 The CCIF detailed application requirements comprise completion and submission of the following:

- **Application form** – detailed guidance on how to complete the application form is included within the form itself, with applicants required to overwrite application information. All information is to be incorporated into the application form with the exception of the information requested below. Colleges are required to keep answers brief and to the point – guidance is given in the application form for length of responses (word limits).
- **Building cost breakdown analysis form** - the application will need to include one form for the overall project but colleges are requested to provide separate forms to support this where more than one set of building works is proposed. Where projects are in excess of the Agency's cost benchmark, colleges must provide a detailed explanation to justify the additional costs and to demonstrate that the project still represents value for money. The Agency will **not** provide

CCIF to projects which are more than 5 per cent in excess of the Agency's cost benchmark unless adequate justification of the additional costs is provided.

- **Investment appraisal template** – the application will need to include comprehensive investment appraisals, including assumptions (using the Agency's latest template) in respect of both the base case (do the minimum) and preferred options. The Agency will **only** provide CCIF to projects:
 - with a Net Present Value (NPV) better than the base case NPV
 - which contribute to lower premises costs (£/m²) for the college over an investment period of 20 years unless adequate justification is provided of why this is not possible, for example the college proposes to build additional space to accommodate new provision.

- **Planned Expenditure profile** - for the period from 5 December 2012 to the planned completion date of the project.

- **Financial Plan template** - a financial plan that includes the proposed project (using the Agency's latest 2013 [Financial Plan template and handbook](#)) and supporting commentary and is consistent with the investment appraisal for the preferred option. The financial plan should be continued for at least two years after project completion.

- **A risk management plan** is also required for projects over £10 million, or where the college's financial health is Inadequate, to demonstrate that risks will be adequately managed.

4.7 In addition to completion of the above forms, colleges must provide:

- sketch plans and elevations (to the equivalent of at least RIBA Stage C)

- a detailed flow chart (for example a Gantt chart) setting out the project programme

- minutes confirming governing body approval for the CCIF project.

4.8 Application information has been kept as brief as possible. Application documents and information are available on the Capital Funding page on the [Agency's website](#).

4.9 Assessment of applications will be based only on the information submitted in the required format; however it may be validated against information already held by the Agency or the Education Funding Agency (EFA). The Agency cannot guarantee that it will consider at the assessment stage any information provided which is in addition to that listed above.

4.10 To be eligible for the CCIF, colleges must meet the submission requirements set out below:

- Colleges must return **one** electronic copy of the signed and completed Detailed Application form and any supplementary information to the Provider Gateway. This must be submitted by **1pm on the published deadline date (see section 5 on page 10) and**

- In addition colleges must submit **one** hard copy of the signed and completed Detailed Application form and supplementary information to be received by the Agency at the following address by **1pm on the published deadline date (see section 5 on page 10)**

Capital Team
Skills Funding Agency
Cheylesmore House
Quinton Road
Coventry
CV1 2WT

4.11 Without exception, we will **not** consider as eligible for the CCIF any colleges that fail to submit both an electronic copy and hard copy of a signed and completed Detailed Application form, together with supplementary information in accordance with

the above submission requirements. To be eligible for the CCIF colleges must submit Detailed Applications and supplementary financial information using the correct application forms and templates downloaded from the [Capital Funding section](#) of the Agency's website.

4.12 Detailed guidance on how to submit applications is included in Annex 3 and also on the [Capital Funding section](#) of the Agency's website.

5.0 Application Process and Timescales for the CCIF

5.1 The table below summarises the timescales for the application, submission, assessment and approval processes for CCIF detailed applications:

Indicative Date	Action
By 19 July 2013	Agency confirmation of Expressions of Interest and Detailed Application decisions and outcomes of the second CCIF round.
20 August 2013	Deadline for submission of Expressions of Interest for Round 3 of CCIF as well as detailed applications.
By 27 September 2013	Target date for confirmation and announcement of outcomes of CCIF Round 3 Expressions of Interest and detailed applications
4 October 2013	Deadline for submission of detailed applications for the CCIF (revised from previously published date of 18 September 2013)
By 15 November 2013	Target date for confirmation and announcement of outcomes of CCIF detailed applications submitted by 4 October 2013.
20 December 2013	Deadline for submission of CCIF detailed applications
By 27 February 2014	Target date for confirmation and announcement of outcomes of CCIF detailed applications submitted by 20 December 2013.

