



Skills Funding  
Agency

# Further Education College Condition Fund

Application Guidance

December 2013

Of interest to Further Education Colleges

# Further Education College Condition Fund

## Application Guidance

### 1.0 Introduction

1.1 Further Education (FE) colleges with more than 20% of their estates in eMandate condition categories C and/or D will be able to receive funding from the Further Education College Condition Fund (Condition Fund) allocations. We will make an initial allocation of £540,000 to each college with more than 50% of their estates in condition categories C and D. We will confirm a second phase of tiered allocations to colleges with between 33% to 49% and 20% to 32% of their estates in condition categories C and D in January 2014 once final budget availability is confirmed.

1.2 The normal expectation is that eligible colleges will provide an additional contribution of twice the allocated amount to an appropriate set of works. However, the Agency appreciates that financial pressures on colleges may restrict their ability to provide this level of match funding. In these circumstances colleges will be able to make a case for a reduced level of match funding. Colleges that cannot afford to provide the match will need to complete a Financial Plan and submit this with the Request Form. The Agency's Finance and relationship teams will review the supporting information to confirm whether a reduced match is agreed. Funding from other public sources will not be eligible as part of a college's match funding.

1.3 We require colleges to provide a schedule of works to which the Condition Fund will be applied and state how the works will deliver clear benefits in terms of improved condition of the college estate and that the works will be completed by September 2014.

## 2.0 Eligibility

2.1 Annex 1 lists the colleges considered eligible to receive the funding. For details of which tier colleges are in, they are requested to contact their relevant Agency relationship team in the first instance. Colleges must have submitted eMandate returns for the 2011/12 year. Annex 1(below) is based on eMandate returns reporting 2011/12 estate condition allowing for expected improvements arising from completion of Enhanced Renewal Grant and College Capital Investment Fund approvals. Payment of the Condition Fund allocation is subject to college confirmation that the relevant proportion of their estates remained in condition category C and/or D as at the start of the 2012/13 academic year (allowing for the impact of approved projects - for example ERG2, ERG3 and CCIF projects with detailed approval - not yet completed. Colleges must use the Request Form, available our [website](#) and shown for information in Annex 2.

2.2 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; we would normally expect an appropriate estate management benchmarking system such as eMandate to be used by colleges wanting to apply for capital grant support.

2.3 Colleges that have not made eMandate submissions for the 2011/12 year are not listed in Annex 1. Colleges that are not listed in Annex 1, but which consider that their estates fall within the condition requirements set out in the above paragraphs, can request a Condition Fund allocation by completing the request form. Colleges must set out on the form the case for eligibility, confirming the benchmarking system it uses and setting out the proposed works and rationale for those works against the funding criteria set out below. This will then be reviewed by the Agency to consider eligibility. Colleges must provide up-to-date estate condition data with the Request Form. We may require copies of any independent surveys to confirm eligibility.

2.4 Colleges that have received more than £30 million in capital grant support from the Agency and Learning and Skills Council since April 2001 are not eligible for the College Condition Fund.

### **3.0 Funding Criteria**

3.1 The Condition Fund will be distributed to all eligible colleges that request the funding. Colleges must use this capital funding for capital works which improve the condition of their estates and which meet one or more of the following criteria:

- i) the renewal and modernisation of the college estate
- ii) reduce estates running costs and carbon emissions
- iii) the benefits to learners, employers, local community and supporting economic growth.

All works must be complete for September 2014. The funding is not to be used for any previously approved project or works.

### **3.2 Conditions of Funding**

3.2.1 The Agency will aim to make initial Condition Fund payments in February 2014 to eligible colleges that have provided written confirmation that they will use the funds for the purposes set out above and to confirm that they have the funds available to make the necessary contribution to the project costs. Written confirmation must be received by **28 January 2014 using the template request form available on our [website](#)**. Submission guidance is included in Annex 3. We will require colleges to confirm that the relevant percentage of their estate remained in condition category C and/or D for the start of the 2012/13 academic year, taking account of any approved ERG and/or CCIF projects that are not yet complete. As part of this request, colleges must provide an expenditure plan setting out how they intend to apply the funds in the period to the completion of the works, ready for September 2014, in line with the stated funding criteria.

3.2.2 On completion of the Condition Fund works, we will require colleges to complete a 'Use of Funds' statement, confirming the final project costs, sources of funding and that the project has been completed in accordance with the criteria set out above. The Agency will reserve the right to claw back any funds that have not been used in accordance with these criteria.

3.2.3 The Agency will require that the college's financial statements provided by its auditors, as part of the normal regularity audit opinion, contain written confirmation that the funds have been used for the intended purposes.

