

# MAYOR OF LONDON

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## ASF Grant 2024-25

### Completing the R06 Mid-Year Funding Claim on GLA-OPS

Below are instructions on when and how to complete your R06 Mid-Year Funding Claim for 2024 to 2025 on GLA-OPS.

#### When to submit your Funding Claim

You can start to complete your Funding Claim from Wednesday, 12 February 2025.

You must complete the R06 Form and submit to the GLA (using the Request Approval button) by 17:00 on Tuesday, 18 February 2025.

#### Information required on your Funding Claim

Your R06 Funding Claim must be completed using your R06 return values as a basis for 'delivery to date' figures. The claim should relate to GLA ASF Grant funded provision only. If you hold both a Grant agreement and a Jobs Skills for Londoners agreement with the GLA, you will need to complete separate Funding Claims on GLA-OPS.

Your delivery to date figures for Programme Funding, Learning Support and Learner Support will be populated automatically based on your R06 ILR return, and any values recorded in the Earnings Adjustment Statement (EAS). You are required to supply figures for delivery to date for lines that are non-formula funded, as these cannot be pre-populated from your ILR data, e.g., Tailored Learning. You must complete all fields.

#### Approval process

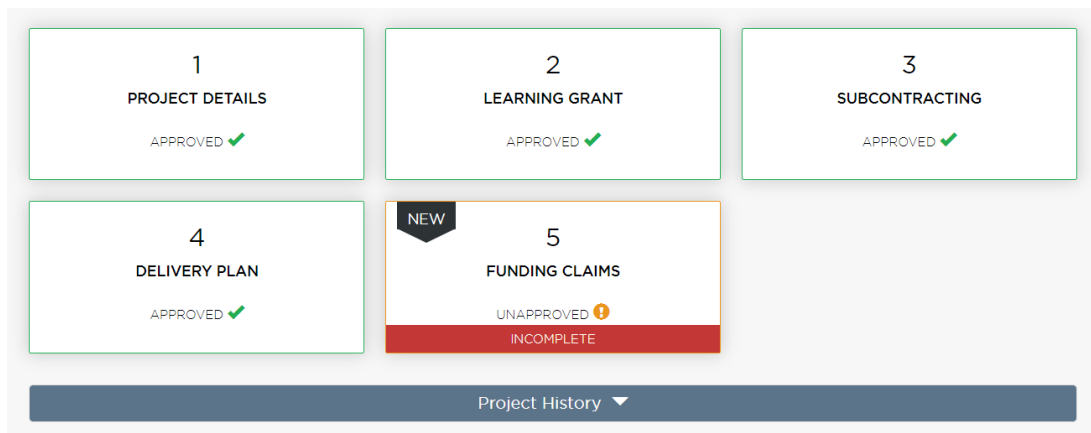
If we identify any errors in your submission, we may return the form to you and ask you to make the required edits. Once we have approved your claim, you must not make any further edits to the R06 form in the Funding Claims block. By approving your Funding Claim, the GLA is confirming receipt of your information regarding delivery to date. We are not committing to funding any costs in excess of your allocation amount.

#### Disclaimer

By completing and submitting your claim through GLA-OPS you are confirming that the information contained in the form is complete, accurate and in line with published [GLA ASF Funding and Performance Management Rules for Grant Providers 2024-25](#). You are also confirming that supporting evidence is available regarding delivery to date.

## How to complete your Funding Claim on GLA-OPS

The Funding Claims block will appear on your Project Overview Screen.



If you click into the block, you can view the Funding Claim form:

Funding Claims			
Funding Claim Period			
Mid Year Claim (RO6 Feb)			
FUNDING CLAIM CATEGORY	DELIVERY TO DATE £	FORECAST DELIVERY £	TOTAL DELIVERY £
▼ Programme Funding	0.00	0.00	0.00
Of which, Main ASF - Programme Funding	0.00	0.00	0.00
Of which, National FCFJ - Programme Funding	0.00	0.00	0.00
Of which, Regional FCFJ - Programme Funding	0.00	0.00	0.00
▼ Learning Support	0.00	0.00	0.00
Of which, Main ASF - Learning Support	0.00	0.00	0.00
Of which, National FCFJ - Learning Support	0.00	0.00	0.00
Of which, Regional FCFJ - Learning Support	0.00	0.00	0.00
▼ Learner Support - 19+ Hardship	0.00	0.00	0.00
Of which, Main ASF - Learner Support 19+ Hardship	0.00	0.00	0.00
Of which, National FCFJ - Learner Support 19+ Hardship	0.00	0.00	0.00
Of which, Regional FCFJ - Learner Support 19+ Hardship	0.00	0.00	0.00
▼ Learner Support - 20+ Childcare	0.00	0.00	0.00
Of which, Main ASF - Learner Support 20+ Childcare	0.00	0.00	0.00
Of which, National FCFJ - Learner Support 20+ Childcare	0.00	0.00	0.00
Of which, Regional FCFJ - Learner Support 20+ Childcare	0.00	0.00	0.00
▼ Learner Support - Residential Access Fund	0.00	0.00	0.00
Of which, Main ASF - Learner Support Residential Access Fund	0.00	0.00	0.00
Of which, National FCFJ - Learner Support Residential Access Fund	0.00	0.00	0.00
Of which, Regional FCFJ - Learner Support Residential Access Fund	0.00	0.00	0.00
▼ Learner Support IT Devices and Connectivity Costs	0.00	0.00	0.00
Of which, Main ASF - Learner Support IT Devices and Connectivity Costs	0.00	0.00	0.00
Of which, National FCFJ - Learner Support IT Devices and Connectivity Costs	0.00	0.00	0.00
Of which, Regional FCFJ - Learner Support IT Devices and Connectivity Costs	0.00	0.00	0.00
▼ Learner Support - Administration Expenditure	0.00	0.00	0.00
Of which, Main ASF - Learner Support Administration Expenditure	0.00	0.00	0.00
Of which, National FCFJ - Learner Support Administration Expenditure	0.00	0.00	0.00
Of which, Regional FCFJ - Learner Support Administration Expenditure	0.00	0.00	0.00
Tailored Learning	0.00	0.00	0.00
ASF Programme Funding Exceptional Adjustment	0.00	0.00	0.00

Data for Programme Funding, Learning Support and Learner Support will populate automatically based on your R06 ILR return. Please note, these fields will show £0.00 until the R06 data is pushed into GLA-OPS. This will be done by Tuesday, 11 February 2025.

**Note:** the 'Of which' amounts you submit for subcategories of Programme Funding, Learning Support and Learner Support must tally up to the total amount for each associated category; otherwise, the block status will remain incomplete, and the following error message will show at the bottom of the Funding Claims block table. **'The sum of 'of which' sub-category splits must sum to the total for the category'.**

The sum of "of which" sub-category splits must sum to the total for the category

**E.G. Programme Funding:** the total category amount will be populated automatically based on your R06 ILR return. The 'Of which' subcategory amounts you submit must add up to match the total category amount:

- Of which, Main ASF - Programme Funding
- Of which, National FCFJ - Programme Funding
- Of which, Regional FCFJ - Programme Funding

### **To update the Funding Claims block**

- Click EDIT in the top right-hand corner.
- The Funding Claim Period will be pre-set to 'Mid Year Funding Claim (R06 Feb)' on the Funding Claim Period drop-down.
- Complete all necessary fields in the R06 Funding Claim form.
- Click DONE to save any changes. You can then come back and review the form later if necessary.

**Please complete all fields in the form (Delivery to Date and Forecast Delivery).**

### **Delivery to Date, £ and Forecast Delivery, £ field overview**

**Programme Funding** (for the Delivery to Date field the amount will be populated based on the R06 ILR return and must tally up to the sum of subcategories listed below; the Forecast Delivery amount will be populated based on a calculated sum of subcategory values entered by you).

- Of which, Main ASF - Programme Funding
- Of which, National FCFJ - Programme Funding
- Of which, Regional FCFJ - Programme Funding

**Learning Support** (for the Delivery to Date field the amount will be populated based on the R06 ILR return and must tally up to the sum of subcategories listed below; the Forecast Delivery amount will be populated based on a calculated sum of subcategory values entered by you).

- Of which, Main ASF - Learning Support
- Of which, National FCFJ - Learning Support
- Of which, Regional FCFJ - Learning Support

**Learner Support - 19+ Hardship** (for the Delivery to Date field the amount will be populated based on the R06 ILR return and must tally up to the sum of subcategories listed below; the Forecast Delivery amount will be populated based on a calculated sum of subcategory values entered by you).

