

MAYOR OF LONDON

Skills for Londoners Capital Fund Round 3

**Application deadline extended to
15th November at 5pm**



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Foreword

London benefits from a diverse and highly talented workforce, and skills are key to achieving an inclusive economy given the positive link between qualifications and labour market outcomes. One of the Mayor's top manifesto commitments was to support Londoners gain the skills they need to prosper. The London Learner Survey published this summer highlights the transformative impact of adult learning which has helped Londoners increase their earnings, learn new skills, progress in their chosen field and build confidence in the workplace.

Creative, digital, green, health and social care and hospitality have been identified as key growth sectors in London. Responding to the Mayor's ambition for London to be net zero carbon by 2030 is both an economic and social opportunity. The key will be to link the demand for green jobs generated through investment in the built environment and infrastructure with the provision of training. There is also a need for skilled workers in the other key sectors mentioned.

In 'Skills for Londoners', the Mayor's first post-16 Skills and Adult Education strategy, our approach to ensuring all Londoners can gain the skills, education and training they need to succeed is set out. An important part of delivering on this strategy is supporting investment in high quality facilities and equipment to help training providers keep pace with changes in technology. To this end, I am pleased to launch this £10 million third and final round of the £214 million devolved Skills Capital Funding programme.

This prospectus for the Skills for Londoners Capital Fund continues the legacy of providing essential investment in state of the art learning facilities and dynamic, inclusive learning environments. Since its launch in 2017, the Skills for Londoners Capital Fund has supported capital investment in London's post-16 and adult education institutions, enabling more than one hundred thousand additional learners to develop the skills they need to take advantage of the employment opportunities that London offers. This funding round focusses on the Mayor's Skills Academies in the key growth sectors that are bringing together training providers and employers to enable Londoners to access high-quality, industry-relevant training and work experience.

Adult education is key to helping to build a better London for everyone – a fairer and more prosperous city for all Londoners. This funding round, aimed at supporting investment in quality education facilities, will help thousands more Londoners gain the skills they need to work in sectors crucial to London's economy and future success.



Jules Pipe CBE
Deputy Mayor for Planning, Regeneration and Skills

1 Introduction

The Mayor of London, working with the Skills for Londoners Board, has established London's first skills and adult education strategy, [Skills for Londoners](#). The strategy has led to successful collaboration between businesses and industrial workplaces through supporting delivery of high-quality skills in buildings that are inspiring, fit-for-purpose, and reflective of the working environment.

The Skills for Londoners Capital Fund (SfLCF) launched in April 2017, has seen £89m capital funding committed across two funding rounds¹. SfLCF investment to date has enabled a range of improvements to adult learning facilities including £1.9 million for refurbishment and equipment to enhance City Literature Institute's provision; £676 thousand to upgrade Barking and Dagenham's SEND learner facilities and £254 thousand to enable London Borough of Hounslow to provide high quality digital training via Meadowbank Digital Technology Training Centre.

A third round of funding is now available. A total of £10 million of capital investment is available to fund industry-standard equipment and related adaptations to the premises of eligible skills providers, required to deliver high quality skills training. This will support Londoners into good work and help meet the skills needs of London's businesses.

The purpose of this funding is to create learning environments that will deliver crucial skills now and remain adaptable to changing industry requirements going forward. The funding round will focus on the [Mayor's Skills Academies](#) sectors.

Half of the funding will be prioritised for the green skills sector to support London's progress towards becoming net zero carbon by 2030; the remainder will be available for projects in the creative, digital, health and social care and hospitality sectors. Prioritisation of these sectors is reflected in London's [Local Skills Improvement Plan \(LSIP\)](#)², and case studies of best practice in these areas can be found at www.london.gov.uk/fund-case-studies.

¹ The previous £89m investment and new funding round of £10 million further investment form part of the £214 million Growth Deal funding devolved to the GLA for delivery of skills capital funding programmes.

² London's [Local Skills Improvement Plan \(LSIP\)](#) has been developed by a partnership of four employer representative bodies, led by Business LDN, in response to requirements outlined in the Government's Skills for Jobs White Paper in January 2023 to shape technical skills provision so that it meets local labour market need.

2 Strategic Context

The [Skills Roadmap for London](#) sets out how the Mayor plans to ensure London's skills offer better serves London's communities and economies. This builds on the success of City Hall's local leadership since the delegation of the Adult Education Budget (AEB) to the Mayor in 2019. To do this, the Mayor is ensuring skills provision in London is even more accessible, makes an impact and is locally relevant.

Accessible

Through London's skills offer, the Mayor has a focus on supporting specific groups of Londoners³ to access learning. This includes Londoners who are underrepresented in the workforce of priority sectors outlined in section three, below. Accessible adult education is also about getting learning to the learner, and applicants will need to demonstrate how this capital investment will support provision that is accessible, using a range of online and in-person delivery methods as appropriate to the needs of the course, learner and community.

