



Department
for Education

Further Education Capital Transformation Fund

Guidance for Applicants

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1 Introduction

1.1. Purpose of document

This guidance is for further education (FE) colleges and designated institutions in England, referred hereafter collectively as FE colleges for the purposes of this guidance. It is for FE colleges that wish to apply in this first bidding round of the FE Capital Transformation Fund (FECTF).

This guidance provides context and explains the objectives of the FECTF, outlining which institutions and projects are eligible for funding and the criteria against which bids will be assessed.

1.2. Overview of programme

The FECTF delivers the government's £1.5 billion commitment made at the Budget 2020 to upgrade and transform the FE college estate over the next 5 years.

The programme has the following key objectives:

- to upgrade the FE college estate and to significantly reduce the proportion of FE college estate not fit for purpose or in unsatisfactory condition, ensuring all colleges are excellent places to learn;
- to support the government's further education and technical education reforms including those set out in [Skills for Jobs: Lifelong Learning for Opportunity and Growth](#);
- to ensure FE colleges have the buildings and facilities they need to support the skills needs of their local labour market, building strong relationships with local employers;
- to contribute to local economic regeneration and the levelling up of skills and opportunities across the country;
- to promote optimum space utilisation and more efficient use of facilities; and
- to support government objectives on environmental sustainability.

FE colleges have already benefited from the Further Education Capital Allocation of £200 million, paid in September 2020. This allocation is supporting FE colleges to undertake immediate remedial work in this financial year, thereby beginning the work of upgrading the condition of the estate. The £200 million Further Education Capital Allocation is part of the £1.5 billion funding commitment over the next 5 years.

1.3. Overview of bidding round

The FECTF gives FE colleges the opportunity to bid to the department for investment in capital projects that address the upgrading of their FE estate. There will be at least one further opportunity to bid for funding under the FECTF after this funding round.

Colleges will need to demonstrate how their plans align with the government's reforms of the FE sector including the approach set out in [Skills for Jobs: Lifelong Learning for Opportunity and Growth](#). All colleges will be required to have an estates strategy linking project plans for the estate to the college's wider business strategy.

The application process is in two stages. This guidance relates to stage 1, a preliminary stage for the department to assess funding requests, project proposals and how condition need will be addressed. FE colleges may only apply to stage 2 if they have been informed by the department that their stage 1 bid application was successful. The department reserves the right to approve stage 1 bid applications in whole or part.

Stage 2 bid applications will require detailed submissions to demonstrate the robustness and deliverability of projects, including an options appraisal to demonstrate the value for money offered by the proposed solution.

Upgrading and transformation of the FE college estate will be a joint effort between government and the sector. FE colleges are expected to make a contribution of up to 50% of project costs.

The FE Capital Transformation Programme overall is committed to supporting the government's targets for sustainability and net zero. FE colleges are encouraged to consider sustainability and carbon reduction in line with the Government's net zero emissions by 2050 target as set out in the Climate Change Act 2008.

Applicants should consider how all available capital funding routes will best meet the needs of their estates and their future curriculum plans. For example, if the project proposals develop estate for the purpose of delivering T Levels or an Institute of Technology, as well as addressing condition need, the applicant will need to consider the other relevant funding streams in addition to the FECTF.

2 Eligibility for Bidding

2.1 Eligible institutions

The FECTF is only open to bids from:

- institutions established as a further education corporation under the Further and Higher Education Act 1992 (FHEA 1992) as amended (FE corporations); and
- designated institutions for further education established under section 28 of FHEA 1992.

The fund is not open to sixth form college corporations (as established under FHEA 1992), schools, academies, higher education providers or any other provider of further education or training, not constituted as an FE corporation or designated institution under FHEA 1992.

Where an FE corporation delivers provision through a site that is branded as a sixth form college or centre,¹ then that site is able to benefit from the FECTF.

2.2 Eligible projects

Bid applications must be made at an FE corporation level and in the case of designated institutions, through the charitable trust or charitable company. Where this guidance refers to a FE corporation, it should be read as including charitable trusts and charitable companies. There should be no more than one application form submitted by the FE corporation for each further education or technical education site. FE corporations must ensure that they align bids to their strategic estate plans and have sufficient management capacity to deliver all projects applied for, including any projects to be funded by other means.

Projects will only be eligible to be funded through the FECTF if they meet the following eligibility conditions:

- a. Capital projects that address the condition need of building elements² in the estate as identified by the Further Education Condition Data Collection (FECDC) (see annex B), or as evidenced by a more recent independent condition report acceptable to the department.
- b. Capital investment should be made in an asset owned by the FE corporation in freehold or on a long lease. The department normally expects capital investment in FE colleges to be on the basis that FE corporations own buildings freehold or on a long-term lease (125+ years) at a peppercorn or nominal rental. It is highly unlikely that the tenure arrangements in commercial leases subject to annual rental

¹ It may have previously been a sixth form college conducted by a sixth form college corporation.

² The FECDC reports on the condition of individual construction elements within the FE college and assigns a condition category to each individual construction type. See section 6.1.

payments will satisfy our value for money requirements. In exceptional circumstances, the department may consider alternative tenure arrangements, but only where there is strong justification that is the best value for money option available to the FE college. In such cases, the department will consider a range of factors including overall life expectancy of the works, the scope and total value of the works, the likelihood that the premises will remain in education use, and the amount of grant requested.

- c. Where freehold or leasehold acquisition is required, the department will only provide funding in exceptional circumstances and will need to be satisfied that the agreed terms represent open market value and secure strong protections for its investment.
- d. In addition to the funding for supporting additional capacity in further education and sixth form colleges announced in the Spending Review in November 2020, there is a limited opportunity for project proposals with an element of expansion in the FECTF. The FECTF can only support such project proposals where the FE college is graded as outstanding and the use of existing space has first been fully considered. The project proposals should primarily address condition need as well as some increase in the gross internal floor area.
- e. Projects may include rebuilding or remodelling where this delivers a value for money estates solution.
- f. IT infrastructure³ may only be funded where identified as requiring remedial action in the FECDC or detailed condition survey. The exception to this would be where this needs to be provided as part of a new-build replacement or extension to an existing building or provides value for money as part of the overall condition project.
- g. Where funding is requested for demolition, the demolition must be of blocks that are in poor condition and, are either being replaced or are surplus to requirement. Demolition of buildings to prepare land for sale must be funded by the FE college.

Eligibility conditions e, f or g will not be specifically tested until stage 2 of the bid process but FE colleges should ensure they develop projects that comply with these conditions.

2.3 Ineligible projects

Elements of projects that are not eligible for funding include the following, but this is not an exhaustive list:

³ IT infrastructure includes stripping out of existing and replacement of new cables, data outlets and trunking as necessary. Infrastructure is limited to passives (Cabling) Actives (Switching and Wi-Fi) and associated components. This does not include the replacement of servers or the provision of software and devices.

