**Greater Manchester Combined Authority**

**Skills Capital Fund 2017 – 2020**

Detailed Application Form for Strand 3a / 3b applications

**Introduction**

Industry standard learning facilities have a major role to play in delivering the supply of skills individuals needed to meet the changing needs of the Greater Manchester (GM) labour market. They can help to secure greater employer and learner participation, acting as a catalyst for improved curriculum design and delivery, while also contributing to local regeneration and productivity.

Greater Manchester Combined Authority (GMCA) now have responsibility for the strategic allocation of Skills Capital Funds secured as part of GM’s devolution and growth deals. The GMCA Commissioning Prospectus outlines the skills funding priorities for 2017 – 2020.

GMCA recognises that in some cases a small amount of skills capital investment can make a significant difference to the provision on offer and will commission projects with a total project cost of between £300,000 and no more than £1,000,000.

Projects successful at Expression of Interest (EoI) phase should complete and submit the Application Summary together with either Detailed Application Form A (part 2) or Detailed Application Form B (part 3); or both where applicable, in accordance with the Guidance. A successful EoI does not guarantee funding; allocations will be dependent upon:

 i) GMCA’s detailed appraisal of applications; and

 ii) Sufficient funds being available to meet all successful applications.

In order for applications to be appraised, applicants must return the following by **1pm on Friday 10th August 2018:**

* **ONE signed electronic copy** of the completed application form(s) and required supporting information submitted to GMSkillsCapital@greatermanchester-ca.gov.uk (please compress files to less than 5MB or send several emails labelled ‘Email 1 of XX’).
* **ONE signed hard copy and two further copies** of the completed application form(s) to be received by:

Gemma Marsh

Assistant Director, Skills (Policy, Strategy & Delivery)

Greater Manchester Combined Authority

1st Floor, Churchgate House

56 Oxford Street

Manchester M1 6EU

Without exception **we will not** consider eligible for Skills Capital Funding any applicants that fail to submit **both electronic and hard copy** of a signed and completed detailed application form(s), together with supplementary information in accordance with the submission requirements. To be eligible for Skills Capital Funding, applicants must submit detailed applications and supplementary financial information using the correct application forms and templates.

**PART 1 – APPLICATION SUMMARY**

***All applicants to complete***

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| **Application Details** |
| **Organisation Name:** |  |
|  | **Total Project Cost** **(£)** | **Grant Requested** **(£)** | **Grant Requested (%)** |
| Specialist Equipment  |  |  |  |
| Capital Development  |  |  |  |
| **TOTAL** |  |  |  |

**Please cross the relevant box to identify the nature of the application(s):**

[ ]  Specialist High Value Equipment Only (normally a unit cost in excess of £20,000 excluding VAT) – **Complete Form A (part 2).**

[ ]  Capital Development Only (includes refurbishment, remodeling, new-build projects and also includes the purchase of equipment with costs up to 25% of the total project cost) – **Complete Form B (part 3).**

[ ]  Project includes acquisition of specialist, high-value equipment with a unit cost (normally) in excess of £20,000 excluding VAT **and** capital development – **Complete forms A and B.**

**PART 2 – DETAILED APPLICATION FORM A**

*Applicants requesting grant for up to date industry standard equipment should complete this form.*

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| **Applicant Contact Information** |
| **Organisation**  | Insert the legal name of the organisation applying for the Skills Capital funding that is responsible for the application and all assets that this project will attract |
| **Address** |  |
| **Lead Contact Name and Job Title** |  |
| **Lead Contact Telephone** |  |
| **Lead Contact Email** |  |
| **Partner Organisations (if applicable)** | For projects submitted by a lead organisation on behalf of a number of associated partner organisations |

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| **PROJECT DETAILS** |
| **Project Title** |  |
| **Total Project Cost**  | £ |
| **Grant Requested** | £Percentage of total project cost:  |
| **Project Summary**  | Provide a brief summary of the proposed project, including: project overview, summary of aims and objectives, anticipated target beneficiaries / groups and what quantifiable and tangible outcomes are likely to be achieved.*maximum 100 words* |
| **Location of Project**  | Provide the address of the proposed project including postcode |
| **Is the project part of a wider capital strategy?** | How does the project fit with the wider capital strategy for the provider? Please provide details*maximum 100 words* |
| **Is the project also located within an adjoining CA / LEP area?** | **YES / NO** (delete as appropriate)If YES, state the name of the CA / LEP and summarise the outcomes of any dialogue held with the CA / LEP regarding the proposed project.*maximum 200 words* |
| **Has the project previously been considered by the Education & Skills Funding Agency or other public funding bodies**  | **YES / NO** (delete as appropriate)If YES, state the outcome and any subsequent changes made to the project *maximum 250 words* |