Making an impact

The Mayor wants to prioritise adult education that will have the highest impact in London, particularly where it supports progression into good work. The fund will support investment in learning provision that has been identified through consultation with employers and other key partners, to ensure that Londoners are supported into good jobs, paying at least the London Living Wage. Recognising valuable impact involves measuring the social and economic impact of adult education and focusing on evaluation and best practice.

Locally relevant

the Mayor wants to ensure skills provision is locally relevant. This means providing opportunities for Londoners to gain the skills needed for the jobs in London now and in the future. It also means being able to develop a training offer for employers to upskill their current workforce, including apprentices. Providers should be looking to develop a locally relevant training offer through AEB and other delivery, including apprenticeships and Skills Bootcamps, aligned with Mayoral priority sectors.

An important part of the Mayor's skills vision is responding to the climate emergency and meeting his ambition for London to be net zero carbon by 2030. Skills providers are often 'anchor institutions' in their local communities, which means that by virtue of their size and the power of procurement, recruitment and estate management capacity they have the potential to make a real social and economic impact in the place they operate. The Roadmap sets a clear objective for skills providers as anchor institutions to meet the

³ further information on underrepresentation of Londoners in Mayoral priority sectors is at <https://data.london.gov.uk/dataset/workforce-integration-and-inclusion-in-london-s-growth-sector>

Mayor's net zero ambitions and put plans in place to decarbonise their own estates. Skills providers also have a key role to play in providing the skills required to meet this ambition. The scale is significant; for heat pumps alone, the Mayor's estimates are for 2.2 million heat pumps to be in operation across London by 2030. This forms part of the wider retrofitting of London's homes and buildings, with insulation, solar and other energy efficiency measures needed. Transport also represents a key challenge, both for meeting net zero and air quality. It links directly with training for vehicle maintenance and electric vehicle (EV) and other alternative fuel technologies, along with electricians and EV charging point installation. The greening of London's urban environment and management of green spaces will play an increasing role.

2.1 London's Local Skills Improvement Plan (LSIP)

With support from the Mayor, London's Local Skills Improvement Plan (LSIP)² is part of a nation-wide initiative bringing employers, educators and other stakeholders together to work towards transforming the skills system. Research undertaken as part of the planning of London's LSIP has helped identify sectors essential for London's success, currently compromised through skills shortage. These sectors comprise creative; digital; green; health and social care and hospitality and have been prioritised by the Mayor and the LSIP for investment. The need for development in the green skills sector is of particular significance as the Mayor's carbon neutral ambitions for the city are dependent on skilled workers proficient with green technology. For this reason, fifty percent of this funding round is designated to investment in the delivery of green skills.

City Hall has identified a group of green occupations where there is existing demand from employers. This is expected to grow, as London moves to net zero. Each occupation also has an established training route, including through AEB funding provision and apprenticeships. These occupations include:

- Electrical installers and electricians
- Plumbing and heating engineers
- Vehicle maintenance
- Arborists and arboriculture

A significant element of retrofitting London's homes is insulation installation. Although there is no apprenticeship standard at present for domestic insulation technicians, the AEB and other programmes, including Skills Bootcamps, can be used to support relevant insulation training. The Mayor's Warmer Homes programmes, and anticipated future retrofit programmes, will include insulation as a key deliverable.

The Mayor recognises recent investment in adult education equipment through the Strategic Development Fund (SDF)⁴ and the current Local Skills Improvement Fund (LSIF)⁵. Where a project has already received support from either of these funds, the application must clearly demonstrate that further investment through SfLCF would build upon and enhance the support already received.

2.2 Mayor's Skills Academies

The Mayor's Skills Academies Programme was launched in early 2022 as part of the [London Recovery Programme](#) to support Londoners hardest hit by the pandemic into good work in hospitality, health and social care, creative industries and green occupations. The programme is doing this by providing financial support for the coordination and quality marking of training in London (including adult education) and provision of bespoke support to help newly skilled people into work in priority sectors. MSA builds on the work of the [Mayor's Workforce Integration Network](#), addressing structural barriers that prevent underrepresented groups from accessing high quality work opportunities across the different sectors in London. Mayor's Workforce Integration Network, addressing structural barriers that prevent underrepresented groups from accessing high quality work opportunities across the different sectors in London.

The funding round will build on the work of the Mayor's Skills Academies providing important investment in the physical environments where learning relating to London's key sectors will take place.

2.3 London Learner Survey

The London Learner Survey (LLS) was launched in August 2021 to measure the economic and social outcomes achieved through AEB-funded learning as approved by the Mayor. All providers in receipt of AEB, Free Courses for Jobs and Multiply funding, including those who apply for this funding round, are expected to participate in the LLS. Further requirements relating to the LLS are set out in the [2023/24 GLA AEB Grant Funding and Performance Management Rules](#).

⁴ The [Strategic Development Fund](#) was a one-year fund (2022/23) from the Department for Education to further education providers. It was designed to provide upfront capital and programme funding to support the immediate skills challenges holding back employment and growth and provide investment for providers to reshape teaching provision and update facilities to prepare for the roll out of the Local Skills Improvement Plans (LSIP).