- a. Making changes to the estate where the primary objective is not to address poor condition.
- b. Purchase of land except in exceptional circumstances where there is a strong value for money justification.
- c. Improvement of facilities not demonstrably intended for the provision of further and technical education, for example large atria, accommodation of non-FE college activities, and commercial activities not related to provision (e.g. where FE college estate is being let to tenants). The primary purpose of the estate improved should be delivery of further education and technical education.
- d. Other items of miscellaneous expenditure including but not limited to the following:
 - routine planned or preventative maintenance works;
 - general upkeep and servicing of buildings and equipment;
 - revenue funded items e.g. software, laptops and other devices for staff or learners annual software licences;
 - rent service charges;
 - internal staffing costs;
 - recoverable VAT costs incurred – FE colleges should only include VAT as part of project costs where this is demonstrably non-recoverable; and
 - supply of loose furniture and equipment.
- e. Condition need already being addressed from the Further Education Capital Allocation.
- f. Condition need already being addressed through other secured grant funding including from central and local government. Examples could include but are not restricted to: T Levels Capital, Institutes of Technology, Towns Fund, Getting Building Fund and Local Growth Fund. Applicants should identify where other funding has, or is intending to be, applied for. Where applicants have applied for funding from other funds to support or complement the project proposals, this does not preclude them from applying for FECTF funding. Applicants should explain how the different sources of funding will complement each other and what happens if an application to another fund is not successful.

2.4 Project completion

FE corporations are encouraged to plan their proposed capital projects to start as soon as feasibly possible. Projects must be scheduled to reach contract award stage no later than 30 September 2022. Projects must be scheduled to complete by September 2024, unless there are exceptional circumstances. Construction projects that span more than one financial year should set out the funding profile across each financial year. The final year of funding that will be awarded through this bidding round will be financial year 2024-25.

2.5 Project value thresholds

Minimum Threshold

The FECTF is not aimed at meeting lower cost condition improvements. These should be met through the FE colleges' own funds or other grant funding receipts, including the Further Education Capital Allocation. The FECTF therefore has a minimum threshold of £500,000 per project (excluding recoverable VAT but including both FE college match funding and FECTF). Where there is more than one distinct project proposal on a single site by virtue of being separately procured works, each distinct project proposal must separately meet this minimum threshold.

Maximum threshold

There is no upper threshold for bid applications, but the department reserves the right to scale down and approve funding requests in whole or part, having regard to value for money considerations and the availability of the FECTF.

The department reserves the right to implement extra monitoring and conditions of funding for approved projects, especially those projects that are considered to have greater complexity and risk.

2.6 Public Contract Regulations

FE colleges should consider whether they are a contracting authority for the purposes of the Public Contract Regulations 2015 and should ensure they comply with these regulations where relevant.

3 Requirements for Funding Application

3.1 FECTF bidding process

The bidding process will consist of two stages. A two-stage process means that FE colleges are asked at stage 1 to tell us about the scale and priority of condition need addressed by project proposals. Those approved at stage 1 will then be asked to submit the necessary detail and evidence to support a full detailed bid submission at stage 2. This is intended to reduce the burden on FE colleges submitting bid applications at stage 1.

3.2 Stage 1 bid applications

The primary purpose of stage 1 will be to assess that the projects put forward by applicants will address significant condition need and contribute to delivery of the programme's objectives (see section 1.2).

Stage 1 bid applications will be required to demonstrate:

- that the FE college and the project proposals meet the stated eligibility criteria;
- the scale of the condition need that will be addressed by the project proposals;
- how the project proposals deliver solution(s) linked to a coherent estates strategy that promotes efficient use of facilities and maximises space utilisation; and
- how the project proposals will support the reforms to further education and technical education and the skills needs of the local economy including the approach set out in [*Skills for Jobs: Lifelong Learning for Opportunity and Growth*](#).

Applicants successful in stage 1 will qualify to submit a full detailed bid at stage 2. However, qualification for stage 2 is no indication or guarantee of approval of FECTF funding. Decisions on bid applications will only be made following completion of the stage 2 assessment process. Applicants that are unsuccessful at stage 1 will have the opportunity to receive feedback.

All FE colleges, regardless of their financial position, can apply for funding although some FE colleges working with the Specialist Restructuring Team in the ESFA may need to be considered outside of the bidding process.

Where an FE college has already worked with the department to review options for addressing high priority condition need, the department has the discretion to direct colleges to stage 2 of the bid application process.

3.3 Stage 2 bid applications

The stage 2 assessment will involve the review and scrutiny of detailed project proposals against the relevant assessment criteria. Supplementary stage 2 bidding

guidance will be published in advance to highlight the requirements for the detailed bid submissions. Stage 2 bid applications are likely to be required to set out evidence of the following:

- how well the project will address condition need and upgrade the estate;
- the suitability and benefits of the proposed solution;
- how the project is aligned with further education and technical education reform including the approach set out in [Skills for Jobs: Lifelong Learning for Opportunity and Growth](#) and the needs of the local economy;
- how the proposed solution offers better value for money than other viable options considered;
- that the project is properly costed and affordable;
- assurance of deliverability through project plans, readiness for procurement and the availability and commitment of resources; and
- that there are satisfactory governance and risk management procedures.

Bid applications will be scored against the relevant assessment criteria and ranked accordingly. The department expects to approve the higher scoring bid applications that are affordable within the funding envelope. Those bid applications not successful at stage 2 will have the opportunity to receive feedback and apply to a future bidding round.

3.4 Proposed timetable

The proposed indicative timetable for the first FECTF bidding round is set out in the table below. The timing of the stage 2 process will be confirmed when the supplementary stage 2 bidding guidance is issued.

Stage 1 application submission deadline	11.59pm on 15 March 2021
Stage 1 FE colleges notified of outcome	14 May 2021
Stage 2 application submission deadline	11.59pm on 30 July 2021
Stage 2 FE colleges notified of outcome	Week commencing 27 September 2021

3.5 Match funding

FE colleges and their FE corporations are expected to contribute match funding towards the cost of their project proposals. Match funding means FE colleges' contribution to the funded project plus any contribution from third party sources. FE colleges are expected to provide a maximum funding contribution equivalent to 50% of the project value.

3.5.1 Eligible sources of match funding

Eligible sources of match funding include:

- FE college's own reserves;
- corporate or other donations;
- commercial loans;
- buildings or land acquired for the project at market value;
- buildings or land donated by a third party subject to market value being supported by an independent valuation;
- grant funding provided by schemes outside of central government; and
- locally managed grant funding, including Towns Fund and funding available through Greater London Authority (GLA), mayoral combined authorities (MCAs) and Local Enterprise Partnerships (LEPs).

3.5.2 Ineligible sources of match funding

Central government funding from other sources cannot be used as match funding. This includes, but is not limited to:

- Further Education Capital Allocation;
- T Levels Capital funding;
- Institutes of Technology capital funding; and
- capital funding from other central government departments.

