



Skills Funding  
Agency

# Submission Guidance: College Capital Investment Fund (CCIF)

December 2013

Of interest to further education colleges

Colleges wishing to apply for the CCIF Round 5 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 20 December 2013**.
- 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 20 December 2013 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 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 0870 267 0001 or emailing them [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\_CCIF\_ Detailed Round (please insert relevant number e.g. 5\_2013)**.

**Please ensure Detailed Applications are submitted separately, they are NOT to be merged into one submission.**

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 Any issues encountered with using the Provider Gateway should be logged 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 1.00pm 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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