⁵ The [Local Skills Improvement Fund](#) (LSIF) follows on from the SDF and is also a Department for Education fund for further education providers. It is designed to complement the LSIP and enable further education providers to respond collectively to priorities set out in local LSIPs. It was run for 2023/24 and 2024/25 and the fund can be used towards capital and revenue projects. The aim of the fund is to provide investment in the technical skills system to better support the needs of the local labour market.

2.4 Skills for All Londoners

The [Skills Roadmap for London](#) sets out current disparities in employment and skills levels among different groups of Londoners, and those who face persistent inequalities. This includes Londoners with no or lower-level qualifications, Londoners in low-paid work, older (aged 50+) and young Londoners, Londoners from Black, Asian and minority ethnic communities, disabled Londoners, Londoners with English language needs, people seeking asylum and adults with experience of the criminal justice system. Driving participation in learning for these groups is essential so they can experience the social and economic benefits of learning.

The GLA is seeking to fund projects that provide a more joined-up skills and employment offer, meeting the needs of Londoners and the local economy, including businesses and employers.

3 Project Criteria

This round of funding focuses on the [MSA sectors](#), inviting skills providers and their partners to apply for capital funding for projects which meet London’s current and future skills needs by investing in industry-standard equipment and related adaptations to the premises of eligible skills providers. The fund ultimately aims to enable London’s learners to gain the skills and qualifications needed get into or progress within good work and to fill vacancies in the MSA priority sectors according to industry needs. To enable this, priority occupations have been identified in each MSA sector and set out below, along with examples of specific green sector equipment which could be purchased through the fund.

3.1 Sector focus

The climate crisis has led to London’s commitment to positive change over the next few years and the transition will be dependent on green skills. To meet the demand for future green skills, half of the available funding pot will be prioritised for green skills capital projects and equipment. The following subsectors and commensurate occupations have been identified as a priority by the GLA due to anticipated high market demand and the real contribution these skills will make:

Priority subsector	Priority Green occupation	Green sector equipment examples
Homes and buildings	Electrician	Solar panels Photovoltaic panels Battery storage Electric vehicle charging points
	Plumbing and heating engineers	Heat pumps Low temperature heating/hot water system installation
	Insulation installer	Cavity wall insulation Internal/external wall insulation Underfloor insulation Loft insulation
	Carpenter/joiner	Insulation Retrofitting measures to increase energy efficiency
	Scaffolder	Scaffolding to enable retrofitting interventions such as the above

Priority subsector	Priority Green occupation	Green sector equipment examples
Low carbon transport	Light vehicle maintenance	Electric, hybrid and alternative fuel, including hydrogen, vehicles
Green infrastructure and resilience	Arborist	Drills Rigging Chainsaws

Projects enabling skills provision relevant to the above occupations will be prioritised for funding; however, providers who have identified capital investment needs in support of other green training delivery are still encouraged to apply. The application must be supported by clear evidence of current and further anticipated employer demand.

The remaining funding is available to projects which will enable the delivery of skills across the other key sectors. The following occupations within these sectors have been identified as a priority for skills delivery:

Key Sector	Priority Occupation
Digital	Programmers and software development professionals; web design professionals; cyber security; data analyst; information technology professionals
Creative	Photographers, audio-visual and broadcasting equipment operators; Arts officers, producers and directors; Scaffolders, staggers and riggers; Carpenters and joiners; Programmers and software development professionals; Newspaper and periodical broadcast journalists and reporters
Health	Midwifery nurses; Registered community nurses; Registered specialist nurses; Registered mental health nurses; Registered children's nurses; Pharmacists; Medical radiographers; Data analysts
Hospitality	Chefs; Bar and catering supervisors; Kitchen and catering assistants; Bar staff, especially bartender skilled as cocktail makers; Security and door staff; Barista; Sommeliers
Social Care	Entry-level clinical and non-clinical roles, Care workers in childcare, adult care and health and social care; Administrative roles

Projects enabling skills provision relevant to the above occupations will be prioritised for funding; however, providers who have identified capital investment needs in support of other skills delivery are still encouraged to apply. The application must be supported by clear evidence of current and further anticipated employer demand.

3.2 Project scope

Projects are expected to include:

- Purchase and installation of industry-standard equipment to support learners into careers in the priority sectors identified above;
- Adaptations to premises to accommodate equipment and associated learning provision (where required);
- Adaptations to premises to enable equitable and safe access to the newly equipped space (where required).

Improved accessibility and efficiency alone are not sufficient criteria to merit support through this funding stream. However, applicants should demonstrate how they will ensure that access to new equipment and space adaptations is equitable and safe and guarantee that any courses delivered off-site are made inclusive with required relevant adaptations.

All applicants will also be required to demonstrate how their project:

- Encourages and enables integration of all learners, with priority given to those most in need, to ensure London's diverse communities are fully represented and everyone has access to skills which are locally relevant and support progression;
- Supports progress towards net zero campuses, meeting BREEAM 'Outstanding' for new build projects and 'Excellent' for refurbishment projects.