If an FE college and its FE corporation are unable to meet the 50% match funding expectation, they should still proceed with submission of a stage 1 bid application. In this case, FE colleges must justify the need for a lower match funding contribution. Any reduction to the 50% match funding contribution will be conditional on the department's agreement. This will only be confirmed upon any approval of the stage 2 application. Please note that individual bids will not be disadvantaged in the assessment process if the full expectation of 50% match funding cannot be achieved, but full justification of reduced contributions will be required.

At stage 1, applicants will need to indicate the level of contribution that can be afforded, whether they expect to apply for a reduction in match funding at stage 2 and the expected sources of funding for the contribution that they can make. At stage 2, the FE college will need to demonstrate that it has exhausted all avenues of securing additional match funding, including where appropriate, access to commercial borrowing, asset sales and grant funding applications to other funding bodies.

Further information of these requirements will be provided in the supplementary stage 2 bidding guidance.

4 Stage 1 Assessment

4.1 Stage 1 eligibility check

All stage 1 bid applications must pass the stage 1 eligibility check. To pass the eligibility check, a project proposal must meet the FECTF's stage 1 eligibility conditions. These are:

- the applicant must be an eligible institution as set out in Section 2.1;
- the project proposals must be eligible as set out at Section 2.2;
- the project proposals must be capable of delivery within the programme timeframe set out at Section 2.4; and
- the project proposals must meet the minimum threshold as set out in Section 2.5

If a stage 1 application does not meet the eligibility conditions, then the application may be rejected in whole or part by the department and will not be assessed further.

4.2 Assessment approach

Once bid applications have passed the stage 1 eligibility check, they will then be assessed against the stage 1 qualification criteria.

The qualification criteria are the minimum thresholds that project proposals are expected to meet to demonstrate they are suitable for consideration of funding and merit progressing to a more detailed assessment at stage 2. Project proposals will be assessed against whether they meet each of the qualification criteria. Where a project proposal is assessed as not meeting the qualification criteria, it may be rejected. Consequently, the bids may be rejected in whole or part by the department.

The table below outlines how each qualification criterion will be assessed either as 'met' or 'not met'.

Description	Basis of assessment
Not met	<ul style="list-style-type: none">• The information provided at stage 1 fails to meet the criterion and/or is inadequate; and/or• insufficient supporting evidence has been provided to demonstrate the validity of the response.
Met	<ul style="list-style-type: none">• The information provided at stage 1 meets the criterion; and• there is sufficient relevant evidence to support the response.

Each qualification criterion is set out in more detail in Annex A. This includes the evidence required to meet it and how each criterion will be assessed so as to consider

if it should be scored as being met for the purposes of stage 1 approval. **Please read the detail in Section 6 and Annex A before completing the application form.**

4.3 Prioritisation of bids

In the event that the programme funding available for this bidding round is oversubscribed with bid applications, the department reserves the right to prioritise the bid applications based on the level of condition need that they address.

4.4 Selection

Bid applications will be assessed against each criterion as either having “met” or “not met” the relevant criterion. Subject to the provisions of Section 4.3, the department expects to select all stage 1 bid applications assessed to have met the qualification criteria. The department reserves the right to accept project proposals for the stage 1 application in whole or part and to invite the relevant FE corporation to develop detailed proposals for a stage 2 submission on that basis.

4.5 Notification and feedback

Following completion of the assessment of proposals, applicants will be informed of the outcome of the stage 1 assessment by an email from the department. The decision will be final.

The department intends to provide feedback to applicants to help develop proposals further.

5 Stage 2 Assessment

5.1 Stage 2 eligibility confirmation

FE colleges can only apply to stage 2 if they have been informed by the department that they may apply. All other bid applications will be deemed ineligible and will not be accepted at Stage 2.

5.2 Assessment approach

Supplementary guidance will be provided in advance to support stage 2 bid applications. The level of detail and evidence will be much higher for stage 2 bid applications than is required for stage 1. The purpose of the stage 2 assessment is to select those projects that best offer robust and deliverable solutions to address the condition need, having regard to value for money.

Below is an indication of the kind of detail and level of evidence likely to be required. This will be confirmed in the supplementary guidance the department will publish.

Assessment criteria	Indication of level of detail and evidence required
1. Eligibility	Updated information and confirmation that the stage 1 eligibility criteria are still met.
2. Condition	Updated evidence from stage 1 to confirm the level of condition need addressed and how well the proposals prioritise and address the more urgent condition need at the relevant site(s).
3. Suitability of solution	<p>Much greater detail on the options considered and the evidence to substantiate the solution proposed in line with RIBA level 2.</p> <p>Evidence will be required that the preferred option can deliver the benefits required including addressing condition, utilisation, estate rationalisation and efficiencies. Where appropriate, a feasibility study including an options appraisal should demonstrate the viability, deliverability and justification of the proposed project.</p> <p>Information will also be required as to how applicants propose to consider net zero carbon targets and sustainability in their projects.</p>
4. Reforms to further education and technical education	More detailed information setting out the level to which the proposal will improve the applicant's ability to deliver further education and technical education reforms and high value provision.

5. Local skills plans and priorities	More detailed information setting out how the proposal will support, or align with, local skills priorities as set out in local area skills plans.
6. Project planning and delivery	<p>Project design information (standards will be articulated in the supplementary guidance).</p> <p>Planned project expenditure profile.</p> <p>Capital project delivery risk management plan.</p> <p>A detailed project plan.</p> <p>Project governance arrangements and confirmation of governing body approval and commitment to resource the project.</p>
7. Financial planning	<p>Detailed elemental cost breakdown and project cashflow profile.</p> <p>Financial and investment planning including details of funding sources to demonstrate how the project solutions are affordable.</p> <p>Detailed appraisal of the viable investment options to demonstrate the proposed solution represents value for money.</p> <p>Explanation of other government capital funding and local government capital funding.</p> <p>An explanation of any land and building assets intended for purchase or for disposal.</p> <p>Detailed information on proposed match funding contribution.</p> <p>FE colleges that are considered to be financially at risk may need to provide further assurance.</p>

6 Details of Stage 1 Qualification Criteria

This section of the guidance provides commentary and further detail on the information and evidence required for each of the qualification criteria used in the stage 1 assessment. **This section should be read alongside Annex A, which sets out the information requirements and threshold to meet for each of the criteria.**

6.1 Condition

6.1.1 Evidence of Condition Grade

Applicants should set out the specific details of condition need they are seeking to address through their project proposals. This should be cross-referenced to the FECDC report (see Annex B) for the relevant block(s) and, where applicable, evidenced by a more detailed, independent condition survey.

The FECDC reports on the condition of individual construction types within each surveyed block and assigns a condition category. The FECDC data will include multiple elements with construction types that have varying A-D condition grades within the same block(s).

Applicants should develop project proposals that will address significant condition need with respect to construction types at FECDC grades B, C or D.

Foremost priority will be given in the stage 1 assessment to project proposals addressing C and D condition need of critical elements in the relevant block(s). By critical elements, this guidance is referring to the following FECDC categories: roofs; external wall, windows and doors; mechanical services; and electrical services.