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| **SPECIALIST EQUIPMENT TO BE PURCHASED AND GRANT REQUESTED**  |
| **Reminder:**GMCA requires proof of all purchased equipment costs. Where equipment includes an element donated by third parties as part of the applicants match funding, we also require evidence of the value attributed to this equipment. GMCA is unable to pay capital grant for items where there is no appropriate proof of the cost. If your organisation can reclaim the VAT on the equipment, do not include this in your claim.  |
| **Description (including name and model of the equipment)** | **Quantity**(a) | **Item Costs £ (including VAT if applicable)** (b) | **Total Cost £ (including VAT if applicable)** (c = a x b) |
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|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **d – Total purchase price of all equipment** (sum of c) | **£** |
| **e – Total grant support @ 33%** (e = d x 33%) | **£** |

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| **STRATEGIC CASE****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****The purpose of this section is to explain how the scope of the proposed Skills Capital project fits within the existing business strategies of your organisation, the GMCA and its partner organisations and provides a compelling case for change, in terms of existing and future skills requirements**  |
| **Rationale and Need for Investment**  | Explain the key drivers for the project and how the project relates to the GMCA and Government priorities including strategic fit with the Greater Manchester Work & Skills Strategy (See Annex 1) & Priorities and the Greater Manchester Strategy: Our People; Our Place.*maximum 500 words* |
| **Engagement of Employers** | How have employers been engaged in developing this project and what contribution will they be making? *maximum 500 words* |
| **Use of Equipment**  | Provide a short, simple and non-technical description explaining the specialist nature of the equipment required*maximum 500 words* |
| **Measurable Objectives** | Provide a minimum of two specific, measurable, achievable, realistic and time-framed (SMART) objectives / outputs arising from the acquisition of the proposed equipment  |
| **Educational, skills or training benefits**  | Provide a qualifying statement demonstrating how the equipment will **contribute to meeting GM’s Work & Skills priorities** and meet at least one of the following two requirements. Wherever possible, support your statement with proposed measureable impacts of the project to:* **Support employer focused delivery, e.g.**
* Meeting identified employer demand
* Addressing skills shortages and support skills development in key sectors
* Supporting sector partnerships
* Enhancing existing specialist facilities
* Increasing volume and quality of employer responsive training in appropriate specialist vocational areas
* Role of employers in co-production of the curriculum and steering delivery of provision
* **Drive excellence and support new models of delivery, e.g.**
* Enabling shared / partnership delivery models
* Strengthening Apprenticeship delivery
* Creating innovative methods to encourage knowledge and technology transfer between employers and training organisations
* Addressing environmental issues by using innovative materials and by optimizing energy efficiency
* Increasing participation, success rates and growth in 14-19 training provision and Apprenticeships

*maximum 750 words* |

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| **ECONOMIC CASE****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****In this section you need to document the options that have been considered in response to the project scope identified within the Expression of Interest** |
| **Project Options**  | Please outline the options that have been considered in response to the project scope identified within the Strategic Case. Who was involved in developing these options? How were employers’ views considered?Please identify at least three options considered including the ‘Base Case’ / do nothing option.

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| --- | --- |
| **Option**  | **Reason(s) for shortlisting** |
| Base Case / do nothing |  |
| Option 2 |  |
| Option 3 |  |

Please list the advantages and disadvantages of each option indicating the preferred option

|  |  |  |
| --- | --- | --- |
| **Option** | **Advantages** | **Disadvantages** |
| Base Case / do nothing  |  |  |
| Option 2 |  |  |
| Option 3 |  |  |

Please outline the reasons for the preferred option:*maximum 250 words* |

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| **COMMERCIAL CASE****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****This section outlines the proposed arrangement in relation to the programme for delivery**  |
| **Procurement Process** | Please provide details on how the equipment will be procured. Demonstrate the involvement of employers in this process. |
| **Milestones and Delivery**  | Please provide a high level GANTT chart showing the key stages of your project and when it will begin and anticipated completion date |

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| **FINANCIAL CASE****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****The purpose of this section is to set out the indicative financial implications of the preferred option as set out in the Economic Case section**  |
| **Project Funding / Finance** | Complete the table below to show how the project is to be funded / financed

|  |  |
| --- | --- |
| **Project Funding / Financing** | **Capital Cost (£000)** |
| Private Sector | £ |
| GMCA/LEP Skills Capital Funding | £ |
| Applicant’s contribution (cash reserves) | £ |
| Loan Finance | £ |
| Disposal Proceeds | £ |
| Other Public Sector grants | £ |
| Other | £ |
| **TOTAL** | **£** |