SfLCF Round 3 funding is specifically for new projects and cannot be used to boost funds where a project has already received or has a commitment to receive GLA funding.

3.3 Proposal detail

Applicants will be required to provide the following in their application:

- The objectives of the project, rationale and case for investment;

- Evidence of demand for skills provision enabled by investment, including consideration of other local and regional provision;
- Outputs and outcomes
- Concept designs (where applicable);
- Budget and match funding;
- Outline specifications and cost information;
- Analysis of planning issues (where applicable);
- Project risk assessment;
- Procurement strategy;
- Project programme;
- Value for money;
- Project team and capacity to deliver (minimum requirement: project manager, finance specialist and procurement specialist; for projects including buildings applicants should provide details about the specialist team such as design engineer, architect, consultant/cost consultant, fire engineer where applicable) .

At the point of application, proposals should have clearly defined costs and programme plans. In the context of ongoing cost uncertainty and inflation, projects will be prioritised for funding where there is evidence that all possible steps are being taken to ensure their deliverability in this challenging operating environment. Costings should include separate contingency and cost inflation allowances.

Minimum requirements are set out in the table below, along with examples of our preferred status. All projects should meet the minimum requirements below, see section nine below for further information on the assessment process.

Minimum requirement	Examples of preferred status
Refurbishment, structural building works or other construction projects should be developed to a minimum of Stage 2 - Concept Design (RIBA Plan of Work 2020) with supporting drawings and cost plans (this requirement is not applicable for equipment-only projects)	Refurbishment, structural building works or other construction projects should be developed to Stage 3 or higher - Concept Design (RIBA Plan of Work 2020) with supporting drawings and cost plans (this requirement is not applicable for equipment-only projects)

Minimum requirement	Examples of preferred status
Equipment-only projects should be able to demonstrate a cost comparison of at least three equipment providers	A preferred equipment provider should have been selected with an evidenced rationale, and allowances made for any price increases or supply chain issues
Applicants should be able to confirm a clearly defined budget including a minimum construction contingency of 10%. Inflation must be factored into the contingency at 3-4%. Advice should be sought from a cost consultant or quantity surveyor where appropriate.	Applicants should evidence that even substantial unexpected cost increases can be met within their budget without requiring additional funding from elsewhere
Applicants should have identified and be able to provide evidence of the source of their applicant capital contribution, and there should be a clear timetable for securing the funding by the time of contracting with the GLA	Applicant capital contribution should be secured and evidenced at the time of application
Applicants should be able to provide a valuation of any assets being disposed of to provide their applicant capital contribution with a clear timetable for completing the disposal and transferring the funds to the applicant by the time of contracting with the GLA	Asset disposal should be complete and the funds evidenced as being held by the applicant at the time of application
The total scale and value of the project and any linked developments should be manageable, with minimal dependencies	The project should stand alone and have a maximum total value of 2.5 times the requested GLA funding amount. If there is a linked development, this should either be complete or it must be evidenced that its progress will not impact on the GLA funded project's delivery.
Proposals should set out a clear commitment to delivery timetable in line with the timescales outline below, demonstrating relative certainty	The delivery timetable should evidence that the project can be completed to the timescales outline below, even if unanticipated issues occur. Key stop/go checkpoints should be identified to manage risks and avoid the project becoming unaffordable.

3.4 *Delivery timescales*

The majority of projects will be required to be delivered by 1 November 2024 with funding to be claimed from the GLA by 31 January 2025, particularly where projects are equipment-only or small scale. Any proposal requiring longer to complete delivery will be required to provide an evidenced rationale at application stage. The proposal will also need to demonstrate how the extended period is essential to enabling the priorities of the fund to be addressed. By exception, some proposals may be approved where delivery extends up to 31 October 2025 with all funding to be claimed from the GLA by 30 January 2026.

All projects will have individual timeframes confirmed at the point of contracting and will be required to complete delivery and claim within these timeframes.

4 Provider Eligibility

4.1 Eligibility criteria

Applicants will be required to demonstrate that they are:

- On the UK Register of Learning Providers: <https://www.ukrlp.co.uk/>
- Requesting funding for a learning delivery site physically located within Greater London (their head office may be located elsewhere)

AND that one or more of the following applies:

- They have an existing agreement with the GLA to deliver AEB, Free Courses for Jobs, ESF or Skills Bootcamps provision
- They are past recipient(s) of the GLA Development Support Fund (DSF) who are not already contracted to deliver their DSF project proposal;
- They are delivering skills and employment interventions to individuals in custody who are approaching their release date and endorsed by His Majesty's Prison and Probation Service (HMPPS).

Joint and collaborative applications are strongly encouraged, especially where complementary provision or adjacent organisations can provide a solution to the project aims. However, where more than one organisation is involved, a 'lead partner' must be identified to enter into the funding agreement. The lead partner will act as an accountable body for the project and a signed declaration will be required as proof of each organisation's commitment. The conditions and strength of any joint submission will be considered during the project appraisal process.