3.2.4 Colleges receiving a Condition Fund allocation must have complied with all reporting requirements for previous Skills Funding Agency and/or Learning and Skills Council capital grant support (including post-project evaluations, use of funds statements/final cost reconciliations and so on).

#### **4.0 Instructions for Submission of Request for Funding**

4.1 To be eligible for the Condition Fund, colleges must meet the following submission requirements.

- Colleges must return **one** electronic copy of the signed and completed Request Form and supplementary information to the Provider Gateway and ensure that it is submitted to the Provider Gateway by **1pm on 28 January 2014**
- In addition colleges must also ensure that the Agency receives **one** hard copy of the signed and completed Request Form and supplementary information at the following address by **1pm 28 January 2014:**

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

4.2 Without exception, we will **not** consider as eligible for the Fund any colleges that fail to submit both an electronic copy and hard copy of a signed and completed Request Form, together with supplementary information in accordance with the above submission requirements. To be eligible for the Condition Fund, colleges must submit Request Forms and supplementary financial information using the correct application forms and templates downloaded from the [Capital Funding](#) page of the Agency's website.

4.3 Additional information on how to upload the submission form and supplementary information is available at Annex 3.

## **Annex 1 – List of eligible colleges**

Amersham and Wycombe College  
Abingdon and Witney College  
Askham Bryan College  
Barking and Dagenham College  
Barnet and Southgate College  
Barnfield College  
Bedford College  
Bexley College  
Bicton College  
Birmingham Metropolitan College  
Blackburn College  
Blackpool & the Fylde College  
Boston College  
Bournemouth and Poole College  
Brooklands College  
Brooksby Melton College  
Carlisle College  
Carshalton College  
Central Bedfordshire College  
Central College Nottingham  
Central Sussex College  
Chelmsford College  
Chesterfield College  
Chichester College  
City College Plymouth  
City of Bath College  
City of Bristol College  
City of Sunderland College  
City of Wolverhampton College  
Cleveland College of Art and Design  
Colchester Institute  
College of North West London

College of West Anglia (The)  
Cornwall College  
Doncaster College  
East Durham College  
East Riding College  
Eastleigh College  
Exeter College  
Fareham College  
Grantham College  
Greenwich Community College  
Grimsby Institute of Further and Higher Education  
Guildford College of Further and Higher Education  
Hadlow College  
Harlow College  
Harrow College  
Hartpury College  
Havering College of Further and Higher Education  
Henley College Coventry  
Hereward College of Further Education  
Hugh Baird College  
Hull College  
Huntingdonshire Regional College  
Isle of Wight College  
Kidderminster College  
Kingston College  
Kingston Maurward College  
Lakes College, West Cumbria  
Lambeth College  
Leeds College of Building  
LeSoCo  
Loughborough College  
Lowestoft College  
Mid-Cheshire College



Morley College  
Myerscough College  
New College Nottingham  
New College Stamford  
North Hertfordshire College  
North Lindsey College  
North Nottinghamshire College  
Northbrook College, Sussex  
Northern College for Residential Adult Education  
Northumberland College  
Norwich City College  
Oxford and Cherwell Valley College (Activate Learning)  
Plumpton College  
Preston College  
Reaseheath College  
Redbridge College  
Richmond upon Thames College  
Riverside College, Halton  
Shipley College  
Shrewsbury College Of Arts and Technology  
Somerset College of Arts and Technology  
South and City College Birmingham  
South Staffordshire College  
South Tyneside College  
South Worcestershire College  
Stanmore College  
Stockport College of Further and Higher Education  
Stratford upon Avon College  
Sussex Downs College  
Swindon College  
Tameside College  
Tower Hamlets College  
Tyne Metropolitan College

Uxbridge College  
Wakefield College  
Walford and North Shropshire College  
Waltham Forest College  
West Herts College  
West Nottinghamshire College  
Weston College  
Wiltshire College  
Worcester College of Technology  
Working Mens College Corporation  
Yeovil College

## **Annex 2 – Further Education College Condition Fund Request Form**

### **Further Education Condition Fund: Request Form**

Colleges must return **one** electronic copy of the signed and completed Request Form and supplementary information to the Provider Gateway and ensure that it is submitted to the Provider Gateway by **1pm on 28 January 2014**.

In addition colleges must also ensure that the Agency receives **one** hard copy of the signed and completed Request Form and supplementary information at the following address by **1pm on 28 January 2014**:

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

#### **Notes:**

Without exception, the Agency will **not** consider as eligible for the Fund any colleges that fail to submit both an electronic copy and hard copy of a signed and completed Request Form, together with supplementary information in accordance with the above submission requirements. To be eligible for the Condition Fund, colleges must submit Request Forms and supplementary financial information using the correct application forms and templates downloaded from the [Capital Funding](#) page of the Agency's website.