- Of which, Main ASF - Learner Support 19+ Hardship
- Of which, National FCFJ - Learner Support 19+ Hardship

- Of which, Regional FCFJ - Learner Support 19+ Hardship

**Learner Support - 20+ Childcare** (for the Delivery to Date field the amount will be populated based on the R06 ILR return and must tally up to the sum of subcategories listed below; the Forecast Delivery amount will be populated based on a calculated sum of subcategory values entered by you).

- Of which, Main ASF - Learner Support 20+ Childcare
- Of which, National FCFJ - Learner Support 20+ Childcare
- Of which, Regional FCFJ - Learner Support 20+ Childcare

**Learner Support - Residential Access Fund** (for the Delivery to Date field the amount will be populated based on the R06 ILR return and must tally up to the sum of subcategories listed below; the Forecast Delivery amount will be populated based on a calculated sum of subcategory values entered by you).

- Of which, Main ASF - Learner Support Residential Access Fund
- Of which, National FCFJ - Learner Support Residential Access Fund
- Of which, Regional FCFJ - Learner Support Residential Access Fund

**Learner Support - IT Devices and Connectivity Costs** (for the Delivery to Date field the amount will be populated based on the R06 ILR return and must tally up to the sum of subcategories listed below; the Forecast Delivery amount will be populated based on a calculated sum of subcategory values entered by you).

- Of which, Main ASF - Learner Support IT Devices and Connectivity Costs
- Of which, National FCFJ - Learner Support IT Devices and Connectivity Costs
- Of which, Regional FCFJ - Learner Support IT Devices and Connectivity Costs

**Learner Support - Administration Expenditure** (for the Delivery to Date field the amount will be populated based on the R06 ILR return and must tally up to the sum of subcategories listed below; the Forecast Delivery amount will be populated based on a calculated sum of subcategory values entered by you).

- Of which, Main ASF - Learner Support Administration Expenditure
- Of which, National FCFJ - Learner Support Administration Expenditure
- Of which, Regional FCFJ - Learner Support Administration Expenditure

**Tailored Learning** (manual entry field)

**ASF Programme Funding Exceptional Adjustment** (manual entry field; positive/negative)

**National FCFJ Programme Funding Exceptional Adjustment** (manual entry field; positive/negative)

**Regional FCFJ Programme Funding Exceptional Adjustment** (manual entry field; positive/negative)

**ASF Learning Support Exceptional Adjustment** (manual entry field; positive/negative)

**National FCFJ Learning Support Exceptional Adjustment** (manual entry field; positive/negative)

**Regional FCFJ Learning Support Exceptional Adjustment** (manual entry field; positive/negative)

**ASF Learner Support Exceptional Adjustment** (manual entry field; positive/negative)

**National FCFJ Learner Support Exceptional Adjustment** (manual entry field; positive/negative)

**Regional FCFJ Learner Support Exceptional Adjustment** (manual entry field; positive/negative)

It should not be necessary to enter an exceptional adjustment as your funding claim will accurately match the data returned in your ILR R06 submission. We would only expect an exceptional adjustment to be entered where you have already contacted the GLA to discuss the reasons for the adjustment.

Click **DONE** to save any changes. You can then come back and review the form later.

Once you are satisfied that the form is complete and accurate, you need to go to the Project Overview page and submit your Funding Claim by clicking the green 'Request Approval' button.

The screenshot displays a project overview interface with five numbered steps:

- 1 PROJECT DETAILS**: APPROVED ✓
- 2 LEARNING GRANT**: APPROVED ✓
- 3 SUBCONTRACTING**: APPROVED ✓
- 4 DELIVERY PLAN**: APPROVED ✓
- 5 FUNDING CLAIMS**: UNAPPROVED ⚠ (marked as **NEW**)

Below the steps is a **Project History** dropdown menu. Underneath is a **Comments** section with a text input field labeled "Add an explanatory comment". At the bottom center is a green **REQUEST APPROVAL** button.

**Please note the following:**

- You must complete only the R06 Funding Claim for year 2024-25.
- Do not update any fields in the R10 or R14 Funding Claims.