4.2 Mergers

At all points of the application process, bidders must advise of any potential merger plans and provide as much information as possible. This will include a letter of assurance from their prospective partners indicating how the project fits with the merged colleges' joined curriculum strategy and confirming that the continuing college will be committed and financially able to deliver the project within scope.

4.3 Past performance

The GLA reserves the right to not take forward for consideration any application from an existing GLA skills provider or an organisation who holds or has held a grant agreement under the Further Education Capital fund (FEC) or SfLCF, where there have been serious performance issues. Serious issues which would be taken into consideration include termination of past contracts for breach and performance issues primarily resulting from the provider's management of the project rather than external factors.

5 Financial Requirements

5.1 Available funding

A total of £10 million is available for this funding round of which £5 million will be reserved for green skills projects and £5 million will be reserved for projects in the creative, digital, health and social care and hospitality sectors. Applicants can apply for funding between £50,000 and £1.2 million per project.

Of the total £10 million, £2 million will be reserved for projects requesting up to £150 thousand, of which £1 million will be reserved for green skills projects and £1 million will be reserved for projects in the creative, digital, health and social care and hospitality sectors. The award process is expected to be extremely competitive, so applicants must put forward evidence to demonstrate that all other available funding sources have been explored (including loan funding). Submissions must include a timeline of delivery in line with the timescales set out in section three.

Project costings should include an appropriate contingency to manage any cost increases. In the event of a funding shortfall, the GLA will not be able to provide further funding and will consider terminating the project where a shortfall cannot be successfully addressed by the applicant in a timely manner. Section three of this document gives further detail on minimum and preferred requirements in relation to project status and match funding.

Applicants may be awarded less funding than requested in their application on a case-by-case basis. For example where funding is requested for a project with multiple phases or elements some of which could be delivered in isolation, funding may be awarded for only one phase of the project. The impact of partially funding a project on its viability and output delivery would be discussed with applicants prior to contracting.

5.2 Match funding

Applicants must also demonstrate an ability to provide a minimum of 50% match funding (meaning for every £1 of SfLCF funding requested, there is a commitment for an additional £1 to be invested from other sources). For example, if an applicant is requesting £100k of capital grant funding from the GLA, they will also be required to invest a minimum of £100k capital funding from other sources into the project. Match funding sources must be evidenced at application stage in line with the minimum and preferred project status set out in section three.

All capital funding spent on the project, including the match funding, must be evidenced to the GLA via claim forms. Applicants who can commit to a larger match funding ratio are

welcome to submit, provided the size of the project does not necessitate an extended period of delivery (see above), and the preferred status of match funding set out in section three above is taken into account.

5.3 Capital/revenue funding

Applicants will be required to ensure that all funding can be capitalised in their year-end accounts. Non-GLA funding must be capital only but can be sourced from other public sources. Examples might include organisation reserves; bank financing; capital proceeds from estate rationalisation; local authority funding; employer sponsorship and public funding initiatives such as LSIF. Availability of secure funding must be confirmed through detailed evidence in the form of (for example) financial statements, legally signed contracts or letters from bank manager/investor/sponsor.

Where project delivery is dependent on funding sourced from land disposal or land acquisition, the following should be provided:

- Evidence of a Red Book valuation of the land proposed for disposal or acquisition and, where a buyer is secured, agreed Head of Terms;
- Consents required;
- Timeline to completion.

Demonstration of revenue funding in alignment with the practical consideration of running costs is encouraged but will not count towards the above funding ratio.

5.4 Loan Funding option

Due to the competitive nature of the bidding process, applicants may wish to propose all or some of the funding in the form of a loan. This would be particularly relevant to applicants who have short term cashflow issues, who intend to dispose of a site to provide non-GLA funding or who are struggling to meet the funding ratio requirement.

Though it should not be assumed that a loan will be made available, the GLA is open to discussing loan options with applicants who express an interest at application stage; all requirements would be clarified before award of funding and contracting.

The interest rate to be applied for individual projects would be determined following a GLA assessment based on the financial standing of the bidding organisation and level of physical asset-based security offered.

6 Project Claims, Monitoring and Evaluation

Once the project has been approved, a deadline will be given by which the project must be formalised in grant agreement with the GLA. If the grant agreement is not confirmed within this time, the offer of funding may be withdrawn.

Project costs incurred are only eligible for funding by the GLA or to be counted as match funding after the date on which the GLA approves an application for funding currently forecast for February 2024. This date will be clearly stated within the grant agreement.

Funding cannot be drawn down until after the grant agreement document has been signed by both the applicant and the GLA, and after planning permission is achieved (where planning permission is applicable).

The project owner will be required to keep the GLA informed regarding developments, including through submission of quarterly or more regular progress reports, in compliance with requests made by GLA officers.

6.1 Grant drawdown and evidence requirements

All funding will be drawn down quarterly in arrears against achievement of milestones and/or outputs with either evidence of cost incurred or certified expenditure. No funding can be drawn down until after planning permission has been granted (where applicable).