The application must include:

- Clear references to the block(s) and site affected by the project proposals using the relevant FECDC site reference and FECDC block reference.
- An explanation of the following:
 - the condition need in the identified block(s), which will be addressed by the project proposals with reference to the elements from the FECDC report; and
 - the capital project proposals and how they will address the identified condition need.

There will be cases where the applicant believes that the FECDC does not reflect the condition of a block or site because, for example:

- The building was acquired since the FECDC was completed.

- There is a significant difference between the current condition of construction types in the relevant block(s) and the condition of these construction types as assessed in the FECDC, owing to further deterioration or otherwise.
- The type of condition need is not possible to identify through the FECDC (which is visual and non-intrusive in its building survey approach). A non-exhaustive list of non-visual need is:
 - asbestos that requires removal;
 - structural issues with the building; and
 - non-visible issues with piping, mechanical and electrical services.

In such cases, the applicant will need to provide an independent building condition survey report, structural engineer's report, asbestos survey report, or mechanical and electrical services report, depending on the relevance. Within an independent condition survey report, information provided must include specific condition grading of construction types and mechanical and electrical services relevant to the FECDC block(s). Repair/replacement cost estimates associated with the condition gradings must also be provided.

- Applicants will still need to set out in the application, where possible, clear references to the block(s) and site affected by the project proposals using the relevant FECDC site reference and FECDC block reference.
- Applicants will need to provide an explanation of the following:
 - the condition need in the identified block(s), which will be addressed by the project proposals with reference to the elements from the FECDC report; and
 - the capital project proposals and how they will address the identified condition need.

6.1.2 Project proposals with some expansion

In addition to the funding for increasing capacity in FE and sixth form colleges announced in the Spending Review, there is a limited opportunity for project proposals with an element of expansion in the FECTF. These are project proposals to improve condition where it is also intended to increase the gross internal floor area (GIFA) of the overall estate. The project proposals should primarily address condition need.

Where expansion is included in the project proposals, the following conditions must be met:

- the relevant FE college offers excellent education locally and was considered outstanding by Ofsted at its last grading;
- there is a demonstrable need to increase capacity in a curriculum area (identified through the local skills plans and analyses of Skills Advisory Panels, plans of the local Chambers of Commerce and, where available, local industrial strategies).

All project proposals involving expansion should also demonstrate that there is no other alternative approach through redesigning or improving the utilisation of the existing estate. Applicants should consider and provide evidence of the following to support their proposal(s) for expansion:

- analysis of current under-utilisation against additional space needs, justifying how much additional GIFA is needed; and
- ensuring that the estates strategy properly evidences and justifies the need for the additional space proposed.

6.2 Suitability of project proposals

6.2.1 Estate Strategy

All applicants are required to have an up-to-date estate strategy, covering their whole estate, and approved by their governing body. The estates strategy should fit with the FE college's overall business strategy and curriculum, and its wider links with local bodies' priorities, for example, the Skills Advisory Panel, local authorities and Town Deal Board. Its consideration of the estate needs should be for the short, medium and longer term including any expected future structural changes. It must be signed off by the relevant governing board. The bid application should include:

- Confirmation the FE corporation has an up-to-date estate strategy and evidence of approval by the relevant governing board. The department reserves the right to request a copy of the estate strategy should further detail be required.
- Attach a summary of the estate strategy (no more than 4 pages)⁴ which provides the high-level information on the key elements for the estate strategy set out above. Where relevant to the bid application, it should demonstrate how the project proposals applied for are aligned to the strategy for the overall estate. This may include, for example, evidence of current and future curriculum need, learner and labour market demand and the overall business strategy for the estate.

6.2.2 Business Case

Applicants should highlight the strategic considerations underpinning the project proposals. Applicants should find the requirements set out in RIBA Stage 0 to be a useful guide in helping to ask the right questions and guide the strategic assessment.

Applicants are expected to submit with the application a short-form business case document (**no more than 4 pages**) setting out the following:

- a. The requirements of the problem the funding should resolve. This should include:
 - i. the existing condition need that the project proposals will address;

⁴ Where an FE corporation makes an application with separate project proposals for different FE college sites that are not in any way related then separate summary documents should be provided for each proposal.

- ii. an analysis of the estate which should include:
 - an overview of the buildings present, opportunities for improvement and any inherent risks including any agreed or potential restructuring as set out in section 6.5;
 - the challenges and constraints the estate presents and how the estate strategy looks to address the condition and other shortcomings. This should include the rationalisation, utilisation and efficiency of the estate; and in referring to the estate strategy, applicants should make clear how the project proposals link back to the curriculum requirements of the FE college.
- b. The proposals to address the condition need identified in (i) including the high-level pros and cons of any highlighted options. Applicants should identify and indicate any anticipated, preferred option at this stage but recognise any proposed solution will need to be informed by a detailed best value for money and options appraisal as part of a stage 2 application.
- c. Setting out the high-level spatial requirements of the project proposals (including any changes to the GIFA).

There are other opportunities in the application to give more detail on some of these issues so cross-references should be made to other relevant parts of the application.

The planning and budget requirements of the project proposals, which are also referred to in RIBA 0, are set out in sections 6.5 and 6.6 below.

6.2.3 Efficient use of existing estate space

The project proposals should demonstrate how they will deliver the following improvements, where relevant, considering medium and longer term continued gains as well as in the shorter term:

- Increased utilisation – more versatile and suitable spaces that will support greater flexibility to meet current needs and to adapt to future needs. This will contribute to FE colleges operating more efficiently, sustainably and with, potentially, a reduced space need. For stage 1 bid applications, all applicants are expected to set out how the project proposals will promote more effective use of estate space, explaining any underutilisation and how this can be addressed.
- Estate rationalisation and efficiency – reducing inefficient space which is no longer fit for purpose and rationalising estates to deliver reduced operating costs, generate efficiencies and allow for more effective targeting of resources. This may be particularly relevant where FE colleges are progressing towards enabling more high quality remote, digital and blended learning and less reliant on estate space. Any rationalisation will need to account for projections of future learner numbers and be tied to the estate strategy. Where vacant or mothballed space, identified in the estate strategy, can be reduced, e.g. lease, sale, demolished
- Promote financial sustainability – through operational savings and/ or ability to generate additional income.

- Improve accessibility and suitability of estate for SEND and disabled learners and staff (project proposals must be in compliance with SEND policy and the Equality Act).

6.3 Reforms to further education and technical education

Government investment under FEETF is intended to support delivery of wider participation and higher quality provision that will meet both learner and labour market skills needs.

The government is committed to making sure individuals and employers have the skills needed to meet the current and future needs of the economy. It is therefore important that FE colleges offer the right provision to meet labour market needs. Having the right estate that is capable of delivering high quality, market relevant skills provision is crucial in doing this. It is expected therefore that investment in the FE estate supports the delivery of further and technical education taking account of the approach set out in [*Skills for Jobs: Lifelong Learning for Opportunity and Growth*](#).

Applicants should determine and be able to demonstrate, how the project proposals support delivery of both national and local skills priorities, as appropriate for their FE college. This fund is intended to address condition need, where estate condition is a barrier to delivery of the provision including those outlined below.