Assessment Criteria

5.2 We will assess projects against the key criteria which support the [FE College Capital Investment Strategy Annex A: Delivery Plan](#) (underpinning criteria reproduced in Annex 1) including:

- renewal, modernisation and associated rationalisation of the FE estate benefits to learners
- benefits to learners and supporting economic growth
- value for money

5.3 Agency officers who operate from a different region to that of the applicant college will assess applications. Therefore colleges should not assume that the assessor will have any specific knowledge of the College and its locality. As with previous CCIF Rounds 1 and 2, the Agency will carry out peer group reviews of assessments and will review all assessments at an internal moderation meeting to ensure the consistent application of the assessment process.

5.4 The Agency will judge the relative strengths of each proposed project against the criteria outlined in Annex 2. A moderation panel, including two representatives that the AoC nominates, will review the project assessments. The Agency will make recommendations to the Chief Executive of Skills Funding.

5.5 Given the recent announcement in the Comprehensive Spending Review (June 2013) relating to the creation of a Single Local Growth Fund (SLGF) in 2015-16, the Agency is encouraging colleges to engage with Local Enterprise Partnerships (LEPs) with regard to their college's capital proposals. While the Agency will not formally score the extent to which a capital project is supported or endorsed by a LEP, their engagement could help colleges to demonstrate a compelling case for the project in relationship to benefits to employers and supporting economic growth.

6.0 Grant Payments and Project Monitoring

6.1 Colleges with projects approved for the CCIF will receive a letter from the Chief Executive of Skills Funding confirming the funding in relation to the project and setting out the conditions of the grant.

6.2 Colleges will be required to indicate acceptance of the terms by signing and returning a copy of the funding letter within two weeks of receipt. Offer letters will only be sent out once they have complied with all reporting requirements for previous Agency and/or Learning and Skills Council capital grant support and a copy of the minutes confirming governing body approval for the CCIF project have been received.

6.3 Arrangements for payment of the CCIF grant and evidence requirements are published on the Capital Funding section of the Agency's [website](#). In the meantime, if the timing of payments will have a material effect on whether the 1:2 match is affordable, please contact the Provider Finance Team.

6.4 The Chief Executive of Skills Funding will reserve the right to recover funds by claw-back from college revenue allocations in the event that project costs (including VAT savings) are less than originally approved, or have not been used for the agreed purposes.

6.5 We expect colleges to provide monthly updates on progress to the Capital Team and also expect them to report against the programme approved as identified in the detailed CCIF application documentation.

7.0 Post-Occupancy Evaluations

7.1 The Agency is required to account for public investment made in the FE estate and the impact it has made and therefore usually requires, as a condition of capital grant, a project post-occupancy evaluation. We expect colleges to provide post-occupancy evaluations within 12 months of completion of the projects and by no later

than 1 October 2016, to highlight lessons learned and disseminate these to the FE sector.

7.2 As part of the CCIF application, colleges are required to identify a minimum of three specific, measurable, achievable, realistic and time framed (SMART) objectives/outputs for the proposed capital project. At least one objective/output should relate to the college's estate and one should relate to benefits to learners, employers and the local community. We expect colleges to assess the extent to which the identified SMART objectives/outputs have been achieved when completing the Agency's required post-occupancy evaluation analysis.