Examples of acceptable evidence are listed below; recipients may be required to provide multiple pieces of evidence or additional evidence on a case-by-case basis.

- Invoices
- Receipts
- Bank statements

Applicants will also be required to provide high quality photographs of the completed space as part of the post-completion evaluation process (see section six), and to enable GLA Officers and any GLA-employed consultants to visit the project site as required..

6.2 Independent Monitoring Surveyor

Projects may be monitored by the GLA's Independent Monitoring Surveyor (IMS) service which will provide the GLA with initial, monthly, quarterly and/or final reports as required.

Applicants must comply with the IMS' monitoring requirements and submit information required by the IMS in a timely manner. This may include contractor progress reports; tender documentation; statutory and consent documentation; completion certificates; insurance policies and collateral warranties. Documentation required by the IMS is information that the project would be required to make available for audit purposes; in addition, site visits may be required.

More information on the IMS monitoring will be shared with the applicant upon entering into a grant agreement.

6.3 Evaluation

A strong emphasis is placed on the outcomes and benefits delivered either directly or indirectly and the grant agreement will require applicants to undertake a self-evaluation of the project six months after completion, with further self-evaluations to be completed as required up to five years after project completion. This will include assessment of whether and how well the original objectives, outputs and benefits have been achieved. Quarterly output reporting may also be required between self-evaluation submissions. In addition, external evaluation of the project may be commissioned by the GLA, with delivery partners required to provide data for the evaluators on request.

An example of the GLA grant agreement a successful organisation would enter into will be published on the Skills for Londoners Capital Fund Round 3 homepage ahead of the application window opening.

7 How to Apply

The prospectus, technical application guidance, FAQs and example grant agreement for this funding programme will be released in October 2023. Please note that this specific fund has a single stage application process.

If you have any questions, please email skillscapital@london.gov.uk. Emails should be sent at least two working days before the application submission deadline to guarantee a response. FAQ responses will be published and regularly updated on the fund website.

7.1 Application process and deadline

The window for applications will open at 13:00 on 10 October 2023. This round will be fully managed through the GLA's online investment management system [GLA OPS](#) portal. Applicants must register on GLA OPS to submit a bid. If successful, the project(s) will also be managed and payments processed through the portal.

The deadline for application is now **15 November at 5pm**. *Please note that the previously advertised deadline was 3 November at 5pm, and an extension has been made to this deadline for all potential applicants.* Only applications submitted by 15 November at 5pm via GLA OPS will be considered. Late applications will not be accepted by the system.

If you previously applied for funding from the GLA Skills & Employment Unit via GLA OPS, log in using your existing account details, then click on 'Create New+' within the project tab.

You can reset your password using the 'forgotten password' link. If you are unsure whether you already have a GLA OPS account, please contact skillscapital@london.gov.uk for advice.

If you have not previously applied for funding from the GLA Skills & Employment Unit via GLA OPS, here's what you should do:

- Register a new organisation and admin account within GLA OPS by clicking on 'New to GLA OPS? Register here';
- Select 'GLA Skills & Employment Unit' under the GLA department section and click on 'Request New Profile'. You will then be notified when your profile has been accepted;
- To begin your application, you can log in as of 10 October 2023 and simply click on 'Create New+' within the Project tab.

8 Considerations

8.1 Rationale and the case for investment

Applications should demonstrate a strong case for the proposed investment, providing a clear rationale for the project and/or equipment purchases and how the funding request aligns to the Mayor's [Skills for Londoners Strategy](#). Any changes to provision that the project will enable should be outlined, together with a detailed analysis of current provision and expectations for current and future demand., together with a detailed analysis of current provision and expectations for current and future demand.

Sustainability and Equity, Diversity and Inclusion (EDI) are essential criteria and applicants will be required to put forward their EDI plans. The positive contribution the project will make towards a fully inclusive, net zero building must be clearly demonstrated.

Where appropriate, applicants should also reference how the project supports the implementation of any OFSTED inspection recommendations.

8.2 Outputs and outcomes

A strong emphasis is placed on assessing and measuring the impact and benefits of investments. Applicants will need to identify the outputs and benefits that their project and/or equipment purchase will deliver in all of the following categories where reporting will be mandatory:

- Number of learners supported as a result of the project including breakdowns of the number of:
- Deaf and disabled learners;
- Black, Asian and Minority Ethnic learners (with a more granular breakdown to be provided where possible);
- Female learners;
- Young (16-24) learners;
- Older (50+) learners;
- Area of new or improved learning/training floorspace (m²) (not required for equipment only projects)

- Amount of space with improved energy efficiency (m2) (not required for equipment only or minor refurbishment projects)

Applicants should also identify and report on outputs in the following categories where possible, subject to practical constraints:

- Number of additional learners supported as a result of the project including breakdowns of the number of:
 - Migrant learners;
 - Care leavers;
 - People affected by the criminal justice system;
 - Lone parents;
 - Learners with caring responsibilities.

If an application is awarded funding, the applicant will be required to report progress against these outputs and outcomes to the GLA.