Please provide evidence and complete the table below to identify sources of funding and confirm whether all non-CA / LEP funding has been secured / guaranteed

|  |  |  |
| --- | --- | --- |
| **Source of non-CA / LEP funding** | **Amount of funding (£)** | **Is funding secured / guaranteed (Y / N)** |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** | **£** |

Additional comments (for example any conditions associated with the provision of third-party funding / financial contributions. |
| **Expenditure Profile** | Complete a detailed monthly expenditure template for the full project timeframe (start to planned completion date).Confirm the amount of CA/LEP capital funding to be claimed for each financial year up to 31st March 2020.2018/19 2019/20£ £ |

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| **MANAGEMENT CASE** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****This section addresses the ‘achievability’ of the scheme, Its purpose is to set out the actions that will be required of project partners to ensure the successful delivery of the scheme.** |
| **Project Reporting and Governance**  | What will be the governance structure underpinning the project? Please describe the reporting structure including where possible, named individuals and roles |
| **Project Delivery**  | Who is the lead organisation / person in terms of project management?Which individuals / organisations will support the lead organisation / person and in what tasks? |
| **Monitoring and Evaluation** | Confirm that you will submit a Post Project Review (PPR) in the LEP’s format within 12 months of completion of the project**YES / NO** (delete as appropriate) |
| **Outline arrangement for Risk Management**  | Please explain your strategy, framework and plan for dealing with the management of risks |

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| **STATE AID RISK ASSESSMENT**  |
| **State Aid Risk Assessment**  | For GMCA to be able to assess whether the funding could be deemed as State Aid, please provide the following information: * Please confirm whether your organisation is engage in an economic activity and where there is a market in comparable goods and services
* Will the equipment for which you are seeking funding be made available (for teaching and learning purposes) widely to all companies in the supply chain / sector (where relevant) and community employers?
* Will users of the equipment for which you are seeking funding be charged a market rate for the services which are provided?
* What is the proportion of the overall cost of the equipment being provided from public funding, including the funding for which you are now applying?

**NOTE:** if your organisation is successful and receives a grant award, it will be a condition of funding that you repay any funds in the event that the Commission determines that the funding constitutes State Aid which in compatible with the common market. |

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| **DECLARATION** |
| **I certify that the information provided in this Detailed Application is complete and correct.****This project has not been the subject of a previous successful Skills Capital Fund application to the Education & Skills Funding Agency or received any other public capital funds.**  |
| **Signature**  |  |
| **Print Name** |  |
| **Date** |  |

**PART 3 – DETAILED APPLICATION FORM B**

*Applicants requesting grant for pilot projects and refurbishment should complete this form.*

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| **Applicant Contact Information** |
| **Organisation**  | Insert the legal name of the organisation applying for the Skills Capital funding that is responsible for the application and all assets that this project will attract |
| **Address** |  |
| **Lead Contact Name and Job Title** |  |
| **Lead Contact Telephone** |  |
| **Lead Contact Email** |  |
| **Partner Organisations (if applicable)** | For projects submitted by a lead organisation on behalf of a number of associated partner organisations |

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| **PROJECT DETAILS** |
| **Project Title** |  |
| **Total Project Cost**  | £ |
| **Grant Requested** | £Percentage of total project cost:  |
| **Project Summary**  | Provide a brief description of the proposed capital project, for example new build (m2), refurbishment (m2), acquisition of site (ha) and so on. State whether the project related to a freehold site (owned by the applicant) or a leasehold site. If leasehold, state the key lease terms including length of the unexpired lease term and identify whether the lease is subject to any break clauses. Please provide plans *maximum 300 words*Guidance note a |
| **Location of Project**  | Provide the address of the proposed project including postcodeGuidance note b |
| **Is the project part of a wider capital strategy?** | How does the project fit with the wider capital strategy for the provider? Please provide details*maximum 100 words* |
| **Is the project also located within an adjoining CA / LEP area?** | **YES / NO** (delete as appropriate)If YES, state the name of the CA / LEP and summarise the outcomes of any dialogue held with the CA / LEP regarding the proposed project.*maximum 200 words* |
| **Has the project previously been considered by the Education & Skills Funding Agency or other public funding bodies**  | **YES / NO** (delete as appropriate)If YES, state the outcome and any subsequent changes made to the project *maximum 250 words* |

