



Skills Funding
Agency

College Capital Investment Fund (CCIF) Submissions Guidance

Covering Expressions of Interest (EoI) and Detailed
Applications (DA) submissions

July 2013

Of interest to further education colleges

Submission Guidance: College Capital Investment Fund (CCIF)

Covering Expressions of Interest and Detailed Applications Submissions

Colleges wishing to apply for CCIF Expression of Interest (Eoi) and/or Detailed Application must meet the submission requirements set out below:

- Colleges must return **one** electronic copy of the signed and completed application form(s) and any supplementary information to the Provider Gateway and ensure that it is submitted to the Gateway by **1.00pm on the published deadline date** (see the Expression of Interest application guidance document and the detailed application guidance document published on the [Capital Funding page](#) on the Agency's website) and
- In addition colleges must submit **one** hard copy of the signed and completed application form(s) and supplementary information to be received by the Agency by **1.00pm on the published deadline date** (see the Expression of Interest application guidance document and the detailed application guidance document published on the [Capital Funding page](#) on the Agency's website) **at the following address:**

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 application form together with supplementary information in accordance with the above submission requirements. To be eligible for the CCIF, colleges must submit applications and supplementary financial information using the correct application

forms and templates downloaded from the [Capital Funding pages](#) on 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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Publication number - P - 130211