More advice on how to define, quantify and verify project outputs will be available on the Skills for Londoners Round 3 website ahead of the fund opening on 10 October 2023.

8.3 Health and Safety, fire safety and building safety

Exemplary Health and Safety standards are expected in all learning establishments and applicants should be prepared to give details about their fire safety and evacuation procedures, as well as general health and safety practices, particularly with regard to the project they are seeking to fund.

Applicants will also be required to address any building safety concerns arising from their latest premises survey as submitted to DfE when setting out project risks.

8.4 Subsidy Control Act 2022

Please view the [Government Draft Guidance](#) and seek independent legal assessment of compliance with the Subsidy Control Act 2022.

8.5 Commissioning quality

The Mayor's plan to shape a city that works for all Londoners is based on the principles of 'good growth' (development that is socially, environmentally and economically inclusive). The procurement of design services is an intrinsic part of the way the Mayor and his partners can shape the quality of London's built environment. Good design is not simply about the aesthetic; good design is also about function, its performance and innovation. Intelligent commissioning and high-quality design are central tenets of Good Growth, maximising long-term value for money and widening participation in public projects.

In the case of higher value schemes particularly, applicants should demonstrate how quality has been considered to find sustainable responses to the pressures of growth, create a socially inclusive environment and support a wide range of civic activities that celebrate and support local communities and cultures.

Applicants should also consider what design quality management processes they will undertake to ensure their project is fit for purpose and makes a positive contribution to the learning offer and place. Design quality management processes might include procuring a high-quality design team, commitment to undergoing a pre-planning design review or programming-in meaningful community or user engagement.

8.6 Environmental Sustainability

The Mayor is committed to improving London's environment and wishes to see innovative projects that contribute to making London a resilient, green and resource-efficient city.

The [London Environment Strategy](#) sets the Mayor's vision for London in 2050 that will realise the potential of London's environment to support good health and quality of life and to make the city a better place to live, work and do business. Applications are encouraged for projects which integrate creative environmental sustainability interventions that align with the Mayor's environmental priorities.

Projects should be ambitious and achieve the maximum benefits of sustainable design by meeting BREEAM 'Outstanding' for new build projects and 'Excellent' for refurbishment projects. In keeping with the [Skills Roadmap for London](#), all projects must align with the Mayor's priorities for addressing the climate change emergency as well as demonstrating a commitment towards carbon net zero for college campus sites.

Where projects involve disposal of older devices, applicants could consider donating old devices to the [London Device Bank](#) to help break down barriers for digitally excluded Londoners while also having a positive environmental impact.

8.7 Equalities, Fairness and Inclusion

The Mayor's [Equality, Diversity and Inclusion Strategy](#) reinforces his commitment to a fairer, more equal, integrated city where all people feel welcome and are able to fulfil their potential. In the context of the SfLCF, this includes:

- Many more people of all ages progressing in learning to reach their full potential;
- Ensuring all Londoners and London's businesses can access the skills they need to succeed;
- Promoting social integration and contact between different groups and tackling the inequalities that exist which prevent people from being active citizens;
- More young people having the knowledge, skills and life experiences to succeed;
- Reducing the number of jobless young people;
- Helping make London a city where people of every background feel connected with each other and can realise the benefits of London's diversity; and
- Creating greater equality, diversity and inclusion (which includes gender parity in terms of career outcomes and greater social mobility within professions).

Proposals for the SfLCF must reflect the diverse needs of all learners and help to reduce the disability, gender and race employment gaps, in addition to meeting the [Public Sector Equality Duty](#).

Similarly, projects must reflect sensitive place-based proposals that benefit the wider community and positively contribute to the vitality and attractiveness of the area. This may be in the form of additional benefits being realised beyond the standard teaching periods or the main target groups (e.g. facilities accessible during summer hours or made available to community groups/social enterprises/those working full-time).

8.8 Social Value

Applicants should strive to achieve the maximum value possible and provide evidence of how they will apply such principles via the procurement they commission with this funding.

Consideration may involve an organisation helping its supply chain understand how to support the college's social value objectives or to consider social value for every procurement opportunity above a certain threshold. This may include ensuring one social value outcome in every procurement awarded or building social value outcomes into the contract management through integration of SMEs. Information on the Public Services (Social Value) Act 2012 can be found via the [Social Value Hub](#).

9 Assessment process

9.1 Evaluation process

Applications will be evaluated by an evaluation team which may include external scorers, GLA officers in Skills & Employment, Economics, Finance and other teams across the GLA. Applicants may be required to provide further clarification during this process.

9.2 Cost and Financial Due Diligence

The proposed investment should deliver value for money. Cost due diligence consultants will be appointed to provide an independent assessment of some projects. The cost consultant will provide cost consultancy services for due diligence at the appraisal/evaluation stage of the competitive application process. This service will apply for larger projects but may also apply for smaller more complex projects. Some areas the consultant will look at include, but are not limited to:

- Construction cost requirements against project outcomes;
- Projected construction costs against industry benchmarks;
- Comparable options presented in the project application, if appropriate. Project budget, cost plans, estimates and cash flow projections;
- Inclusion of a review of the build programme with emphasis on its consistency with the Cash Flow Statement;
- Risk management and sensitivity analysis (including inflation);
- The adequacy and value of any contingencies included in the project, the method of calculation of contingencies and whether this is on a risk assessment basis. If no contingency is included, this must be stated in the report, along with the implications regarding the project's delivery with zero contingency;
- Any other related activities to complete the due diligence and appraisal of project.