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| **STRATEGIC CASE****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****The purpose of this section is to explain how the scope of the proposed Skills Capital project fits within the existing business strategies of your organisation, the GMCA and its partner organisations and provides a compelling case for change, in terms of existing and future skills requirements** Guidance note c |
| **Rationale and Need for Investment**  | Explain the key drivers for the project and how the project relates to the GMCA and Government priorities including strategic fit with the Greater Manchester Work & Skills Strategy & Priorities and the Greater Manchester Strategy: Our People; Our Place.*maximum 500 words*Guidance note d |
| ***Measurable Objectives*** | Provide a minimum of two specific, measurable, achievable, realistic and tie-framed (SMART) objectives / outputs arising from the acquisition of the proposed project Guidance note e |
| **Benefits to learners, employers, local community and supporting economic growth.** **How the project meets the key priorities of the GM Work & Skills Strategy & Priorities 2016 – 2019.*****NOTE:*** In the responses to the questions in this section it is important to refer to the learner number table and to include quantifiable targets and measures as appropriate, to assist with an objective assessment of the application. Wherever possible support your responses with proposed measurable impacts of the project |
| **Learner Numbers**  | Complete Table 1 below to show the number of learners that will benefit from the project (Please note, growth in learner numbers is not essential – for projects which improve facilities for existing learners, you will need to explain the benefits of the investment in subsequent sections)

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Learner numbers before project (1)** | **Learner numbers after project (2)** | **Change in Learner numbers (= 2-1)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4+** |  |  |  |
| **Adult Skills** **Classroom** |  |  |  |
| **Adult Skills Workplace** |  |  |  |
| **16-18 Apprenticeships** | Int. |  | Int. |  | Int. |  |
| Adv. |  | Adv. |  | Adv. |  |
| Higher |  | Higher |  | Higher |  |
| **19+ Apprenticeships** | Int.  |  | Int.  |  | Int.  |  |
| Adv. |  | Adv. |  | Adv. |  |
| Higher |  | Higher |  | Higher |  |
| **TOTAL** |  |  |  |  |  |  |

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| **Curriculum / Skills Areas** | Which skills sectors / levels will the project affect, including learner numbers?*maximum 200 words* |
| **Contribution to GM Work & Skills Strategy & Priorities** | Projects should contribute to at least one of the following criteria:**Improving attainment from compulsory education**Explain how the project will have a positive and measurable impact improving attainment at 16 and achievement at 19*maximum 500 words***Preventing and reducing NEETs and unemployment** Explain how the project will have a positive and measurable impact on tackling:* NEETs
* 16-24 unemployment
* Adult unemployment

*maximum 500 words***Delivering an employer led skills system**Explain how the project will meet the needs of employers and provide them with a greater role in shaping delivery, including:* How the project will support the business and skill requirements of employers, particularly SMEs
* Demonstrable demand from businesses who will co-invest in skills improvements for their current and future workforce leading to new business growth

Evidence of employer commitment to the project – numbers of new employers engaged, by size and sector*maximum 500 words***Growing the quality and quantity of Apprenticeships**Explain how the project will support the expansion and growth of Apprenticeships:* How the project will have a positive and measurable impact on 16-18 and 19-24 Apprenticeships
* How the project will support the provision of enhanced progression routes to higher level training, including higher level Apprenticeships

*maximum 500 words***Developing higher level skills**Explain how the project will help to increase progression into higher level skills particularly in priority sectors *maximum 500 words*Guidance note f |
| **Other Criteria** | **Improving the quality of teaching and learner success**Explain how the project will support measurable improvements in :* The quality of teaching and learning
* Learner success

Are any of the curriculum areas concerned inadequate and if so, how will the project address these?*maximum 750 words***Collaboration and Partnership**Outline whether / how plans have been developed in collaboration / partnership with other employers, colleges or providers and what impact this will have on the skills provision in the sector / locality e.g. how will you avoid duplication and / or displacement of provision and learners?*maximum 500 words***Other Growth Measures**Explain how the project will contribute to other growth measures, including:* More opportunities for learners with learning difficulties and disabilities
* More flexible routes and opportunities to higher education
* Impact on areas of high deprivation
* Creation of new jobs during construction
* Creation of new jobs post construction
* Reductions in CO2
* Any other quantifiable benefits

*maximum 500 words* |
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| **ECONOMIC CASE****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****In this section you need to document the options that have been considered in response to the project scope identified within the Expression of Interest** |
| **Project Options**  | Please outline the options that have been considered in response to the project scope identified within the Strategic Case. Please identify at least three options considered including the ‘Base Case’ / do nothing option.

|  |  |
| --- | --- |
| **Option**  | **Reason(s) for shortlisting** |
| Base Case / do nothing |  |
| Option 2 |  |
| Option 3 |  |