Additional information on how to upload the submission form and supplementary information is available at Annex 3 of the Guidance document.

<b>College Name</b>	
<b>College Address</b>	
<b>College Contact Name and Job Title</b>	
<b>Contact Telephone</b>	
<b>Email</b>	
<b>UPIN</b>	
<b>Capital Grant Allocation:</b>	£
<b>1. Use of Capital Grant Allocation Details</b>	
<b>Project Title</b>	
<b>Project location (including postcode)</b>	

<p><b>Summary of capital works proposed and estimate of costs</b></p>	<p><b>[250 words]</b></p>																																										
<p><b>Impact of Investment</b></p>	<p>Complete the table below to show the area of estate in eMandate condition A, B, C and D before and after completion of the works:</p> <table border="1" data-bbox="496 1216 1493 1850"> <thead> <tr> <th colspan="6"><b>Table 1: Impact of proposed works on areas and condition</b></th> </tr> <tr> <th>GIA (m2) and percentage of estate in condition category A, B, C and D (before works [1])</th> <th>%</th> <th>GIA (m2) and percentage of estate in condition category A, B, C and D (after works) [2]</th> <th>%</th> <th>Change in condition of GIA (m2) and percentage of estate as a result of the works = [2-1]</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>A:</td> <td></td> <td>A:</td> <td></td> <td>A:</td> <td></td> </tr> <tr> <td>B:</td> <td></td> <td>B:</td> <td></td> <td>B:</td> <td></td> </tr> <tr> <td>C:</td> <td></td> <td>C:</td> <td></td> <td>C:</td> <td></td> </tr> <tr> <td>D:</td> <td></td> <td>D:</td> <td></td> <td>D:</td> <td></td> </tr> <tr> <td>Total:</td> <td></td> <td>Total:</td> <td></td> <td>Total:</td> <td></td> </tr> </tbody> </table>	<b>Table 1: Impact of proposed works on areas and condition</b>						GIA (m2) and percentage of estate in condition category A, B, C and D (before works [1])	%	GIA (m2) and percentage of estate in condition category A, B, C and D (after works) [2]	%	Change in condition of GIA (m2) and percentage of estate as a result of the works = [2-1]	%	A:		A:		A:		B:		B:		B:		C:		C:		C:		D:		D:		D:		Total:		Total:		Total:	
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B:		B:		B:																																							
C:		C:		C:																																							
D:		D:		D:																																							
Total:		Total:		Total:																																							

<b>Rationale for Investment:</b>	[Up to 500 words]
<b>Total works cost:</b>	<b>[Costs incurred from 16 December 2013]</b> £
<b>Agency grant:</b>  <b>% of total works costs:</b>	£  %
<b>College contribution:</b>  <b>% of total works cost:</b>	£  %
<b>3. Declaration and Signature</b>	
<b>Declaration:</b>	<b>I certify that the information provided in this form is complete and correct to the best of my knowledge. I accept the criteria and conditions for the use of the Agency's capital grant. I confirm that, as at the start of the 2012/13 academic year, more than 20 per cent of the college estate was in condition category C and/or D and that this will remain the case following completion of any existing approved Enhanced Renewal Grant and College Capital Investment Fund projects.</b>
<b>Signature (College Principal)</b>	
<b>Print Name</b>	
<b>Date</b>	

### **Annex 3 – Request Form Submission Guidance**

To include supplementary information

Colleges wishing to apply for the FE College Condition Fund must meet the submission requirements set out below.

- Colleges must return **one** electronic copy of the signed and completed Request Form and any supplementary information to the Provider Gateway and ensure that it is submitted to the Gateway by **28 January 2014**.
- In addition colleges must submit **one** hard copy of the signed and completed Request Form and supplementary information to be received by the Agency by **28 January 2014 at:**

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

Without exception, we will **not** consider as eligible for the FE College Condition Fund 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 FE College Condition Fund, 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 four 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. We recommend that each zipped folder is no more than 25MB in size. Should colleges wish to make any amendments or updates to their applications before 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 Should colleges and approved training organisations wish to remove any documents or WinZipped files or if they mistakenly upload the WinZipped file to the wrong year, for example, 2012/13, please contact the service desk by calling 0870267 0001 or emailing them at [SDEservicedesk@thedata-service.org.uk](mailto:SDEservicedesk@thedata-service.org.uk) .

10 Each zipped folder should be named according to the following naming conventions: **College name\_CCF\_ 2014)**

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

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

13 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.

14 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.

15 If you encounter any issues using the Provider Gateway please log these with [the service desk](#) by calling 0870 267 0001.

**16 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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