- **High Value Provision** – projects support growth of provision and delivery to a high standard of courses in subjects as identified by the High Value Courses Premium.
- **Higher Technical Qualifications reform** – projects support an increase to the quality and uptake of high-quality level 4 and 5 technical education including, when rolled out, higher technical qualifications approved by the Institute for Apprenticeships and Technical Education.
- **Apprenticeships** - FE colleges are important to providing the off-the-job training and support for apprenticeships. We would expect that investment in the estate to support the delivery of apprenticeships to better meet the needs for both apprentices and employers.
- **T Levels** – although capital investment specifically related to T Levels provision should be applied for via the bidding process for the T levels Capital Fund.
- **Lifetime Skills Guarantee** –it is expected that the project proposals consider how to support the delivery of the Lifetime Skills Guarantee.

6.4 Local skills plans and priorities

It is important that applicants consider how the project proposals align with local skills needs. Bid applications need to set out how the project proposals align with the local skills needs analyses and action plans (including, those of the relevant Skills Advisory

Panels⁵; where they exist, Local Industrial Strategies; and knowledge of business demand from organisations such as the local Chamber of Commerce).

6.5 Project planning and delivery

The department must be able to see that the project proposals are developed to a standard that is appropriate and will be deliverable within the timeframe proposed, taking account of potential risks. For the stage 1 application, the expectation is:

- confirmation that the project proposals have been approved by the relevant governing body and the date of approval;
- an outline of governance arrangements to deliver the project proposals;
- a high-level project plan with key milestones for the project proposals. This should demonstrate that contract award will be no later than September 2022 and project completion no later than September 2024, unless there are exceptional circumstances and justification for completing the project later;
- evidence of commitment to provide the resources needed to deliver the project proposals; and
- confirmation of capacity to manage and deliver the project proposals, along with any other capital project being run concurrently.

It is the applicant's responsibility to consult the local planning authority to check if planning permission is needed. The bid application should show if planning permission is required and whether consent has been obtained along with timescales and risks. This and any other statutory approvals should be indicated in the project plan.

Where any part of the FE college estate is to be relocated, restructured or merged, even if this is still at the planning stage, this should be identified in the stage 1 application. This would include any future restructuring or mergers during the fund's timeline of 2021-22 to 2025-26. The options assessment within the bid application should identify how the project proposals will complement the expected relocation or restructure and how any negative impact or risks will be assessed and accounted for.

6.6 Financial planning

At stage 1, applicants are expected to provide a high-level summary showing:

- indicative project costs and financial year(s) in which they are likely to fall;
- that the project would reach contract award by no later than September 2022 and is deliverable by September 2024;
- cost estimates, which can be revisited in more detail in stage 2, but should provide:

⁵ The Skills Advisory Panel or the committee of the Mayoral Combined Authority or Local Enterprise Partnership responsible for the functions of the Skills Advisory Panel. The Greater London Authority has the Skills for Londoners Board, other MCAs and LEPs use different names for the function.

- a breakdown of the overall costs of the project proposals, split by financial year;
- the amount of FECTF funding applied for;
- the amount of match funding contribution and expected sources of the contribution; and
- other sources of capital funding that have been approved or have been applied for.

The above should account for the total amount of funding needed to cover the total overall cost of the project proposals and the funding required from FECTF.

Detailed solutions should be submitted at stage 2 to demonstrate value for money and reasonable cost certainty.

6.6.1 Other grant funding

Bid applications should identify all government grants and other sources of funding that are intended to meet the costs of the project proposals.

Other capital funds available to applicants include but are not restricted to: T Levels capital, Institute of Technology capital funding (if relevant), Towns Fund funding, any other government grants relating to capital and other capital grants sourced from LEPs or local authorities. These capital grants should be considered as part of the FE college's estate strategy to ensure that applicants are utilising the appropriate funding available to meet provision and skills priorities, which will in turn support local skills needs.

Applicants should highlight the different streams of funding available from government and other sources. There should be an explanation of how these funds will be deployed in meeting the estate strategy and avoiding overlap or duplication of funding. We will need to know about the following:

- where this funding is already secured, applicants should give details of amount secured and any relevant terms and conditions e.g. scope of works, timing;
- where an application for funding has been made, applicants should give details of stage, amount requested, relevant terms and conditions;
- where funding is likely to be applied for, applicants should give details of expected plans and amount to be requested, likely terms and conditions.

Applicants should confirm that no other funding streams have been secured, been applied for, or are intended to be applied, for the purpose of addressing the same condition need, or the same blocks addressed by the project proposals.

7 How to Apply For Stage 1

7.1 Bid application submission: general information

The bid application, including all supporting documentation, should be submitted by the deadline of 11.59pm on 15 March 2021 via e-mail to TransformationFund.FECapital@education.gov.uk. Subject to section 7.2 below, the department reserves the right not to accept bid applications submitted after the deadline has passed.

The completed submission should consist of one bid application per FE corporation, with a separate application form for each site, and any supporting material.

The checklist page on the application form must be completed, listing all documents that are being submitted and the number of documents. The bid application and all supporting documents must be 'compressed/zipped' into one folder that is no more than 25MB in size.

If the bid application and supporting information exceeds the 25MB limit, then applicants will need to split the submission across multiple emails. It is important to include in the subject of the email how many submissions each application comprises of (e.g. submission 1 of 2) and include an index page listing the attachments in each email, so that the department can check that all submissions have been received.

Should applicants wish to make any amendments or updates to bid applications prior to the deadline, please resubmit the whole bid application and all supporting documents to replace the previous submission. The department may start preliminary checks on receipt of the application but applicants can still resubmit up to the deadline. The department will only refer to and review the latest submission.

7.1.1 File Names

Applicants should use the following naming convention for the files when submitting the bid application. This is so the department can check that all submissions have been received:

- Email Subject Title: [UKPRN number] [Submission 1 of X] [FECTF] [Stage 1]
- File Attachment Title: [[UKPRN number] [Sections 1 to X] [FECTF] [Stage 1]
- For re-submitted applications, please re-send in the following formats:
- Email Subject Title: [RE-SUBMISSION] [UKPRN] [Submission 1 of X] [FECTF] [Stage 1]
- File Attachment Title: [RE-SUBMISSION] [UKPRN] [Sections 1 to X] [FECTF] [Stage 1]

The department will only accept bid applications using the correct application form. Applicants can download this from gov.uk

7.2 Omissions and discrepancies

7.2.1 Omissions

Annex A sets out what must be included in the stage 1 application and the application form shows a checklist of the documents that are required for stage 1 bid applications.

It is the applicants' responsibility to check their bid applications and ensure that all required information and documents have been submitted. Please contact TransformationFund.FECapital@education.gov.uk to resolve any issues.

Bid applications will be checked against the checklist. If it becomes apparent that there are any omissions, applicants will be notified by email. The department will then allow one full working day for missing documents to be submitted. The absence of any such notifications, for whatever reason does not indicate, nor must it be assumed, that a submission is complete.