Please list the advantages and disadvantages of each option indicating the preferred option

|  |  |  |
| --- | --- | --- |
| **Option** | **Advantages** | **Disadvantages** |
| Base Case / do nothing  |  |  |
| Option 2 |  |  |
| Option 3 |  |  |

Please outline the reasons for the preferred option:*maximum 250 words*What are the cost benefits of choosing the preferred option?*maximum 250 words*Guidance note g |
| **Gross Internal Area of Project (GIA) m2** | Complete the table below to identify the size and nature of the proposed skills project. Where a skills project is part of a larger project (for example, a training facility within a larger building) then you must provide information relating solely to the skills / training facility.

|  |  |
| --- | --- |
|  | **GIA m2** |
| **GIA of new build** |  |
| **GIA of space acquired** |  |
| **GIA to be refurbished / remodeled**  |  |

 |
| **Fit for Purpose** | Indicate how the new facility will be fit for the purpose intended including details of intended refurbishment and the reasons required and benefits achieved. (Sketch plans to be submitted with application).*maximum 300 words* |
| **BREEAM (Building Research Establishment Environmental Assessment)** | GMCA’s expectation is that new builds will achieve BREEAM ‘Excellent’ and refurbishments will achieve BREEAM ‘Very Good’.Guidance note h |

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| **COMMERCIAL CASE** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****This section outlines the proposed arrangement in relation to the programme for delivery**  |
| **Procurement Process** | Please confirm the procurement process for the project Guidance note i |
| **Timetable and Milestones** | Please provide a detailed project programme in the form of a Gantt chart Guidance note j |
| **Anticipated Start Date**  |  |
| **Anticipated Practical Completion Date** | **NOTE:** Completion on site must be by 1st September 2018 for projects receiving only 2017-18 funds and 1st September 2019 for 2 year projectsGuidance note k |
| **Planning Consents** | Confirm current planning status, including constraints and potential issues (for example s106, s278 agreements, listed buildings etc.)Guidance note l |
| **Acquisition details (if applicable, freehold / long leasehold only)**  | State the areas (hectares and GIA in m2) of the proposed site / buildings/ Provide copy of heads of terms and details of professional advice and valuation obtained. Guidance note m |
| **FINANCIAL CASE****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****The purpose of this section is to set out the indicative financial implications of the preferred option as set out in the Economic Case section**  |
| **Project Costs** | Complete the cost breakdown form for new build / remodelling / refurbishment projects.Justify / explain any variances from the SFA cost model on their [Capital Funding](https://www.gov.uk/government/collections/sfa-capital-funding-for-fe-colleges-and-training-organisations) page *maximum 400 words*For projects including leasehold properties (a minimum tenure requirement of at least 20 years without break clause would usually be expected to avoid the risk of future clawback) please complete the following:Length of Lease: [ ] yearsDate of first break clause: after [ ] years (or state if not applicable)Length of rent free period: [ ] years (or state if not applicable)Average rent each year (taking account of normal market concessions): £Amount of capitalised rent included in project costs: £Name of independent valuation adviser:Confirm supporting evidence is submitted with the application: **YES / NO** |
| **Value of equipment included within the project value** | £**NOTE:** Applicants requesting a grant for specialist items of equipment with a single item cost normally in excess of £20,000 (excluding VAT) should use Application Form A  |
| **Project Funding / Finance**  | Complete the table below to show how the project is to be funded / financed. Guidance note n

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| --- | --- |
| **Project Funding / Finance** | **Capital Cost (£000)**  |
| Private Sector |  |
| CA Skills Capital Funding |  |
| Applicant’s contribution (cash reserves) |  |
| Loan Finance |  |
| Disposal Proceeds |  |
| Other Public Sector Grants |  |
| Other |  |
| **TOTAL**  |  |

Complete the table below to identify funding sources and confirm if non-CA / LEP funding has been secured / guaranteed.

|  |  |  |
| --- | --- | --- |
| **Source of non-CA / LEP funding** | **Amount (£)** | **Funding secured / guaranteed? Y / N** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL**  | **£** |

Additional comments (for example any conditions associated with the provision of third-party funding / financial contributions). |
| **Expenditure Profile** | Complete a detailed monthly expenditure template for the full project (start date to planned completion date).Confirm the amount of CA/LEP capital funding to be claimed for each financial year up to 31st March 2020.2018/19 2019/20£ £ |

