

## Appendix A: Grant Award letter template

[Address]

X XXXX 2023

Dear [lead contact],

### **Notice of Grant Award - Subject to Grant Agreement: English for Speakers of Other Languages (ESOL) London Capacity Fund – [Provider]**

We are pleased to inform you that your application to the ESOL London Capacity Fund for **[Provider name]** has been successful.

Due to the high demand for funding, you will receive a pro-rata amount of approximately 60 per cent of the total funding requested in your bid. For your provider this totals [XXXX].

There may also be an option for the GLA to extend the grants into the 2024-25 financial year subject to delivery. However, the GLA will also retain the discretion to remove and re-distribute funding to other eligible providers where poor performance is identified.

As a result of being awarded a pro-rated allocation, the funding volumes and targets you submitted as part of your bid have also been reduced proportionately.

It is expected that you offer each of the delivery modes you outlined in Expression of Interest (EoI) form across the delivery period. These are:

- [add in here delivery modes]

Please respond in writing to [SfL@london.gov.uk](mailto:SfL@london.gov.uk) to confirm whether you wish us to proceed with your application and commence pre-grant preparations using the template that can be found at Annex 1 no later than [date].

If a completed and signed response is not received by [date] we may proceed on the basis that you do not wish to receive grant funding from the GLA, and we may allocate the funding which you would have received to an alternate provider.

If you do decide to proceed with your offer, you will need to sign your grant agreement electronically on GLA OPS. A first key step in the process is ensuring you have authorised signatories assigned for your organisation. As per attached guidance if you do not have an authorised signatory you will need to email us back with an authorised signatories declaration and complete GLA OPS registration tasks for all contacts declared as authorised signatories by [date].

If you are not registered on SAP you will need to complete the registration process in preparation for the delivery start date of [date]. Please complete the attached GLA SAP registration templates and email to [ops-skills@london.gov.uk](mailto:ops-skills@london.gov.uk) by [date]. Please note that the SAP registration process may take up to eight weeks to be completed, and until then we may not be able to process any payments for your organisation. If you think you already have a GLA SAP vendor / supplier ID, please let us know, by providing us with the registered organisation name and SAP ID so that we can check.

You should respond to all of the requests in this letter in one email where possible by emailing [SfL@london.gov.uk](mailto:SfL@london.gov.uk) [date].

Delivery against this new agreement will begin in September 2023. You GLA Provider Manager will be your key point of contact for this new agreement. Soon after your confirmation is received you will be notified of any tasks relevant to project start, including GLA OPS project creation actions.

You must refrain from publicising the GLA's offer of an award until such time as a grant agreement has been agreed by both parties unless the GLA specifically requests otherwise.

If you have any queries regarding the above, please email the GLA Skills & Employment Team at [SfL@london.gov.uk](mailto:SfL@london.gov.uk) (adding subject line "ESOL capacity fund onboarding").

Thank you for your application and we look forward to working with you to deliver your project.

Yours sincerely,

**Ann-Marie Soyinka**

Assistant Director Skills & Employment  
Communities and Skills

## Annex 1

**\*\*\*Please submit your confirmation below of acceptance of the Grant, or notification of your decision not to accept the Grant, to: [SfL@london.gov.uk](mailto:SfL@london.gov.uk) with the subject line 'ESOL London Capacity Fund grant confirmation' \*\*\***

---

**ESOL London Capacity Fund – [Provider name] Notice of Grant Award - Subject to Grant Agreement:**

I confirm that .....

**[Organisation's name]**

wishes to accept/does not accept [delete as applicable] the project funding for:

The ESOL London Capacity Fund –**[Provider name]**

**Signed:**

.....

**Print Name:** .....

**Position in the Organisation:**

.....

**Date:**

.....