Annex 1

Extract from *FE College Capital Investment Strategy Annex A: Delivery Plan: Underpinning Criteria*

1. To maximise the impact and benefit of government capital investment applications for capital grant, support will be assessed against key criteria which include:

Benefits to learners/Supporting Economic Growth

- skills shortages/ growth industries: enabling training geared towards delivery to address skills shortages and/or growth industries and sectors, by providing training to equip individuals with the skills needed to get back into employment or by supporting the up-skilling of employees. Understanding and meeting skills shortages and the development needs of local communities - having a positive impact on employers
- responsiveness and securing added value for agreed local priorities and action plans: alignment and links with local stakeholder plans and identified needs including, where appropriate, Local Enterprise Partnership (LEP), City Deal strategies, Enterprise Zones or other published strategies setting out local priorities for action. Contribution to the priorities and outcomes in these plans are clearly demonstrated and measurable and agreed with these partners
- contribution to the priorities and outcomes in the above plans and priorities are clearly demonstrated and measurable and agreed with these partners. Demonstrates links with plans for tackling specific local issues and challenges, including those affecting rural and remote areas and plans which support regeneration. Demonstrates added value / cost reduction or increased impact benefits for the outcomes and priorities set out within these plans and priorities
- impact on unemployment and people not in employment, education or training (NEET): enabling a variety of teaching methods and technologies to engage with and retain hard-to-reach young people such as NEETs, making a positive impact on youth unemployment, and providing essential skills for jobs, including numeracy and literacy support

- Apprenticeships: supporting the expansion of 16-18 and 19-24 Apprenticeships, supporting other work place provision, and providing clear routes to higher level training including higher level Apprenticeships
- benefits to classroom-based students: inspiring and transforming teaching and learning experiences, using industry standard equipment and environments for vocational courses, including learning technologies; providing a resource base which is able to flex to the needs of 16-18 and adult learners
- improving quality: supporting improvements in the quality of teaching, learning and assessment, learner success and, where relevant, addressing inadequate curriculum areas and provision falling below minimum quality standards
- offers pathways and opportunities that engage the educational and training needs of students and support the business and skills requirements of employers and sectors
- other growth measures: including widening participation by creating improved opportunities for learners with learning difficulties and disabilities (LLDD), offering more flexible routes and opportunities to higher education.

Property and Estate Considerations

- renewal and modernisation of the FE estate: reducing the amount of floor space in poor/inadequate building condition thereby improving classroom and workshop-based learning environments, improving quality, learner satisfaction and success rates
- rationalisation and efficiency: addressing space which is inefficient and unfit for purpose, reducing operating costs, driving efficiencies and creating space which is versatile, fit for purpose and tolerant to change
- sustainability and carbon reduction: strategic engagement with the Government's sustainability and carbon reduction agenda. Linking capital projects to formally recognised initiatives such as ISO14001 and other environmental management, energy cost reduction and carbon reduction programmes leading to reduced carbon emissions

- Building Research Establishment Environmental Assessment Method (BREEAM) rating: targeting relevant BREEAM ratings to ensure appropriate environmental and sustainability issues are incorporated into projects
- relevance to property strategy: projects should be driven by the strategic objectives of the college and be part of a clear adopted property strategy for the institution.

Value for money

- building costs: meeting the Agency's cost benchmarks
- positive return on investment: demonstrating a positive return on investment in terms of investment appraisal / net present value (NPV) for the proposed project compared with the base case (do the minimum) option
- project operating savings: implementing projects which result in lower premises costs (£/m²) over an investment period of 20 years.

2. Consideration will also be given to past return on investment and the extent to which previous projects have delivered on intended outcomes. This will have the benefit of ensuring that rigorous post-project evaluations are undertaken and appropriate lessons learnt.

Annex 2

College Capital Investment Fund (CCIF) – Assessment Criteria: Additional Summary Guidance.

Please ensure you read the main guidance text in this document as well as the guidance provided in the application form itself.