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| --- |
| **MANAGEMENT CASE****This section addresses the ‘achievability’ of the scheme, Its purpose is to set out the actions that will be required of project partners to ensure the successful delivery of the scheme.** |
| **Project Reporting and Governance** | What will be the governance structure underpinning the project? Please describe the reporting structure including where possible, named individuals and roles |
| **Project Delivery**  | Who is the lead organisation / person in terms of project management?Which individuals / organisations will support the lead organisation / person and in what tasks? |
| **Risk and Mitigation** | Please explain your strategy, framework and plan for dealing with the management of risksGuidance note o |
| **Monitoring and Evaluation** | Confirm that you will submit a Post-Project Review (PPR) in GMCA’s format within 12 months of completion of the project.**YES / NO** (delete as appropriate) Guidance note p |

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| **STATE AID** |
| All applicants must satisfy themselves that the proposed investment of skills capital via the Local Growth Fund meets the requirements of State Aid regulations for investing in schemes. Guidance note oDeclarations of State Aid compliance will be required before funding is provided; **NOTE:** if your organisation is successful and receives a grant award, it will be a condition of funding that you repay any funds in the event that the Commission determines that the funding constitutes State Aid |

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| **DECLARATION** |
| **I certify that the information provided in this Detailed Application is complete and correct.****This project has not been the subject of a previous successful Skills Capital Fund application to the Education & Skills Funding Agency or received any other public capital funds.**  |
| **Signature**  |  |
| **Print Name** |  |
| **Date** |  |

**PART 4 – GUIDANCE NOTES: APPLICATION FORM B**

**PART THREE – GUIDANCE & NOTES**

a) **Project Summary** – Provide a brief summary of the proposed project, including: overview, summary of aims and objectives, anticipated target beneficiaries and what quantifiable and tangible outcomes are likely to be achieved.

b) **Location of Project** – Provide the address of the proposed project, including postcode.

c) **Strategic Case –** Please use this space to describe any changes in the strategic case for the project that have come about since you submitted your Expression of Interest.

d) **Rationale and Need for Investment –** Explain the key drivers for the project and how the project relates to GMCA and Government priorities. GM Leaders set out the following as part of the ABR process and this will now form a critical part in any appraisal of Skills Capital requests (more detail in Annex 2):

* An offer that meets each area’s educational and economic needs
* Sufficient access to high quality and relevant education and training for all
* Providers with strong reputations and greater specialization
* Provision which reflects changes in Government funding priorities and future demand
* Institutions which are financially viable, sustainable, resilient and efficient, and deliver maximum value for public investment.

e) **Measurable Project Objectives** – Identify a minimum of two specific, measurable, achievable, realistic and time-framed (SMART) objectives / outputs for the proposed capital project. At least one objective / output should relate to the college’s estate and one should relate to benefits to learners, employers and the local community.

i. Estate – for example, a reduction in the amount of space in building condition categories C and / or D

ii. Benefits to learners, employers, local community – for example improved recruitment, retention or improved student satisfaction rates

iii. Support inclusive growth in line with GMCA Work & Skills Priorities

iv. For Strand 2 projects and Strand 3 focussed on priory sectors at least one objective should focus on the benefit to employers and their current and future employees.

Please note how these objectives were derived with the involvement of stakeholders and customers for the proposed scheme. The must be SMART. In particular, consideration should be given to objectives which will reduce cost (economy); improve throughput (efficiency); improve quality (effectiveness); and the need for replacement services.

Colleges will be expected to assess the extent to which the identified SMART objectives / outputs have been achieved when completing GMCA’s Post Occupation Review analysis.

f) **Contribution to Greater Manchester Work & Skills Strategy (See Annex 1) –** Explain how the project will enable a positive and measurable impact on responding to skills needs, including how it:

* Meets current and future skills needs and supported growth industries and sectors as set out in the GM Work & Skills Strategy, GM Skills Analysis and Sector Deep Dives
* Reduces dependency and promotes self-reliance
* Makes a measurable contribution to specific local priorities, issues and challenges.

g) **Assessment of Options –** Use the table to set out the advantages and disadvantages of the options – these should relate to things like the strategic fit, scope, affordability, value for money in terms of benefits delivered (including hard to quantify benefits if relevant), achievability etc. of each option.

h) **BREEAM** – Confirm targeted Building Research Establishment Environmental Assessment Method (BREEAM) rating for the project. The expectation is that new-builds will achieve ‘Excellent’ and refurbishments will achieve ‘Very Good’. Please confirm the work carried out to establish that it will achieve the appropriate standard (for example, the completion of a BREEAM pre-assessment report)

i) **Procurement Process** – With reference to how this might impact on the risks outlined in the Economic Case:

* What procurement route are you using?
* What criteria did you apply to generate a shortlist of potential suppliers
* How were the shortlisted suppliers reduced down to a preferred supplier?