If the following documents are still missing, then the department reserves the right to reject the bid application:

- bid application form; and/or
- documents required as set out in Annex A.

If any other documents are missing, then the stage 1 bid application will be assessed on the basis of the information that has been provided.

7.2.2 Numerical discrepancies

A numerical discrepancy refers to internal inconsistency between two numbers in a bid application. This is most likely to arise where data in supplementary documents is inconsistent with the narrative provided in the bid application form. If a numerical discrepancy is identified, applicants will be notified via email. The department will then allow one full working day to address the notified discrepancy.

7.3 Questions and clarifications

Applicants may raise questions or seek clarification regarding the bid application process by contacting the department using the email address: TransformationFund.FECapital@education.gov.uk.

The department will publish all responses to questions unless the response is sensitive.

It is the responsibility of the applicants to be aware of the information issued by the department in completing the bid application.

7.4 Freedom of Information and Data Protection

Please note that the information provided may be subject to publication or disclosure in accordance with the relevant legislation⁶ and will be stored in accordance with the Department for Education's retention policy and procedures. If a request for disclosure of the information applicants have provided is received, the department would consider any request for release very carefully. Such requests will be considered under the relevant legislation. Therefore, the department cannot give an absolute guarantee of confidentiality to applicants. An automatic confidentiality disclaimer generated by applicants' IT system will not, of itself, be regarded as binding on the Department.

7.5 Public Sector Equalities Duty

The governing bodies of FE colleges are public authorities for the purposes of the public sector equality duty under section 149(1) of the Equality Act 2010.

It is for applicants to judge whether or not an Equalities Impact Assessment (EIA) is needed for their stage 1 bid applications in order to comply with their public sector equality duty.

7.6 Complaints Process

If applicants are not content with the way in which the bid application has been handled by the Department for Education, then applicants should use the Department of Education's [complaint process](#).

⁶ Freedom of information Act 2000, Environmental Information Regulations 2004, the General Data Protection Regulation (GDPR) 2018 and the Data Protection Legislation Act 2018

Annex A: Application Form Annex

This Annex sets out the stage 1 submission requirements and threshold to meet for each of the stage 1 criteria. The Annex refers back to the relevant parts of section 2 and section 6 and will provide the applicant with further information on what is required for each of the criteria. The application must be made by or on behalf of the FE corporation or, in the case of designated institutions, charitable trust or charitable company.

A separate form should be submitted for each site by the applicant.

Where there are separately procured works on a single site, applicants should set out responses to each question separately, so it is clear which response relates to each procurement.

Applicants should indicate any anticipated, preferred option but recognise any proposed solution will need to be informed by a detailed options appraisal as part of any stage 2 application. If there are still other viable options under consideration for the project proposals, these should be made clear in the responses in the stage 1 application form.

The numbering of criteria in this annex mirrors that of the application form.

Eligibility criteria

All stage 1 bid applications must pass the stage 1 eligibility check. To pass the eligibility check, a project proposal must meet the fund's eligibility conditions. These are

- the applicant must be an eligible institution as set out in Section 2.1;
- the project proposals must be eligible as set out at Section 2.2;
- the project proposals must be capable of delivery within the programme timeframe set out at Section 2.4; and
- the project proposals must meet the minimum threshold as set out in Section 2.5.

If a stage 1 application does not meet one or more of the eligibility conditions, then the application will be rejected in whole or part and will not be assessed further.

Eligibility Criteria section	
Institution eligibility	
Criteria to meet	Demonstrate in application
<p>2.1 An eligible institution is either:</p> <ul style="list-style-type: none"> • a Further Education Corporation – established as a further education corporation under the Further and Higher Education Act 1992 (FHEA 1992) as amended; or • a designated institution for further education established under section 28 of FHEA 1992. 	Indicate which type of institution is applying for funding
Project eligibility	
Criteria to meet	Demonstrate in application
<p>2.2a Project purpose - it is a capital project where the primary purpose is to upgrade or improve existing space (including rebuild to replace/ transform existing poor condition). This means the project must improve the condition of construction types of elements in FECDG grades B, C or grade D or as substantiated by an independent condition report.</p>	<p>Confirm project meets project purpose criteria.</p> <p>Summary explanation confirming the primary purpose and outcome of project is to improve the condition of construction types of elements in FECDG grades B, C or grade D, or by an independent condition survey. This explanation should be in accordance with section 6.1.</p>
<p>2.2b Asset ownership - any capital asset improved by the project proposals are owned by the FE corporation in</p>	Confirm project meets asset ownership criteria.

<p>freehold or on a long lease. FE colleges are expected to have a long-term lease of 125 years at a peppercorn or nominal rental, unless the FE college can present strong justification that is the best value for money option available to the FE college, as set out in section 2.2b.</p>	<p>Where the capital asset is not owned by the FE Corporation, confirm the length of any lease is in accordance with the expected lease term, or demonstrate justification this is the best value for money option, as set out in section 2.2b.</p>
<p>2.2c Land purchase - the project proposals do not include any purchase of land, except where this can be justified as being better value for money than any other condition improvement options.</p>	<p>Confirm project proposals do not include any purchase of land.</p> <p>Where a purchase of land can be justified in line with eligibility (see 2.2c) please give your justification.</p>
<p>2.2d Intended use – all blocks included in the project proposals are for the intended primary purpose of the delivery of further education and technical education.</p>	<p>Confirm the intended use of the improved estate will be for the provision of further education and technical education.</p> <p>Summary explanation of the intended use of the estate subject to the project proposals and how this will support the delivery of further education and technical education. The explanation should cover the use of each block that is subject to the project proposals (see section 2.3c).</p>
<p>2.2e Routine maintenance – the project proposals do not include miscellaneous expenditure including but not limited to:</p> <ul style="list-style-type: none"> ○ routine planned or preventative maintenance works; ○ general upkeep and servicing of buildings and equipment; ○ revenue funded items e.g. software; laptops, annual software licences; ○ rent service charges; ○ internal staffing costs; ○ recoverable VAT costs incurred – FE colleges should only include VAT as part of project costs where this is demonstrably non-recoverable; and ○ supply of loose furniture and equipment. 	<p>Please confirm that the project proposals do not include the miscellaneous expenditure at section 2.3d or anything that could reasonably be included as routine maintenance or miscellaneous expenditure.</p>

<p>2.2f Project completion - the project will be completed by September 2024 as set out in section 2.4. Please set out any exceptional circumstances.</p>	<p>Yes/ No</p>
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<p>2.3 Project value threshold</p>	
<p>Criteria to meet</p>	<p>Demonstrate in application</p>
<p>The estimated total cost of the project, including FE college match funding and FECTF funding. This must exceed the minimum project value threshold of £500,000 as set out in section 2.5.</p> <p>Where there is more than one distinct project proposal on a single site by virtue of being separately procured works, each distinct project proposal must separately meet this minimum threshold.</p>	<p>Please confirm that minimum threshold has been met.</p> <p>Please confirm the total estimated project cost.</p>

Qualification Criteria

Once bid applications have passed the stage 1 eligibility check, they will then be assessed against the stage 1 qualification criteria.