Condition of estate - Estate need

- Urgent health and safety work and/or the need to carry out works to comply with statutory regulations. For example Disability Discrimination Act (DDA) access/compliance works. In the case of proposals dealing with urgent health and safety works and other aspects of statutory compliance, colleges must provide compelling and rational evidence confirming that work is required, that it is urgent, and that the proposed works will address all issues identified.
- Improving the condition of the college estate through redevelopment, refurbishment and/or rationalisation - bringing inoperable estate back into effective use, percentage of college area improved as a result of the project (area of college moved out of RICS condition C/D), rationalisation of the college estate.
- Sustainability – strategic engagement with Sustainability and Carbon Reduction agenda, linking the project to these targets. Links to formally recognised initiatives such as ISO14001 and other environmental management and carbon reduction programmes.
- BREEAM rating – new build expected to be ‘Excellent’, refurbishment ‘Very Good’. Supporting work (such as pre-assessments) to support achievement of these ratings.
- Relevance of proposal to college property strategy – the project should be part of a clear adopted property strategy for the institution.

Value for money

Cost per square metre compared with cost benchmarks – refer to cost model information on the [Capital Funding page](#) of the Agency's website. Costs should be within five per cent of benchmark rates. If above this, a robust case must be made for any abnormal cost levels; the Agency will **not** provide CCIF to projects which are more than five per cent in excess of the Agency's cost benchmark unless adequate justification of the additional costs is provided.

- Premises savings - in terms of premises savings compared with premises costs over a 20-year period in the investment appraisal information for the preferred and base case options. If these costs exceed the savings by more than five per cent of the total project cost then adequate justification must be provided in terms of: how the project will enable the college to reduce its overall premises costs per square metre over the investment period; or in exceptional cases, why the project is unable to contribute to lower premises costs (£/m²), for example the college proposes to build additional space to accommodate new provision.
- Return on investment, in terms of the investment appraisal (NPV) for the proposed project compared with the base case (do the minimum) option.

Benefits to learners/Supporting Economic Growth

Evidence of how the project addresses the benefits to learners/supporting economic growth key criteria underpinning the *FE College Capital Investment Strategy Underpinning Criteria* (reproduced in Annex 1) including evidence how the project addresses the following:

Responding to current and future skills demands

- Meets the current and future skills needs and supports growth industries and sectors.
- Aligns to local stakeholder plans and identified needs, including LEP, City Region Strategies and Enterprise Zones.
- Makes measurable contributions to specific local priorities, issues and challenges.

Tackling NEETs and unemployment

- Has a positive and measurable impact on tackling 16-24 and Adult unemployment, NEETs and skills shortages.

Expanding and growing Apprenticeships and employer engagement

- Has a positive and measurable impact on increasing and expanding 16-18 and 19-24 Apprenticeships and provides enhanced progression routes to higher level training, including higher level Apprenticeships.
- Supports the business and skills requirements of employers, particularly small and medium sized enterprises (SMEs).

Providing benefits to classroom-based learners

- Has a positive and measurable impact on 16-18 and adult learners.
- Provides a flexible resource base and industry standard equipment and environments.

Improving the quality of teaching, learning and learner success

- Supports measurable improvements in the quality of teaching and learning, learner success and, if relevant, how any inadequate curriculum areas will be addressed.

Other growth measures

- Contributes to other growth measures including more opportunities for LLDD and more flexible routes and opportunities to higher education (HE).
- Positive impact on areas of high deprivation

Additional financial considerations:

- Investment appraisal – applications will **not** be approved where no base case investment appraisal is submitted in the application.
- Affordability – where a college states that it cannot afford the normal 1:2 match funding, the Agency’s Provider Finance team will carry out a review of the financial plan and associated information to determine the appropriate level of match funding
- A copy of the 2013 financial plan template can be obtained from the [Financial Planning Documents](#) page on the Agency’s website
- Where a college states that it cannot afford the normal 1:2 match funding or the total project cost is in excess of £10 million, the capital affordability schedules (schedules 7a, b and c) within the financial plan should be completed.