j) **Timetable and Milestones** – Outline the current position of project development. Provide a detailed project programme in the form of a Gantt chart. Show key milestones and timings relating to key aspects of the project (planning, procurement, contract award, project completion, acquisition, disposal etc.).

k) **Anticipated Practical Completion Date** – Completion on site should, wherever possible, be by 1st September 2018 for projects receiving only 2017/18 funds and 1st September 2019 for two year projects.

l) **Planning Consents** – Confirm current planning status, including constraints and potential issues (for example s106, s278 agreements, listed buildings). Confirm whether consultation has been undertaken with the relevant Local Authority and, in the case of Listed Buildings / Conservation Areas etc. English Heritage.

m) **Acquisition Details (if applicable, freehold / long leasehold only)** – Site / building to be acquired including areas (hectares and GIA in m2). Provide copy of heads of terms and details of professional advice and valuation obtained and any potential issues.

n) **Project Funding / Finance** – Please outline the source of match funding identified and the level of intervention requested. Skills Capital Funding should not be seen as a substitute for existing resources. Providers will be expected to maximise their own financial contribution to projects through, for example, asset disposals, even if these occur after the project is complete.

 Applicants should provide supporting evidence for any third-party project funding, including loan finance, disposal proceeds and / or other public sector grants.

Applicants will need to demonstrate that they will be financially viable after taking account of their contribution to the project, including any associated borrowings. (Applicants will be required to provide a risk management plan where either the project cost exceeds £10 million or 25% of turnover, or a college’s financial health calculated or ESFA assessed grade is ‘Inadequate’ at the application date).

**NOTE: Match Funding** – Providers will normally be expected to provide a minimum funding contribution. Employer contributions are encouraged. This is likely to vary depending on the type of project but typically would be up to 33%. That is, for every £1 from the Skills Capital Fund, there should normally be an additional £2 invested. Where providers are unable to provide the required match funding, this should be clearly identified. In exceptional circumstances intervention rates higher than 33% may be considered. A compelling case should be given justifying the higher level of intervention based on the criteria outlined in Annex 1.

o) **Risk and Mitigation** – Highlight potential risks to the project (such as risks relating to funding [capital and revenue], programme, costs, value for money, site acquisition / disposal and procurement). Identify the likelihood and impact of each risk. Identify risk mitigation measures.

p) **Monitoring and Evaluation** – GMCA’s **Post Occupancy Review** is currently being developed but will be based on the ESFA Post Occupancy evaluation form available at [www.gov.uk/government/publications/sfa-capital-funding-evaluation-and-use-of-capital-grant-forms](http://www.gov.uk/government/publications/sfa-capital-funding-evaluation-and-use-of-capital-grant-forms).

**ANNEX 1: GREATER MANCHESTER WORK & SKILLS PRIORITIES 2016 - 2019**

In Greater Manchester we need to be ambitious about the future of our work and skills system if we are to seize the opportunities that devolution provides, capitalise on national changes and minimise the risk from reduced levels of Government investment. We also need to be realistic about the challenges we face and our baseline position. The opportunities and challenges are not uniform across Greater Manchester and we recognise that there is a lot of good work at local authority level upon which we can build. Therefore we need to be focused on where we concentrate GM Level resources to add value and maximise the impact of GM work and skills initiatives. The ten priorities for the next 3 years are:

1. **Improving careers education, information, advice and guidance (CEIAG)**

We will radically improve the quality of CEIAG to ensure that young people and adults – and the parents, teachers, trainers, colleagues and friends that advise them – understand the range of education, training and employment opportunities available in Greater Manchester and are able to make informed choices. This will be founded on high quality labour market information.

1. **Reforming the work and skills system to focus on outcomes not outputs**

We will develop a series of outcome frameworks to underpin future GM commissioning to ensure all work and skills provision supports sustainable employment and career progression. The outcome frameworks will ensure that young people and adults are given the skills needed for the world of work: English and maths, digital, meaningful work experience, and the behaviours / soft skills employers want (for example, communication, team working and time keeping).

1. **Developing Greater Manchester’s work and skills infrastructure to meet the needs of the economy**

Working through the Area Based review, the JCP Estate Review and the One Public Estate programme, we will ensure that general education and training provision at Level 3 ad below is available locally in all parts of GM. We will also develop specialist and technical provision at Level 3 and above in areas linked to GM’s growth sectors in a small number of Centres of Excellence I accessible locations in GM.

1. **Improving attainment from compulsory education**

We will focus our efforts on significantly improving attainment of 5 GCSE grades A\*-C (or equivalent) including English and maths.