The qualification criteria are the minimum thresholds project proposals are expected to meet in order to demonstrate they are suitable for consideration of programme funding and merit progressing to detailed assessment at stage 2. Project proposals will be assessed against whether they meet each of the qualification criteria. Where a project proposal is assessed as not meeting the qualification criteria, it will be rejected. Consequently, the bids may be rejected in whole or part by the department.

Each set of project proposals will be assessed as either 'met' or 'not met' against the qualification criteria.

Description	Basis of assessment
Not met	<ul style="list-style-type: none"> The information provided at stage 1 fails to meet the criterion and/or is inadequate; and/or insufficient supporting evidence has been provided to demonstrate the validity of the response.
Met	<ul style="list-style-type: none"> The information provided at stage 1 meets the criterion; and there is sufficient relevant evidence to support the response.

The table below sets out what applicants must demonstrate to be assessed as 'met' for each criterion.

Qualification Criteria: thresholds and information requirements	
Evidence of Condition	
Criteria to meet	Demonstrate in application
3.1 Considered to have met the criterion where project proposals reasonably demonstrate how the existing condition need of construction types of elements categorised at FECDC grade B,C,D will be addressed.	<p>The application must include an explanation of the following:</p> <ul style="list-style-type: none"> Clear references to the block(s) and site affected by the project proposals using the relevant FECDC site reference and FECDC block reference; The condition need in the identified block(s), which will be addressed by the project proposals with reference to the elements from the FECDC report; and The capital project proposals and how they will address the identified condition need.

	<p>Where the applicant chooses to use an independent condition survey report to supplement the FECDC report then the applicant must:</p> <ul style="list-style-type: none"> • be clear as to the reasons for doing so, referring to section 6.1.1; • reference the blocks(s) and elements affected by the project proposals; • ensure the survey meets the criteria set out in section 6.1.1. <p>Applicants will still need to set out in the application, where possible an explanation of the following:</p> <ul style="list-style-type: none"> • Clear references to the block(s) and site affected by the project proposals using the relevant FECDC site reference and FECDC block reference; • The condition need in the identified block(s), which will be addressed by the project proposals with reference to the elements from the FECDC report; and • The capital project proposals and how they will address the identified condition need. <p>Applicants must submit FECDC Report and (if using) independent condition report.</p>
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Project proposals with some expansion

Criteria to meet	Demonstrate in application
<p>3.2 Considered to have met the criterion where the relevant FE college is rated outstanding by Ofsted and the project proposals demonstrate:</p> <ul style="list-style-type: none"> • there is a need to increase building capacity on the relevant FE college site to provide additional facilities for a curriculum area locally; and • evidence that additional building capacity is justified. 	<p>Where project proposals include an element of expansion, please set out:</p> <ul style="list-style-type: none"> • the Ofsted Inspection Report reference, date and rating for the relevant FE college; • the analysis supporting additional space needs for the relevant FE college site having regard to other sites used by the same FE college; • how the project proposals meet the need for increased capacity in a curriculum area locally; and • how the additional space needs are aligned and supported by the estate strategy. <p>The above should be set out in accordance with section 6.1.2.</p>

Suitability of project proposals: Estate Strategy	
Criteria to meet	Demonstrate in application
3.3 Considered to have 'met' the criterion where the applicant has provided the requirements set out in section 6.2.1 and demonstrated the project proposals are aligned to the estate strategy.	<p>Applicants should have an estate strategy and provide the following evidence as set out in section 6.2.1:</p> <ul style="list-style-type: none"> • Confirmation the FE corporation has an estate strategy approved by the relevant governance board and date of the Board's approval. The department reserves the right to request a copy of the estate strategy. • A summary of the estate strategy (no more than 4 pages) as set out at section 6.2.1.
Suitability of project proposals: Business Case	
Criteria to meet	Demonstrate in application
3.4 Considered to have met the criterion where the business case demonstrates applicants have considered the requirements set out in section 6.2.2 and have demonstrated there is one or more viable option(s) included in the project proposals.	Applicants should include a business case (no more than 4 pages) setting out the requirements at Section 6.2.2.
Suitability of project proposals: efficient use of existing estate space	
Criteria to meet	Demonstrate in application
3.5 Considered to have met the criterion if the applicant demonstrates consideration of how the project proposals will support best use of the estate space including improvements in utilisation, rationalisation, financial efficiencies and accessibility.	Explain how the project proposals will support best use of estate space including increased utilisation; rationalisation and efficiency; financial sustainability; and the needs of disabled and SEND learners and staff as set out in section 6.2.3.

Suitability of project proposals: reforms to further education and technical education	
Criteria to meet	Demonstrate in application
3.6 Considered to have met the criterion if the applicant demonstrates consideration of how the project proposals will support reforms to further education and technical education.	<p>Please provide a summary setting out how the project proposals align with and support reforms to further education and technical education in accordance with section 6.3. This could include how the project proposals support increased capacity or quality for:</p> <ul style="list-style-type: none"> • High value subjects • Higher Technical Qualifications • Apprenticeships • T Levels • Lifelong Skills Guarantee
Suitability of project proposals: Local skills plans and priorities	
Criteria to meet	Demonstrate in application
3.7 Considered to have met the criterion where the applicant demonstrates consideration of how the project proposals will support local skills plans, the local industrial strategy or the business needs of the local Chambers of Commerce.	<p>Please provide a summary explanation setting out how the project proposals align with the local skills needs analyses and action plans (including, those of the relevant Skills Advisory Panels; where available evidence of businesses needs from the local Chamber of Commerce; and where they exist Local Industrial Strategies).</p>
Suitability of project proposals: project planning and delivery	
Criteria to meet	Demonstrate in application
3.8 Considered to have met this criterion where the stage 1 application: <ul style="list-style-type: none"> • Is signed off by the applicant's governance body • Provides an outline of governance arrangements for the project proposals 	<p>Applicants should provide the following in accordance with the instructions provided in section 6.5:</p> <ul style="list-style-type: none"> • Evidence the stage 1 application has been approved by the relevant governing body. • An outline of the governance arrangements to deliver the project proposals. • A high-level project plan with key milestones. • Evidence of commitment to provide the resources needed to deliver the project proposals. • Confirmation of the capacity to deliver the project proposals.