Financial due diligence checks will also be undertaken on all organisations prior to entering into any funding agreement, the outcome of which will be considered alongside other aspects of the appraisal process. If the GLA considers risks to be too high, or to have potential to threaten the viability of the programme, the decision might be taken not to award a grant. Lead organisations will be asked to provide evidence such as the following:

- Evidence of consents and approvals, including approval of the application by the organisation’s governing body or equivalent;
- Evidence of non-GLA funding contributions for the project, including all receipts from land transactions, including disposals or valuations;
- Audited accounts for the previous three financial years, signed by an independent and qualified accountant;
- Organisation’s budget for the current year;
- Statement of the organisation’s cash flow forecast for the current year;
- 5-year financial forecast with commentary, including estate strategy and business plan (note that student number forecasts will be tested, and assumptions challenged through the assessment process);
- Financial regulations (including procurement rules);
- Evidence of Public and Employer’s Liability Insurance;
- Legal opinion on Subsidy Control; and
- Detailed project budget including expenditure profile and build cost breakdown.

9.3 *Criteria scoring framework*

All applications will be scored according to the criteria below:

Criteria	Description	Score	Weighting
Project aims and rationale	We will assess the project’s rationale and potential to enable delivery of high-quality provision and outcomes, its impact on underrepresented groups and alignment with funding priorities as set out in this prospectus, particularly section three.	0-5	30%

Criteria	Description	Score	Weighting
Deliverability	The project should have a clear plan, be clearly costed and underpinned by capacity and skills in the team to deliver on time and on budget. We will look for evidence of the ability to implement, manage, monitor and deliver the project. The project should meet the minimum requirements set out in the table on p.15 and, where applicable, should demonstrate progress towards or achievement of the preferred status in the same table.	0-5	40%
Value for money	Does the project make optimal use of resources to achieve a high-quality project? Applicants must show a clear need for funding, that costs are reasonable and that the values of benefits outweigh the costs.	0-5	30%

9.4 Grant awards

All applicants will be notified of the outcome of the application assessment in writing, with feedback provided to all unsuccessful applicants and to successful applicants on request.

Successful applicants will be required to update their GLA OPS application to reflect any GLA requests or changes since the time of application (for example, adding detail to their outputs block or updating milestone dates). This information will then be inserted into a grant agreement template which applicants will be required to sign to enter into contract with the GLA. It is a standard, non-negotiable template document, with an example version available from the fund webpage along with this prospectus. Applicants should read the template document before submitting an application to ensure they are happy with the terms and conditions.

Applicants should be ready to sign the contract and begin delivery promptly once awards are confirmed.

Successful applicants must not place any reliance upon funding until a signed grant funding agreement is in place; any such reliance, or the start of delivery before a grant funding agreement is in place, is entirely at their own risk.

10 Key dates

The following table sets out indicative dates for the bidding process through to entry into formal agreement, though it should be noted that timescales may be subject to change. The deadline for application is now **15 November at 5pm**. *Please note that the previously advertised deadline was 3 November at 5pm, and an extension has been made to this deadline for all potential applicants.*

Process	Date
Programme documentation published on the GLA website	October 2023
Application window opens on GLA OPS	13:00 on 10 October 2023
Deadline for online application	17:00 on 15 November 2023
Assessment, clarifications and moderation of applications	November 2023 to January 2024
Announcement of successful applications	February 2024 (subject to change)
Entry into funding agreement with the GLA	March 2024(subject to change)
Project completion, submission of final funding claims and commencement of evaluation and output reporting	November 2024-January 2026 (as per the contractual agreement for each project)

11 Governance

Decisions regarding allocation of SfLCF Round 3 funding will be made in line with the Mayoral Decision-Making framework and the delegation approved by the Mayor under cover of MD3092. Prior to formal approval, the allocations will be reviewed in line with internal management arrangements and reviewed in an advisory capacity by the Skills for Londoners Board.

The formal allocations will then be forwarded for approval in line with the GLA's Decision Making process. The formal decision form will be considered by the GLA's Corporate Investment Board (CIB) prior to progressing for formal approval by the Mayor or delegated officer; in this instance the Assistant Director of Employment & Skills – Delivery, under cover of an Assistant Director Decision (ADD) form. Decisions formally approved will be final.

CIB is an informal advisory board chaired by the Mayor's Chief of Staff and attended by the Mayor's appointees and executive directors. Among other responsibilities, CIB helps coordinate GLA decisions and ensure there is appropriate review before decisions are taken and executed. Information on the [Mayor's Governance Processes](#) can be accessed online.

Other formats and languages

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

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