Annex 3

Guidance note: Submission of College Capital Investment Fund (CCIF) Detailed Applications (DAs)

To be eligible for the CCIF, colleges must meet the submission requirements set out below:

- Colleges must return **one** electronic copy of the signed and completed Detailed Application form and any supplementary information to the Provider Gateway. This must be submitted to the Gateway by **1pm on the published deadline date (see section 5 above on page 10) and**

- In addition colleges must submit **one** hard copy of the signed and completed Detailed Application form and any supplementary information to be received by the Agency at the following address by **1pm on the published deadline date (see section 5 above on page 10)**

Capital Team
Skills Funding Agency
Cheylesmore House
Quinton Road
Coventry
CV1 2WT

Without exception, we will **not** consider as eligible for the CCIF any colleges that fail to submit both an electronic copy and hard copy of a signed and completed Detailed Application form together with supplementary information in accordance with the above submission requirements. To be eligible for the CCIF colleges must submit Detailed Applications and supplementary financial information using the correct application forms and templates downloaded from the [Capital Funding](#) section of the Agency's website. Guidance for the submission of Detailed Applications is set out below and is available on the [Capital Funding](#) section of the Agency's website.

1 Hard copy applications should be submitted in A4 format (ring-binder/lever arch). Any supplementary information should be submitted in the same format.

- 2 Electronic applications must be submitted through the [Provider Gateway](#).
Electronic applications and supporting information should be an exact copy of the hard copy submission, including signature.
- 3 All colleges already have access to the Provider Gateway. Information about how to access the Provider Gateway, in particular the **Introductory tutorial** and the **Document Exchange tutorial** can be found on the [Provider Gateway](#).
- 4 If you do not know who has access to the Provider Gateway within your organisation, speak to your Management Information team, or equivalent to verify in advance, as changes to access rights can take up to 4 hours to process.
- 5 The CAPITAL folder in the Document Exchange on Provider Gateway is currently open. After logging in use the menu on the left to go to: Document Exchange > Document List > CAPITAL. Click on the CAPITAL folder and follow instructions to upload document, making sure you specify the 2013/14 year.
- 6 Please do not embed supplementary information within the electronic version of the application. This information should be supplied as separate annexes in both the electronic and hard copy version of the application.
- 7 A check-list page must be included in the submission listing all documents that have been submitted and the number of documents.
- 8 The electronic application and all supporting documents must be 'zipped' (using Winzip) into **one folder for each application submitted** before upload to the Provider Gateway, it is recommended that each zipped folder is no more than 25MB in size. Should colleges wish to make any amendments or updates to their applications prior to the deadline, please submit **all application documents in one folder** to replace the previous zipped folder. The Agency will only refer to and review the latest eligible submission uploaded in respect of each application.

9 Each zipped folder should be named according to the following naming conventions:

- For Expression of Interest: **College name_CCIF_ EoI Round (please insert relevant number e.g. 3_2013).**
- For Detailed Application: **College name_CCIF_ Detailed Round (please insert relevant number e.g. 3_2013).**

Please ensure both Expressions of Interest and Detailed applications are submitted separately, they are NOT to be merged into one submission.

10 Electronic and hard copy applications **must** be signed and dated by the appropriate College signatory/authorised officer.

11 The Provider Gateway is a secure network so no password or encryption is necessary to the folder or its contents.

12 When you submit your file, a message indicating that the upload is in progress will appear. Larger files can take several minutes to upload, depending on the speed of your internet connection. Once a submission has loaded completely, the CAPITAL directory screen will refresh and show the newly-uploaded file's name. We suggest that colleges take a copy/print of the CAPITAL document exchange screen once the file has successfully uploaded for record keeping.

13 At the end of the electronic submission process colleges are required to email the [Agency's Capital Team](#) to confirm the application has been successfully uploaded on to the Provider Gateway. Please do not include a copy of the submission file in this email.

14 Any issues encountered with using the Provider Gateway should be logged with [the service desk](#) by calling 0870 267 0001.

15 Please submit your hard copy and electronic applications as early as possible before the deadline. With regard to electronic applications, the Provider Gateway can become very busy around the deadline so please allow for this by submitting as early as possible before the 1pm deadline. Where hard copy applications are being delivered by post or courier, these should be despatched in good time to allow for any possible reasonable delays in transit. Colleges are advised to liaise with their postal/courier provider to agree the most appropriate delivery method and timings well in advance of the above deadlines.



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