<ul style="list-style-type: none"> • Provides a high level project plan demonstrating of the milestones needed to deliver the project proposals with the required timeframe. • Demonstrates commitment to provide the resources needed to deliver the project proposals <p>Confirmation of the capacity to undertake the project proposals alongside any other capital projects being undertaken by the FE corporation.</p>	<ul style="list-style-type: none"> • Information about any agreed or potential restructuring which may affect the project proposals as set out in section 6.5.
Suitability of project proposals: Financial planning	
Criteria	Demonstrate in application
<p>3.9 Considered to have met the criterion if:</p> <ul style="list-style-type: none"> • all the elements requested are provided; and • the sources of funding intended to meet the total amount of project costs have been indicated. 	<p>At stage 1, applicants are expected to provide a high-level summary showing:</p> <ul style="list-style-type: none"> • indicative project costs and financial year(s) in which they are likely to fall; • that the project would reach contract award by no later than September 2022 and is deliverable by September 2024; • cost estimates, which can be revisited in more detail in stage 2, but should provide: <ul style="list-style-type: none"> ○ a breakdown of the overall costs of the project proposals, split by financial year; ○ the amount of FECTF funding applied for; ○ the amount of match funding contribution, whether the FE college expects to apply for a reduction in match funding at stage 2 and expected sources of the contribution; and ○ other sources of funding that have been approved or have been applied for. <p>The above should account for the total amount of funding needed to cover the total overall cost of the project proposals and the funding required from FECTF.</p>

<p>3.10 Considered to have met the criterion if:</p> <ul style="list-style-type: none"> • all the elements requested are provided, where relevant; and • demonstrates no overlap/ duplication with other funding. 	<p>Where the project proposals are dependent on securing grant funding from the department, other sources of central government funds or other grant funding, please set out the following information including details and evidence of:</p> <ul style="list-style-type: none"> • where this funding is already secured, applicants should give details of amount secured and any relevant terms and conditions e.g. scope of works, timing; • where an application for funding has been made, applicants should give details of stage, amount requested, relevant terms and conditions; • where funding is likely to be applied for, applicants should give details of expected plans and amount to be requested, likely terms and conditions. <p>Applicants should confirm that no other funding streams have been secured, been applied for, or are intended to be applied, for the purpose of addressing the same condition need, or the same blocks addressed by the project proposals.</p> <p>The above information should be provided in accordance with instructions provided in Section 6.6.</p>
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Annex B: FECDC Categories

The Further Education Condition Data Collection (FECDC) report, undertaken by independent surveyors on behalf of the department in 2019/20, presents data collected following a visual, non-intrusive data collection exercise and can be used to prompt further investigation.

The FECDC report is not a condition survey and so the data presented is high-level at block level, i.e. not individual room level. The FECDC condition grade and repair priority descriptors are set out below:

Grade	Definition
A	Good – Performing as intended. More than 5 years before remedial action required (fixed default priority).
B	Satisfactory – Performing as intended, exhibiting minor deterioration. Remedial action within 3-5 years.
C	Poor – Exhibiting major defects and/or not operating as intended. Remedial action within 1-2 years.
D	Bad – Life expired and/or serious risk of imminent failure. Immediate remedial action or replacement. (fixed default priority)
BX / CX	Rated B or C but parts cannot be replaced so therefore a failure of the construction type would require complete replacement

The years quoted for remedial action default against the specific grades as shown in the table above. The default against condition grades A and D are fixed. When a construction type is designated with a Condition Grade B or C, surveyors and engineers are afforded some discretion if they judge that the rating is not appropriate.

Annex C: Definitions and Glossary

Applicant	Bid applications must be made at an FE corporation level and in the case of designated institutions, through the charitable trust or charitable company
Bid application	The application to the FECTF using the application form
Capital project	A major project to build or improve a capital asset (building/estate)
Construction Type	Condition grades and repair priority information is recorded against each construction type assessed by surveyors
Curriculum area	The different areas covered by the college's curriculum
Designated Institution	Designated institutions are independently constituted charities regulated by their own trust deeds. They are eligible for funding under the FECTF.
DfE or the department	Department for Education
Element	There are twelve main building 'elements'. Each of these is split into sub-elements that in turn are split into construction types.
ESFA	Education Skills Funding Agency
FECDL	Further Education Condition Data Collection
FE colleges	Colleges which are part of institutions established as a further education corporation under the Further and Higher Education Act 1992 (FHEA 1992) as amended. FE college in this guidance also covers designated institution. They are eligible for funding under the FECTF.
FE Corporation	Institutions established as a further education corporation under the Further and Higher Education Act 1992 (FHEA 1992) as amended. FE corporation in this guidance also covers the charitable trust and charitable companies which govern the designated institutions. They are eligible for funding under the FECTF.
Estates strategy	The estates strategy should fit with the FE college's overall business strategy and curriculum, and its wider links with local bodies' priorities. Its consideration of the estate needs should be for the short, medium and longer term including any expected future structural changes.
Expansion project	A project that will increase the estate gross internal floor area
FE	Further Education

Further Education Capital Allocation	Capital funding allocation announced at end of June, where all FE colleges received allocated funding paid in September 2020
Getting Building Fund	The government announced in 2020 a £900 million Getting Building Fund to deliver jobs, skills and infrastructure across the country. This investment is being targeted in areas facing the biggest economic challenges as a result of the pandemic.
GIFA	Gross Internal Floor Area
GLA	Greater London Authority
High Value Skills Premium	The High Value Courses Premium is additional funding to encourage and support delivery of selected level 3 courses in subjects that lead to higher wage returns and support the Industrial Strategy, to enable a more productive economy.
Independent condition report	Independent building condition survey report, structural engineer's report, asbestos survey report, or mechanical and electrical services report, depending on the relevance.
Institute of Technology	Institutions of Technology are collaborations between further education (FE) providers, universities and employers. They will specialise in delivering higher technical education (at Levels 4 and 5) with a focus on STEM (science, technology, engineering and mathematics) subjects,
IT infrastructure	IT infrastructure includes stripping out of existing and replacement of new cables, data outlets and trunking as necessary. Infrastructure is limited to passives (Cabling) Actives (Switching and Wi-Fi) and associated components. This does not include the replacement of servers or the provision of software and devices.
LEP	Local Enterprise Partnership
Lifetime Skills Guarantee	Lifetime Skills Guarantee to give adults the chance to take free college courses valued by employers
Local Growth Fund	Funds to local enterprise partnerships or LEPs (partnerships between local authorities and businesses) for projects that benefit the local area and economy
Local Industrial Strategy	Partnership between government and places to develop long-term plans based on clear evidence and aligned to the national modern Industrial Strategy.
Matched funding	Providers' financial contribution to projects through their own funding sources.
MCA	Mayoral Combined Authority
NPV	Net Present Value

Ofsted	Office for Standards in Education, Children's Services and Skills
RIBA	Royal Institute of British Architects
SAPs	Skills Advisory Panels
SEND	Special Educational Needs and Disabilities
Site	The grounds and buildings of the FE college in a particular geographical location. An FE college may have several different sites within its college brand.
T Levels	T Levels are an alternative to A levels, apprenticeships and other 16 to 19 courses. Equivalent to 3 A levels, a T Level focuses on vocational skills and can help students into skilled employment, higher study or apprenticeships.
T Level Capital Fund	Fund available to approved providers of T Level qualifications
Towns Fund	The Towns Fund is part of the government's plan for regeneration and levelling up the UK economy. Administered by MHCLG, the overarching aims of the Towns Fund are to drive the sustainable economic regeneration of towns to deliver long term economic and productivity growth. The body responsible for the Towns Fund locally is the Towns Deal Board.