1. **Strengthening employer engagement**

Working with the LEP, employer bodies and local authorities, we will develop a comprehensive approach to employer engagement to genuinely put employers at the heart of the skills and work system. This will ensure that (1) publicly funded provision better meets the requirements of employers; (2) employers increasingly recognise the value of workforce development and investing in the skills of their employees at all levels; (3) the higher level skills needed for growth are developed and commissioned by business, recognising that changes to public funding means that most of this will need to be funded through FE Loans and employer investment; (4) employers are engaged in the system to support people to stay in and (re)enter the labour market.

1. **Growing the quality and quantity of Apprenticeships**

We will develop an approach to significantly increase the number and quality of Apprenticeships I GM. At the same time we will shift the balance of provision increasingly towards advanced and higher level Apprenticeships in GM’s growth sectors. This will be delivered through providing better CEIAG, improved employer workforce development, and the coordination of public sector activity in response to the Apprenticeship Levy.

1. **Developing higher level skills**

We will work to join up activity within schools, further education and training providers and universities in GM to ensure that there is a seamless system where young people and adults easily and routinely progress to achieve degree level equivalent skills. We will also work with universities to connect graduates with employment opportunities in GM’s SME base and retain more graduates within the city region.

1. **Redesigning universal support provision**

We will redesign universal back to work support services so that there is an early assessment of need. For those residents that require support, a personalised offer will be delivered based on their specific circumstances. This will be delivered in an integrated way with other local services to improve the customer experience and increase sustainable job outcomes.

1. **Developing specialist support for hard-to-reach groups**

We will focus on delivering a successful expansion of the Working Well Programme and, through the Work & Health Programme recommissioning, designing a new offer for complex 18-65 year olds who have experienced log periods outside the labour market. This support will be developed to fully utilise complementary public, private and community services.

1. **Ensuring Greater Manchester commissioned programmes have a skills and work focus**

We will work with partners to ensure that relevant programmes commissioned by GM partners, including ESF programmes, business support activity and GM health programmes (particularly mental health) have a strong work and skills component to support the delivery of GM’s work and skills objectives.

**ANNEX 2: AREA BASED REVIEW AGREED CRITERIA TO SUPPORT APPRAISAL OF OPTIONS**

**An offer that meets each area’s educational and economic needs**

Using GM labour market intelligence and future skills requirements we must ensure that provision better delivers the higher level and technical skills required by GM’s core and growth sectors in every locality. Employers must play a stronger role in future provision by being proactively involved with shaping the curriculum and embedding work experience, enterprise skills and knowledge transfer. We must create an integrated approach to skills and employment provision which includes careers education, information, advice and guidance (CEOAG), increasing English / maths attainment, reducing levels of NEET young people and exploration of different models of all post-16 provision.

**Sufficient access to high quality and relevant education and training for all**

All individuals should have access to a strong academic psot-16 offer from Level 2 / 3 and below in their local area, including sufficient provision for adults and learners with Special Educational Needs / Disabilities (SEND). Specialist higher level provision should be limited to specific sites in GM that have excellent transport connections – recognising travel to learn patterns. Provision at all levels should have clear pathways for progression supported by strong collaboration between institutions and employers to ensure these progression routes are seamless across geographies.

**Providers with strong reputations and greater specialisation**

In order to create a system that does not unnecessarily duplicate provision, both at a local level and across GM specifically for Level 3 and above, we should build on the existing strengths of institutions to support greater specialisation including the opportunity for an Institute of Technology. In line with growth projections, there should be a focus on enhancing provision in line with GM’s key sectors where skills shortages are emerging and impacting on growth.

**Provision which reflects changes in Government funding priorities and future demand**

With the national focus on Apprenticeships, we must ensure that we effectively stimulate demand for Apprenticeships particularly at Level 3 and above, in order to grow and deliver increasing numbers of Apprenticeships in GM’s key sectors. IN order to reduce reliance on public funded provision, we must enhance provision that is funded through adult loans, the Apprenticeship Levy and direct employer investment. Provision should meet changing future demand and should incorporate new models of delivery and virtual learning.

**Institutions which are financial viable, sustainable, resilient and efficient, and delivery maximum value for public investment**

We must create a system that is financially viable and has greater efficiency against key costs drivers, meeting at least national benchmarks set out by the FE Commissioner. To achieve this we must make more efficient use of land, buildings and technology in line with ‘One Public Estate’; ensure strong leadership and management of institutions that lead to the creation of the right infrastructure for the future, for GM’s learners and the economy; and we must explore all models of delivery including greater commission of activity from third parties and businesses.